UNIVERSITY OF SANTO TOMAS
COLLEGE OF NURSING

UNIVERSITY OF SANTO TOMAS

COLLEGE OF NURSING

PROGRAM SPECIFICATION

2023-2027

2023-2027
PROGRAM
SPECIFICATION

GENERAL INFORMATION
University of Santo Tomas

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 of Santo Tomas, in pursuit of truth guided by reason and illumined by faith, dedicates herself to the generation, advancement, integration, dissemination, and application of knowledge to form competent and compassionate persons committed to serve the Church, the nation, and the global community.

Vision

By 2030, the University of Santo Tomas, faithful to her centuries-old tradition of excellence, envisions herself as a leading Catholic institution of learning in the Asia-Pacific, committed to the integral formation of her stakeholders for social transformation.
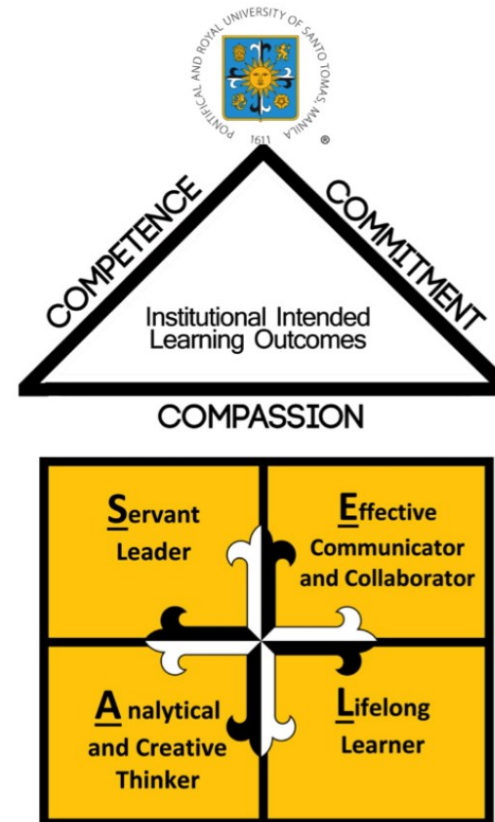
Motto

Veritas in Caritate (Eph 4:15)

Thomasian Core Values

Competence

Commitment

Compassion

Thomasian SEAL of Education

Every Thomasian graduate carries the **SEAL** of Thomasian education and is visibly seen as a **S**ervant leader, an **E**ffective communicator and collaborator, an **A**nalytical and creative thinker, and a **L**ifelong learner. With Christ at the center of Thomasian education, graduates are expected to demonstrate the following Thomasian Graduates Attributes (ThoGAs):

SEAL of Thomasian Education	Thomasian Graduate Attributes (ThoGA):
Servant 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.
Effective communicator and collaborator	Express oneself 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.
Analytical 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.
Lifelong learner	Engage in reflective practice to ensure disciplinal 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.

History

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 found 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. Tomas 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 eology, 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 400th 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.

ENTRANCE EXAMINATION

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 Communications Bureau (CB), 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.

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.

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.

ADMISSION

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.

ENROLMENT

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 enrollment 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 (½) 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 enrolled 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.

CROSS ENROLMENT

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;
   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 enrolees 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 enroled as new students. Their enrolment shall be approved by the Office of the Registrar.

3. As new students, cross enrolees 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;
   e. be deactivated in the system immediately after the expiration of the validity period.

CHANGING / DROPPING OF COURSE(S) / PROGRAM

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.

SHIFTING

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.

TRANSFEREES

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.

CREDIT TRANSFER

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.

ACCOMMODATION OF LIFELONG LEARNERS

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.

Admission of Foreign Students: (Non-immigrant Aliens)

A. For Undergraduate Courses

1. Applicant presents to the Office of the Registrar the following documents:

   a. Transcript of records/Scholastic records in duplicate duly
   b. authenticated by the Philippine Foreign Service Post (PFSP) located in the student applicant's country of origin or legal residence.
   c. Personal History Statement (6 copies) – Forms available at the Registrar's Office.
   d. Notarized affidavit of support in duplicate, including bank state-ments 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.
   e. Photocopy of the data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the PFSP.

2. Registrar refers documents to the Office of the Dean for com- ments and recommendations.

3. Applicant takes the University entrance examination.

4. With the favorable recommendation of the Office of the Dean, the Registrar issues the Notice of Acceptance to be forwarded together with the documents listed in No. 1 to the Department of Foreign Affairs (DFA) for issuance of student visa.

Students with PVAO/USVA Educational Benefits

1. Students enjoying PVAO and USVA educational benefits shall be admitted if they submit complete papers upon enrollment. Except for Other Fees, the PVAO pays 100% of the fees.

2. Student beneficiaries with unpaid accounts who transfer to other schools shall not be issued any credentials unless the total amount due to the University is paid.

3. No credentials and records shall be released unless all financial obligations with the University have been settled.

Rules on Discipline

Students are bound by the Code of Conduct Discipline of the University which prescribes, among other things, carrying ID's and wearing the official college uniform while within the campus; and forbids 1) smoking inside and outside the classrooms, laboratories, libraries and halls; 2) carrying of firearms and other weapons within the campus and the University premises; 3) using the name of the University for organizations not recognized by the Administration. Students found guilty of gross misconduct, or immorality, before or after enrolment, within or outside the University premises, shall be dishonorably dismissed.

Student Number

Every student should carefully indicate his STUDENT NUMBER on whatever forms which require it. The student number is the key to correct reporting of grades and other academic transactions.

Scholarships

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.

1. **Academic Scholarship (Santo Tomas)**

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

2. **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;

5. All scholarship applications and renewals are subject for approval by the UST Scholarship Committee.

ATTENDANCE

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.

LEAVE OF ABSENCE AND RE-ADMISSION

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 re-admission 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 re-admission.

ACADEMIC LOAD

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 enrolled in more than one faculty/college/ institute to earn more than one academic degree at the same time.

ASSESSMENT AND PAYMENT OF FEES

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 enrollment:

    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.

ADJUSTMENT AND REFUND OF FEES

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

Policy Guidelines and Conditions

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:

   Within the 1st week—25% of the total fees for the course/program
   Within the 2nd week—50% of the total fees for the course/program

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.

EXAMINATIONS

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 (monthly, preliminary and final examinations) 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, a Completion requirement and 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 imple-

mentation of the guidelines on completion of grades

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.

DEBARMENT

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

Policy Guidelines and Conditions

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.

GRADING SYSTEM

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

Policy Guidelines and Conditions

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. 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 1st to 4th/5th 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.

TRANSFER CREDENTIALS

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.

TRANSCRIPT OF RECORDS

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 purposes of 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.

GRADUATION

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.

INVESTITURE AND BACCALAUREATE CEREMONIES

The University grants to the candidates their degrees and confers their award 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.

Academic Honors

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:

   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

2. Furthermore, candidates for honors

   a. must comply with University residence requirements for at least six consecutive terms immediately preceding date of graduation;

   b. must 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;

   c. must 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;

   d. must have completed in the University at least 76% of the total number of academic units or hours for graduation;

   e. must 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;

   f. must 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;

Dean's List

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 grade are incurred, including failure and incomplete in PE and NSTP.

Loyalty Award

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 Dean, of which list becomes the basis for requisition of medals at the Office of the Secretary- General.

STUDENT AWARD

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

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 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 who have shown exemplary performance on a sustained level by having been granted the same award for five (5) consecutive years.

CODE OF CONDUCT

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 towards 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, sleeveless, 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**

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. 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 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 organization 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.

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 (OSG) 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.

CODE OF DISCIPLINE: OFFENSES AND PENALTIES

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 who plagiarizes, or who deliberately looks at another's examination paper, or who talks or communicates with another without permission during the examination, or who copies from another's examination paper or report, or who sends 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 case 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 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 a 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.

COLLEGE OF NURSING

Historical Note

The UST College of Nursing is a center of excellence in Catholic Nursing Education. The first Nursing Educational Program in the country was offered by this University as Escuela de Practicantes in 1879. The present course offering is the Philippines' first Basic Collegiate Baccalaureate Programme instituted in February 12, 1946. The four-year curriculum is outcome-based and designed to prepare a professional nurse to render nursing care to individuals, families, and groups in any setting, at any stage of the health-illness continuum.

As one of the country's top nursing schools, the UST College of Nursing has consistently produced the highest number of passers and topnotchers in the Philippine Nursing Licensure Exams given by the Professional Regulation Commission (PRC). Thomasian nurses, here and abroad, continue to make their mark as competent, committed and compassionate nursing leaders, educators and practitioners.

Mission

The University of Santo Tomas College of Nursing commits itself to provide a Catholic Nursing Education geared toward excellent health care delivery reflected in teaching, research and community extension/services to respond to national and global needs.

Vision

The UST College of Nursing envisions itself as an internation- ally recognized nursing school, upholding the culture of excellence in Catholic Nursing Education.

Core Values

Excellence	We uphold the culture of excellence and continuously commit to achieve higher levels of quality.
Respect	We treat everyone with utmost dignity in the light of Catholic faith.
Leadership	We empower the members to become productive, efficient and be of service to others.
Compassion	We are sensitive to the needs of others.
Innovation	We encourage creative and critical thinking, new ideas and research.
Spirituality	We value relationship with people and God to strengthen one's purpose and meaning in life.

Thomasian Nursing Graduate Attributes

A UST College of Nursing graduate is:

ACADEMICALLY COMPETENT

Pursues high level of academic performance and promotes practices that values academic excellence and apply theory and skills to professional context.

- Engage in extension programs that optimize the application of their content knowledge and practical competencies.

AN EXCELLENT CARE PROVIDER

Brings Christ/ God at the bedside in rendering safe and quality care based on established legal, ethical, professional, and technical norms and standards.

- Demonstrate respect for human dignity, regardless of race, religion, age, and gender.

- Reach out with Christian compassion to the poor and marginalized.

- Bring Christ/ God at the bedside in rendering safe and quality care based on established legal, ethical, professional, and technical norms and standards.

SPIRITUALLY EMPOWERED

Exercises his/her profession with deep commitment to the teachings of the Christian faith and the Catholic Church inspired by St. Dominic and St. Thomas' Aquinas' ardor and devotion; nurturing their spiritual life with prayers, the sacraments and related religious activities and striving to be a courageous Christian witness in the performance of their duties.

TRANSFORMATIVE LEADER

Advocates for change and innovation to improve healthcare.

- Show leadership abilities to promote advocacies for life, freedom, justice, and solidarity in the service of the Church, the family, the global and local communities, and the environment.

A SOCIALLY-RESPONSIVE FILIPINO CITIZEN

A nurse who is aware and understands oneself, others, and the interrelationships of political, economic, social, cultural, technological, and environmental aspects, who takes responsibility of oneself and the welfare of others, and who takes pride in one's heritage.

ETHICALLY COMPETENT PROFESSIONAL

A nurse who applies ethico-moral principles guided by Thomasian values.

- Imbibe the epitome of a genuine professional; leads by example and effectively collaborates with team members.

AN EFFECTIVE COMMUNICATOR AND PRO-ACTIVE COLLABORATOR

Displays literacy and proficiency in the ethical and legal

process, as well as the use and relay of information. Values positive relationships with inter-, intra-, and multidisciplinary and multi-cultural teams.

- Express oneself clearly, correctly, and confidently in various environments, contexts, and technologies of human interaction.
- Contribute effectively in achieving objectives and tasks that require teamwork.
- 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.

CREATIVE AND CRITICAL THINKER AND RESEARCHER

Demonstrates exceptional ability in analyzing and synthesizing new ideas through utilization of appropriate methods and corpuses of data in solving problems

- Pursue high level of academic performance and promote practices that value academic excellence and apply theory and skills to professional context.
- Express personal and professional insights through an ethical, fact-based, and information-processed approach.
- Display passion for truth and creativity by engaging in research and disseminating its output.
- Show judiciousness and resourcefulness in making personal and professional decisions.
- Uphold Catholic teachings relevant to various social issues and life situations.

AN ENTHUSIASTIC, LIFE-LONG LEARNER

A nurse who engages in multidisciplinary learning for the pursuit of holistic, personal, and professional development.

- Demonstrate excellence in discipline knowledge and skills validated against national and/or international standards, whenever applicable.

- Pursue continuous upgrading of competencies to ensure mastery of knowledge and skills required by the profession or area of specialization.
- Show ability to deal with new life situations and challenges, including those resulting from advancements in information and media technology.
- Manifest Christian values and continuous deepening of faith and spirituality.

PROGRAM OUTCOMES

- Apply knowledge of physical, social, natural and health sciences and humanities in the excellent and innovative practice of nursing guided by Thomasian values. (PO 1)

- Provide safe, appropriate, holistic, and quality nursing care to individuals, families, population groups and c ommunities utilizingthe nursing process in any healthcare setting. (PO 2)

- Apply guidelines and principles of evidence-based practice in the actual delivery of healthcare service. (PO 3)

- Practice nursing in accordance with legal, ethical, and moral principles, guided by Catholic / Thomasian core values. (PO 4)

- Communicate effectively using culturally-sensitive language and display proficiency and responsibility in the use of information technology. (PO 5)

- Report and document accurate, comprehensive, and updated client care. (PO 6)

- Work effectively in collaboration with inter-, intra-, and multidisciplinary and multi-cultural teams. (PO 7)

- Function effectively as a conscientious Thomasian leader-manager and member of the health care team in t he delivery of client care. (PO 8)

- Conduct relevant and innovative nursing and healthcare research

guided by an experienced researcher. (PO 9)

- Engage enthusiastically in self-directed life-long learning, embracing nursing and healthcare advancement in local, national, and global landscape. (PO 10)

- Demonstrate socio-civic responsiveness through engagement in social, political, cultural, economic, technological, and environmental issues taking pride in the identity of a Filipino Thomasian nurse, in response to national and global issues. (PO 11)

- Apply adaptive techno-intelligent care systems and processes in healthcare delivery. (PO 12)

- Display nursing core values fortified with Thomasian ideals in professional practice. (PO 13)

- Apply entrepreneurial skills to promote equitable healthcare delivery. (PO 14)

LEVEL INTENDED LEARNING OUTCOMES

LEVEL I
At *the end of the first year, given simulated situations in selected settings, the learners demonstrate basic nursing skills in rendering safe and appropriate care utilizing the nursing process.*

- Apply knowledge of physical, social, natural and health sciences and humanities in the excellent and innovative practice of nursing guided by Thomasian values.
- Apply safe, appropriate, holistic, and quality nursing care to individuals utilizing nursing process
- Apply guidelines and principles of evidence-based practice in the formulation and implementation of the nursing process to healthy individuals.
- Practice preventive and promotive nursing care in accordance to legal, ethical and moral principles, guided by Catholic / Thomasian core values.
- Demonstrate effective and responsible communication skills using culturally-sensitive language and display proficiency and responsibility in the use of information technology
- Develop accurate and comprehensive nursing care plan provided to healthy individuals
- Collaborate effectively with peers and health teams in the implementation of health promotion and preventive programs
- Utilize concepts of management and leadership skills in formulating nursing care plan to individuals
- Apply results of nursing and health related research in the formulation of nursing care plans to individuals.
- Show beginning professional behavior in self-directed life-long learning, embracing nursing and healthcare advancement in local, national, and global landscape.
- Demonstrate socio-civic responsiveness through engagement in social, political, cultural, economic, technological, and environmental issues taking pride in the identity of a Filipino Thomasian nurse, in response to national and global issues.
- Apply adaptive techno-intelligent care systems and processes in simulated environment
- Uphold nursing core values fortified with Thomasian ideals in professional practice
- Identify entrepreneurial opportunities in the practice of Nursing

LEVEL II

At the end of the second year, given normal and high risk mothers and newborns, children, family communities and population groups in any health care setting, the learners demonstrate safe, appropriate and holistic care utilizing the nursing process.

- Integrate knowledge of physical, social, natural and health sciences and humanities in the excellent and innovative care of the individual with emphasis on the normal and high risk mother and newborn, child, family, communities and population group in any health care setting.
- Apply holistic understanding of the human person as a bio-psycho-cultural being focusing on the concept of health and illness.
- Utilize relevant research evidence to improve healthcare delivery systems among clients
- Apply ethico-moral, legal principles in the holistic care of target population
- Utilize appropriate and accurate modes of communication, both face-to-face and virtual , with emphasis on nurse-patient interaction
- Practice accurate and comprehensive reporting and documentation of up- to-date patient care
- Practice effective collaboration with inter-, intra- and multidisciplinary team and other co-workers from different cultures
- Practice beginning leadership and management skills in various learning and collaborative activities related to obstetric, pediatric and community health nursing practice
- Utilize research findings to improve the delivery of nursing care of the target population
- Display enthusiasm for the nursing profession through life-long personal and professional development. In the local, national and global arena
- Participate in the implementation of programs relevant to local, national, and global relevance particularly related to health care guided by Filipino Thomasian values
- Use appropriate up-to-date technology to perform safe and efficient nursing activities
- Manifest the Catholic / Thomasian Charisms in one's personal and professional life
- Identify opportunities for entrepreneurial nursing practice to address health related concerns of the target population

LEVEL III

At the end of the third year, given individuals, families, population groups, and communities with physiologic and psychosocial health problems and maladaptive patterns of behavior in varied health care settings, the learners demonstrate safe, appropriate and holistic care utilizing the nursing process and applying research and evidence-based practice.

- Relates knowledge on physical, social, natural and health sciences and humanities in the excellent and innovative practice of nursing guided by Thomasian values
- Displays safe, appropriate, holistic, and quality nursing care to individuals, families, population groups and community utilizing nursing process in any healthcare setting
- Utilize guidelines and principles of evidence-based practice in the delivery of healthcare
- Exhibit nursing care in accordance to legal, ethical and moral principles, guided by Catholic / Thomasian core values
- Demonstrate effective communication using culturally-sensitive language and display proficiency and responsibility in the use of information technology
- Compose accurate, comprehensive and updated reporting and documentation of client care
- Exhibit effective work collaboration with inter-, intra-, and multidisciplinary and multi-cultural teams
- Display being an effective and conscientious Thomasian leader-manager and member of the health care team in the delivery of client care
- Design relevant and innovative nursing and healthcare research guided by an experienced researcher
- Demonstrate enthusiastic self-directed life-long learning, embracing nursing and healthcare advancement in local, national, and global landscape
- Exhibit socio-civic responsiveness through engagement in social, political, cultural, economic, technological, and environmental issues taking pride in the identity of a Filipino Thomasian nurse, in response to national and global issues
- Demonstrate adaptive utilization techno-intelligent care systems and processes in healthcare delivery
- Embody nursing core values fortified with Thomasian ideals in professional practice.
- Recognize entrepreneurial skills to promote equitable healthcare delivery

LEVEL IV

At the end of the fourth year, given groups of clients (individuals, families, population groups, and communities) with health problems and special needs, the learners demonstrate safe, appropriate and holistic care utilizing the nursing process and can assume first level entry positions in any field of nursing.

- Utilize knowledge of physical, social, natural and health sciences and humanities in the excellent and innovative practice of nursing guided by Thomasian values
- Provide safe, appropriate, holistic, and quality nursing care to individuals, families, population groups and communities utilizing the nursing process in any healthcare setting
- Implement guidelines and principles of evidence-based practice in the actual delivery of healthcare service
- Practice nursing in accordance with legal, ethical and moral principles, guided by Catholic teachings and inspired by Thomasian virtues
- Communicate effectively culturally-sensitive language and display proficiency using appropriate modalities
- Report and document accurate, comprehensive, and updated client care
- Work effectively in collaboration with inter-, intra-, and multidisciplinary and multi-cultural teams
- Function effectively as a conscientious Thomasian leader-manager and member of the health care team in the delivery of client care
- Conduct relevant and innovative nursing and healthcare research guided by an experienced researcher
- Engage enthusiastically in s elf-directed life-long learning, embracing nursing and healthcare advancement in local, national, and global landscape
- Demonstrate socio-civic responsiveness through dynamic engagement in social, political, cultural, economic, technological, and environmental issues taking pride in the identity of a Filipino Thomasian nurse, in response to national and global issues
- Use adaptive techno-intelligent care systems and processes in healthcare delivery
- Display nursing core values fortified with Thomasian ideals in professional practice
- Propose an entrepreneurial initiative to promote equitable healthcare delivery

COURSES OFFERED

The Basic Programme

This is a basic generic course in a University setting leading to the degree of Bachelor of Science in Nursing (BSN). A four-year program under the mandate of CHED CMO No. 15 is currently being implemented. This consists of general education and professional courses with related learning experiences. The program aims to produce a nurse who is scientifically informed, socially aware, and technically competent to work in any setting. IT also serves as a basic foundation for further studies. The related learning experiences are obtained under proper supervision and guidance of clinical instructors with the cooperation of nursing service staff of the basic and special areas of affiliation hospitals; health centers under the Department of Health and the communities adopted by the University in close coordination with the barangays.

Locally and Internationally Certified for Quality

The College of Nursing contributes to the university's quality management systems audits conducted by several local land international institutions.

- The Commission on Higher Education, being mandated by law to promote quality and relevant higher education in the Philippines, recognizes the importance of strengthening a select group of nursing education institutions to initiate and take the lead role in upgrading the quality of nursing education and training in the country. Hence, CHED has identified Centers of Excellence (COEs) with technical support from the Technical Panel for Health Profession Education on the basis of the objectives and criteria on the selection of Centers of Excellence for Nursing Education (COENEs). The UST College of Nursing, was one of the first to be granted a COENE status in 1997.

- The Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) granted the highest accreditation status (Level IV) to the Nursing Program of the University of Santo Tomas. The college secured Level I status in 1991, and Level II in 1994, Level III in 2011 and Level IV in 2015;

- TUV SÜD PSB Philippines, Inc. found that UST has satisfied the requirements of the ISO 9001:2015 standards. UST is ISO certified since 2012. The College of Nursing has been recognized by the Office of Planning and Quality Management (OPQM) as one of the most compliant academic units to the IWA 2 ISO 9001:2008 Quality Management System operational standards;

- The Association of Southeast Asian Nations (ASEAN) University Network - Quality Assurance (AUN-QA) group has given the UST College of Nursing's Bachelor of Science in Nursing Program its quality stamp effective May 2018 and UST's institutional recognition January 2020. The AUN-QA promotes the development of a quality assurance system for maintaining, improving and enhancing teaching, research and the overall academic standards of AUN member universities;

- Quacquarelli Symonds (QS) 4-star rating of UST. A QS four-star university demonstrates highly international, reputable and demonstrates excellence in both research and teaching.

THE FOUR-YEAR PROFESSIONAL NURSING COURSE

BSN Admission, Retention, and Promotion Policies

A. Level I

1. Pass the written UST Entrance Test (USTET)
2. The applicant should not have any severe physical malformation.
3. Form 138
4. Pass the Personal Interview
5. Certificate of Good Moral Character

B. Level II

1. Scholastic achievement in the first and second term of the First Year with a weighted average that meets the cut-off average set by the Admissions Committee
2. Certification of satisfactory attitude from First Year professors
3. Passed all required subjects in the First Year
4. Passed the Physical Examination in the UST Health Service

C. Level III & Level IV

1. Passed all pre-requisite subjects with no incomplete (INC) grade

D. Shifters

1. Pass the qualifying examination
2. Certified True Copy of grades from the Registrar's Office
3. Two (2) Certificates of Good Moral Character
4. Pass the Personal Interview
5. No failures, with an average of 2.0 or its equivalent

E. Foreign Transferees

1. Transferees from foreign institutions of learning who meet admission requirements will be allowed to transfer to the College of Nursing. Generally, no transferees from local universities will be allowed to transfer to the college. However, in special cases such as students who are

victims of calamities (e.g. typhoons, earthquakes) and their schools were damaged, applications may be considered on a case to case basis

2. Applicants for transfer must be coursed through the Office of the Dean for endorsement to the Office of the Secretary General for approval to take the Transferee's Qualifying Examinations to be administered by the Office for Student Admissions

3. A transfer applicant is required to comply with the grade (2.25 GWA) and other requirements (pass the interview) set by the college

4. A transfer applicant needs to pass the qualifying examination

5. Transferee applicants must not have any failing grades in any courses and have not been subjected to any disciplinary action in their previous university

6. A transfer applicant is notified that he/she will start in the first year and that no courses in their previous college/university will be credited

F. Admission Reconsideration

1. Any applicant who wants to have their application reconsidered should write a letter to the Office of the Dean and will be subjected to the deliberation of the Admissions committee of the College of Nursing

G. Rules on Failures

1. Students who fail in any professional subject shall repeat the subject and the related learning experience

2. Failure in the lecture but passed RLE – should repeat both

3. Failure in the RLE but passed the lecture – should repeat the RLE

H. Student Retention / Debarment

1. Students with failures corresponding to nine (9) units shall not be readmitted in the succeeding semesters. The same rule shall apply to students who did not take the regular full load and incurred failures equivalent to one-half of their load.

2. In the application of the above rule, all failures incurred by a student during the entire program, ever if cleared, will be taken into account.

3. Due to the high number of units in Nursing professional subjects, only the lecture units and not the total units of the course will be considered in the

computation for debarment of students.

4. Students who fail the same course twice will be subject for debarment irrespective of the total units (except in the case of graduating students whose case is subject to the discretion of the Dean).

5. First year students who in their first semester 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 semester but only in the courses authorized by the Dean.

COMPREHENSIVE REVIEW

As part of the preparation for the examination for the Philippine Nurses Licensure Examination, a COMPREHENSIVE REVIEW is offered to the graduates. The subjects covered are: (1) Medical Surgical Nursing; (2) Maternal and Child Nursing; (3) Community Health and Communicable Disease Nursing; (4) Fundamentals of Nursing; (4) Mental Health and Psychiatric Nursing; (5) Professional Adjustment; (6) Nursing Leadership, Management and Research; (7) Bioethics in Nursing Practice; (8) Disaster Nursing; (9) Care of the Older Adult; and (10) Critical Care Nursing.

GUIDANCE AND COUNSELLING SERVICES

These services, rendered by licensed guidance counselors, are designed to help students, with or without problems in any area of life, to gain better understanding of themselves and to become fully integrated and self-sufficient individuals. The College faculty and the Administration participate actively in the Guidance and Counseling Services. There are two (2) faculty advisers assigned per class to help students with their concerns.

INTERNET ACCESS SERVICES

Internet Access Services are provided to the students for free. These internet services will help students acquire a vast and variety of knowledge in the world wide web. Aside from this, the students can access their web-enhanced courses, through the UST Cloud Campus, which innovates teaching and learning process.

Personalized e-mail addresses are also given to students as soon as they are enrolled in the university. Internet Services are available in the Central Library, Computer Laboratory & the Colleges' Learning Resource Unit.

SCHOLARSHIP

Santo Tomas de Aquino Scholarship (Academic Scholarship). This is a scholarship granted to high school valedictorians and salutatorians, awarded upon enrolment and will continuously be enjoyed for as long as the recipient maintains the required grade average.

UST College of Nursing Local Scholarship Grants. Scholarship grants given to academically deserving but economically deprived students by some generous alumni and alumni organizations locally and abroad. The grant is given to the student upon recommendation of the Scholarship Committee, after submitting a letter of application, a copy of his/her parents Income Tax Return, and recommendation letter from the Parish priest or barangay captain.

Santo Domingo de Guzman Scholarship. This scholarship is given to students who excel in the performing arts and sports. It is extended to gifted and skilled students like the University athletes, members of the Salinggawi Dance Troupe, the UST Singers and similar groups.

San Martin de Porres Scholarship. This scholarship is extended to financially challenged but deserving students. This includes:

1. San Martin De Porres Scholarship
2. San Juan Macias Scholarship
3. Santa Rosa de Lima Scholarship

San Lorenzo Ruiz Scholarship. This grant is given to students who are in need of financial assistance and willing to render working hours to the University.

PUBLICATION

UST Nursing Journal — An annual organ of the College of Nursing edited by the students with a faculty member as adviser and the Dean and the Regent as moderators.

ORGANIZATIONS

The following are the recognized organizations in the College of Nursing:

Nursing Central Board of Students (NCBS)

Nursing Student Sub-Organizations:
Nursing Association of Student Achievers (NASA)
Nursing Chorale / Coro de Ruiseñores (CDR)

Nursing Dance Troupe (NDT)
Nursing Varsity Council (NVC)
Pax Romana – Nursing Unit
Red Cross Youth Organization – Nursing Unit (RCYC)
Rotaract – Nursing Unit
UST Medical Missions Inc. – Nursing Group (MMI-NG)

ORGANIZATIONS

The following are the recognized organizations in the College of Nursing:

1. ***Dean's Lister.*** An Honor Roll is drawn for each semester. To qualify for the Honor Roll, the student must have taken full load and obtained a general weighted average of at least 1.75, with no grade below 2.75.

2. ***Graduation Honors.*** The following honors are awarded to graduating students who have been in residence for at least six (6) consecutive terms immediately preceding graduation and whose general weighted average for the complete course is as follows:

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

COLLEGE OF NURSING STUDENT AWARDS

Dean Jesus Bacala Award

This award named after the first Dean of the College of Nursing – is granted by the College to the student who obtains the highest rating in each year level.

Sor Taciana Trinanes Award

The College of Nursing offers three awards, consisting of gold, silver, and bronze medals, to the three graduating students who obtain the three highest ratings in the related learning experience in the entire nursing course.

General Excellence Award

This award is given by the UST Nurses Alumni Association to the graduating student who obtains the highest rating in the whole nursing course.

RULES AND REGULATIONS

Students admitted and enrolled in this University bind themselves by that token to abide by and comply with all the rules, regulations, policies and requirements of the University and the College of Nursing as contained especially but not exclusively in the PROGRAM SPECIFICATION and in the STUDENT HANDBOOK.

BACHELOR OF SCIENCE IN NURSING CURRICULUM

CHED Memorandum Order 15

FIRST YEAR

First Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR8101	Theoretical Foundation of Nursing	3	0	3
NUR8102	Applied Anatomy and Physiology in Nursing	3	2	5
NUR8103	Biochemistry	3	2	5
NUR8104	Logic and Critical Thinking	3	0	3
THY 1	Theology 1 (Christian Vision of the Human Person)	3	0	3
PATH-FIT 1	Physical Activities Toward Health and Fitness 1: Movement Competency Training	2	0	2
NSTP 1	National Service Training Program 1	0	3	3
UND_SELF	Understanding the Self	3	0	3
ETHICS	Ethics	3	0	3
TOTAL		**23**	**7**	**30**

Second Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR8105	Health Assessment	3	2	5
NUR8106	Health Education	3	0	3
NUR8107	Fundamentals of Nursing Practice	3	2	5
NUR8108	Microbiology and Parasitology	3	1	4
THY 2	Theology 2 (Christian Vision of Marriage and Family)	3	0	3
PATH-FIT 2	Physical Activities Toward Health and Fitness 2: Physical Activities for Specific Sports	2	0	2
NSTP 2	National Service Training Program 1	0	3	3
MATH_MW	Mathematics in the Modern World	3	0	3
PURPCOM	Purposive Communication	3	0	3
TOTAL		**23**	**8**	**31**

SECOND YEAR

First Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR8109	Community Health Nursing 1 (Individual and Family as Clients)	2	2	4
NUR81010	Applied Nutrition and Diet Therapy in Nursing	2	1	3
NUR81011	Care of Mother, Child, Adolescent (Well Clients)	4	5	9
NUR81012	Healthcare Ethics (Bioethics)	3	0	3
THY 3	Theology 3 (Christian Vision of the Church in Society)	3	0	3
PATH-FIT 3	Physical Activities Toward Health and Fitness 3: Dance	2	0	2
TOTAL		16	8	24

Second Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR81013	Applied Pharmacology in Nursing	3	0	3
NUR81014	Care of Mother, Child at Risk or with Problems (Acute and Chronic)	6	6	12
NUR81015	Nursing Informatics	2	1	3
THY 4	Theology 4 (Living the Christian Vision in the Contemporary World)	3	0	3
PATH-FIT 4	Physical Activities Toward Health and Fitness 4: Team Sports	2	0	2
STS	Science, Technology and Society	3	0	3
TOTAL		19	7	26

THIRD YEAR

First Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR81018	Care of Clients with Problems in Oxygenation, Fluid and Electrolytes, Infectious and Immunologic Response, Cellular Aberrations (Acute and Chronic)	8	6	14
NUR81019	Community Health Nursing 2 (Population Groups and Community Clients)	2	1	3
NUR81020	Care of Older Adult	2	1	3
GE ELECI	Elective I	3	0	3
TOTAL		15	8	23

Second Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR81017	Nursing Research 1	2	1	3
NUR81022	Care of Clients with Problems in Nutrition and Gastro-intestinal, Metabolism and Endocrine, Perception and Coordination (Acute and Chronic)	5	4	9
NUR81023	Care of Clients with Maladaptive Patterns of Behavior (Acute and Chronic)	4	4	8
FIL	Panimulang Pagsasalin	3	0	3
TOTAL		14	9	23

FOURTH YEAR

First Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR81021	Nursing Research 2	0	2	2
NUR81024	Nursing Care of Clients with Life Threatening Conditions, Acutely Ill, Multi-organ Problems, High Acuity and Emergency Situation (Acute and Chronic)	4	5	9
NUR81025	Nursing Leadership and Management	4	3	7
GE ELECII	Elective II	3	0	3
READ_PH	Readings in Philippine History	3	0	3
	TOTAL	14	10	24

Second Semester

Course Code	Course Name	Lec.	Lab.	Units
NUR81028	Disaster Nursing	2	1	3
NUR81029	Intensive Nursing Practicum (Hospital and Community Settings)	0	8	9
CONTEM_W	The Contemporary World	3	0	3
ART_APP	Art Appreciation	3	0	3
LIWORIZ	Life and Works of Rizal	3	0	3
GE ELECIII	Elective III	3	0	3
	TOTAL	14	9	23

Outline of Total Units of General Education (GE) Courses: 51 Units

Courses	Units
A. Core Courses	**27 Units**
Understanding the Self	3
Readings in Philippine History	3
The Contemporary World	3
Mathematics in the Modern World	3
Purposive Communication	3
Art Appreciation	3
Science, Technology and Society	3
Ethics	3
Filipino	3
B. Elective Courses (Choose only 3)	**9 Units**
English Across Disciplines	3
Entrepreneurial Mind	3
Introduction to Mental Health and Psychosocial Support for Disaster Preparedness	3
Social Media Dynamics	3
Living in the IT Era	3
Introduction to Data Science and Analytics	3
C. The Life and Works of Rizal	**3 Units**
D. Institutional Mandated Courses	**12 Units**
Theology 1 (Christian Vision of the Human Person)	3
Theology 2 (Christian Vision of Marriage and Family)	3
Theology 3 (Christian Vision of the Church and the Society)	3
Theology 4 (Living the Christian Vision in the Contemporary World)	3

Outline of Total Units of Other Courses: 14 Units

Courses	Units
Physical Activities Toward Health and Fitness 1: Movement Competency Training	2
Physical Activities Toward Health and Fitness 2: Physical Activities for Specific Sports	2
Physical Activities Toward Health and Fitness 3: Dance	2
Physical Activities Toward Health and Fitness 4: Team Sports	2
National Service Training Program	6

Outline of Total Units of Other Courses: 17 Units

Courses	Units
Biochemistry	5
Logic and Critical Thinking	3
Applied Anatomy and Physiology of Nursing	5
Microbiology and Parasitology	4

Outline of Total Units of Professional Courses: 125 Units

Courses	Units
NUR 8101—Theoretical Foundation in Nursing	3
NUR 8105—Health Assessment	5
NUR 8106—Health Education	3
NUR 8107—Fundamental in Nursing Practice	5
NUR 8109—Community Health Nursing 1: Individual and Family as Clients	4
NUR 81010—Applied Nutrition and Diet Therapy in Nursing	3
NUR 81013—Applied Pharmacology in Nursing	3
NUR 81011—Care of Mother, Child, Adolescent (Well Client)	9
NUR 81012—Healthcare Ethics	3
NUR 81014—Care of Mother and Child at-risk or with Problems (Acute and Chronic)	12
NUR 81015—Nursing Informatics	3
NUR 81017—Nursing Research 1	3
NUR 81018—Care of Clients with Problems in Oxygenation, Fluid and Electrolytes, Infectious and Immunologic Response, Cellular Aberrations (Acute and Chronic)	14
NUR 81019—Community Health Nursing 2: Population Groups and Community as Clients	3
NUR 81020—Care of Older Adult	3
NUR 81021—Nursing Research 2	2
NUR 81022—Care of Clients with Problems in Nutrition and Gastro-intestinal, Metabolism and Endocrine, Perception and Coordination (Acute and Chronic)	9
NUR 81023—Care of Clients with Maladaptive Patterns of Behavior (Acute and Chronic)	8
NUR 81024—Nursing Care of Clients with Life Threatening Conditions, Acutely Ill, Multi-organ Problems, High Acuity and Emergency	9
NUR 81025—Nursing Leadership and Management	7
NUR 81028—Disaster Nursing	3
NUR 81029—Intensive Nursing Practicum	8

At the end of the B.S. Nursing Program, the total number of Related Learning Experiences, Skills Laboratory/Clinicals shall include the following:

Courses	Skills Lab	Clinical	RLE Contact Hours (1 credit unit = 51
Health Assessment	2	0	102
Fundamental in Nursing Practice	2	0	102
Community Health Nursing 1: Individual and Family as Clients	1	1	102
Care of Mother, Child, Adolescent (Well Client)	2	3	255
Care of Mother and Child at-risk or with Problems (Acute and	1	5	306
Nursing Research 1	1	0	51
Care of Clients with Problems in Oxygenation, Fluid and Electrolytes, Infectious and Immunologic Response, Cellular Aberrations (Acute and Chronic)	1	5	306
Community Health Nursing 2: Population Groups and Community as Clients	0	1	51
Care of Older Adult	0	1	51
Nursing Research 2	2	0	102
Care of Clients with Problems in Nutrition and Gastro-intestinal, Metabolism and Endocrine, Perception and Coordination (Acute and Chronic)	1	3	204
Care of Clients with Maladaptive Patterns of Behavior (Acute and Chronic)	1	3	204
Nursing Care of Clients with Life Threatening Conditions, Acutely Ill, Multi-organ Problems, High Acuity and Emergency Situation (Acute and Chronic)	2	3	255
Nursing Leadership and Management	0	3	153
Disaster Nursing	1	0	51
Intensive Nursing Practicum	0	8	408
TOTAL	17	36	
	53 RLE Units	2,703 hours	

Note: As per CMO 15 (p. 13), No. of Hours for Self-Directed Learning is 20-30% of Total RLE Contact Hours

At the end of the B.S. Nursing Program, the total number of laboratory units/ hours shall comprise the following courses:

Courses	Laboratory Units	Laboratory Hours (1 unit lab = 51 hours)
Biochemistry	2	102
Anatomy & Physiology	2	102
Microbiology & Parasitology	1	51
Nutrition and Diet Therapy	1	51
Nursing Informatics (Computer Lab)	1	51
TOTAL	**7 units**	**357**

COURSE DESCRIPTION—CMO 15

LANGUAGES

PURPCOM—Purposive Communication

The course aims to develop the students' mastery of the basic communication skills in listening, speaking, reading and writing. Functional grammar is given emphasis to make learning more meaningful for the students by engaging them in actual/real situations to help them succeed in the university and in the workplace. Interactive activities have also been designed to develop critical thinking among students.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite - None

FIL—Panimulang Pagsasalin sa Filipino

Nakapokus ang Panimulang Pagsasalin sa Filipino sa mga bata- yang kaalaman at konsepto sa pagsasalin sa Filipino bilang tunguhang wika. Tatalakayin dito ang mga simulain, proseso at prinsipyo sa pag-sasalin upang mahubog ang mas malalim na pag-unawa at mabisang paggamit ng wikang Filipino kaugnay ng tinatahak na akademikong disiplina.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – None

MATH/NATURAL SCIENCES

NUR8103—Biochemistry

This one semester course combines the study of Organic Chemistry and Biochemistry. It deals with the study of properties of organic compounds, namely: hydrocarbons, alcohols and phenols, aldehydes and ketones, carboxylic acids and esters amines etc. Their medical and biological importance are also discussed.

Biochemistry concentrates on the study of cell, the structure, properties and functions of the biomolecules – carbohydrates, lipids, proteins, enzymes and hormones – and the metabolic pathways in the human body.

Lec. – 3 hrs. per week; Lab. – 3 hrs. per week; Credit – 5 units; Pre- requisite – None

MATH_MW—Mathematics in the Modern World

The course begins with an introduction to the nature of mathematics as an exploration of patterns and as an application of inductive and deductive

reasoning to go beyond the typical understanding of mathematics as merely a set of formulas but as a source of aesthetics in patterns of nature. This course then proceeds to survey ways in which mathematics provides a tool for understanding and dealing with various aspects of present-day living, such as managing personal finances, making social choices, appreciating geometric designs, understanding codes used in data transmission and security, and dividing limited re-sources fairly.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – None

NUR8108—Microbiology and Parasitology

This course is designed to assist students in the study of important microorganisms and parasites. It explains the physiology and pathogenic properties of bacteria, fungi and viruses as an introduction to disease causation, their biology, the infections they cause, host response to these infections, and their mode of transmission, prevention, treatment and nursing responsibilities. The laboratory experiences provide specimen collection, handling and processing of specimens for isolation and identification of microorganisms and parasites involved in the infectious processes.

Lec. – 3 hrs. per week; Lab. 3 hrs. per week; Credit – 4 units; Pre-requisite – NUR8103

STS– Science, Technology and Society

This course is designed for both science and non-science major students enrolled in the post-K12, tertiary general education program. The course aims to give the learners a comprehensive study of the influ- ences of the past and contemporary, scientific and technological developments that resulted to the present environmental problems and societal issues in the Philippine and global contexts; as well as the societal influences (i.e. cultural, economic, political, religious, and ethical) in reciprocating on the developments in science and technology in addressing the same. Also the following current issues arising from the application of Science & Technology issues are tackled (i.e. food security, water resources management, biodiversity conservation, bio -prospecting for pharmaceutical products, human health & reproduction, neuroscience, weapons of mass destruction including bioterrorism, mining and the modern society, waste management including waste-to-energy conversion, climate change, exobiology, and nanotechnology).

Lec. — 3 hrs. per week; Credit – 3 units; Pre-requisite – None

NUR81015—Nursing Informatics

This course will involve exploration and analysis of trends, issues, problems and the future essentials to communicate data, information, knowledge, and wisdom in nursing care management addressed and supplemented by appropriate health information schemes. The course focuses on theories, principles and practices of health information technology and systems used in nursing practice, education and research to promote and maintain health of people, families and communities. At the end of the course, the learners are expected to utilize informatics to manage knowledge and information, make decisions and communicate health promotion, illness prevention activities.

Lec. — 3 hrs. per week; Credit – 3 units; Pre-requisite – None

HUMANITIES/SOCIAL SCIENCES

UND_SELF—Understanding the Self

This course is intended to facilitate the exploration of the is-sues and concerns regarding self and identity to arrive at a better understanding of one's self. It strives to meet this goal by stressing the integration of the personal with the academic—contextualizing matters discussed in the classroom and in the everyday experiences of students—making for better learning, generating a new appreciation for the learning process, and developing a more critical and reflective attitude while enabling them to man-age and improve their selves to attain a better quality of life.

Lec. - 3 hours per week; Credit - 3 units; Pre-requisite - None

NUR8104—Logic and Critical Thinking

This course is designed to help students improve their critical thinking ability. In this regard correct understanding of terms, and how to define terms properly are given emphasis. Similarly, students are taught to detect material and formal fallacies in arguments. In this connection, the principles of deductive and inductive reasoning are dis- cussed in detail.

Lec. - 3 hours per week; Credit - 3 units; Pre-requisite - None

THY 1—Christian Vision of the Human Person

This course focuses on Christ's call to holiness and the human person's response in faith. It covers the major themes of the human person. The students are expected to reflect more deeply and act more fully on the

moral teachings of Christ so that they can lead lives wor- thy of the Gospel.
Lec. - 3 hours per week; Credit - 3 units; Pre-requisite - None

THY 2—Christian Vision of Marriage and the Family

This course focuses on marriage as vocation to holiness and the family as the institution willed by God to form faithful members of the Church. The students are expected to uphold the sanctity of marriage, to promote the family as domestic Church, and to become responsible Christians in discerning and making decisions concerning their vocation.
Lec. - 3 hours per week; Credit — 3 units; Pre-requisite - THY 1

THY 3—Christian Vision of the Church in Society

This course focuses on the role of the Church in the social or- der, emanating from her mission of evangelization and integral human liberation, and promotion of the common good. The students are ex- pected to manifest a way of life that is inspired by the principle of Catholic Social Teaching in their decision making and involvement in ecclesial and civic affairs.
Lec. - 3 hours per week; Credit — 3 units; Pre-requisite - THY 1, THY 2

THY 4—Living the Christian Vision in the Contemporary World

This course focuses on the Christian response to the challenges in the contemporary world, rooted in one's relationship with God. The students are expected to develop a capstone program as their personal and committed response to the call of the Gospel today, rooted in a sound spirituality and discerning the signs of the times.
Lec. - 3 hours per week; Credit—3 units; Pre-requisite – THY 1,THY 2,THY 3

ETHICS—Ethics

This course is a survey of ethical theories across philosophical traditions that problematize moral principles, ethical action and human flourishing through reflection and discourse on contemporary moral issues. This course aims to improve/nurture students' moral understanding towards becoming responsible citizens in the local and global community.
Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – None

LIWORIZ—Life, Works and Writings of Rizal

A course on the life, works, ideals of Jose Rizal which aims to provide students in an in-depth appreciation of Rizal's contribution to the building of Filipino Nationhood. The course involves the critical and analytical discussion of Rizal in the context of Philippine History.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – None

ART_APP—Art Appreciation

At the end of the course, students should be able to approach a work of art from a perspective informed by the history and tradition of art and the social milieu in which it was produced as well as the perspective of aesthetics. Such an approach would require a written appraisal of the meaning and value of the works of art taken up in class and possibly some within the immediate vicinity of the student's experience. The written essays must clearly demonstrate not only understanding and appreciation of a specified work of art, but also a sense of the work's importance in life and history.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – None

READ_PH - Readings in Philippine History

This course critically analyzes Philippine history from multiple perspectives through the lens of selected primary sources. Priority will be given to primary sources that describe the important turning points in Philippine history from prehistoric times up to the contemporary period and articulate various perspectives The approach, though historical, will deal with interdisciplinary subjects so as to broaden and deepen the student's understanding of Philippine political, economic, social and cultural history and equip the learner with the competencies necessary to analyze and evaluate different types of information: print, visual and audio-visual, and quantitative. The end goal is to develop the historical and critical consciousness of the students so that they will become versatile, broad-minded, morally upright and responsible citizens.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – None

PROFESSIONAL SUBJECTS

NUR8101—Theoretical Foundation in Nursing

This course will focus on inquiry into the philosophical and theoretical perspectives of the nursing discipline. Students will critically examine theories from nursing, as well as borrowed theories from other disciplines that inform and guide nursing practice, research, and education. Students will analyze the necessary core competencies relevant to beginning nursing practice and critique and discuss the value of theory to the future of

nursing. Students will explore the metaconcepts of a person, health, environment and nursing as viewed by the different nursing theorists.

Lec. - 3 hrs. per week; Credit - 3 units; Pre-requisite – None

NUR8105—Health Assessment

This course will focus on 4 basic techniques in physical examination such as Inspection, Palpation, Percussion and Auscultation in order to thoroughly assess a patient. At the end of the course, the learners are expected to assess, differentiate normal from abnormal findings which will allow them to diagnose, plan, intervene, evaluate and revise patient care to positively affect healthcare outcomes for individuals, families, communities, populations or systems in a multicultural society, using advanced knowledge in physical assessment, pharmacology and pathophysiology.

Lec. - 2 hrs. per week; Skills Lab. - 3 hrs. per week; Credit - 5 units; Pre-requisite – NUR8101, NUR8102, NUR8103, UND_SELF

NUR8106 – Health Education

This course focuses on health instruction and patient teaching which provides insights and understanding of the different concepts of health and health education, teaching and learning theories, strategies and methodologies in the teaching and learning process, and application of nursing process in health teaching activities. At the end of the course, the learners are expected to deliver and perform teaching strategies needed by patients in different settings in the clinical and educational institutions where health education can benefit the individual as a client, family and the local community.

Lec. – 3 hrs. per week; Credit – 3 units; Pre-requisite – NUR8101, NUR8102, UND_SELF

NUR8107—Fundamentals of Nursing Practice

The course focuses on the concepts, principles, theories, and basic nursing skills related to the holistic care of individual, family and community in any setting. It is contextualized in a global and in the Philippine health care delivery system. At the end of course, the learners are expected to perform beginning basic nursing skills carried out in the holistic care of clientele in everyday practice.

Lec. - 3 hrs. per week; Lab. - 6 hrs. per week; Credit - 5 units; Pre-requisite – NUR8101, NUR8102, NUR8103, UND_SELF

NUR8109—Community Health Nursing 1 (Individual and Family as Clients)

This course focuses on the care of the individual ad family in the health centers, rural health units, family, school and community. The learners are expected to take care of the different levels of clientele across the lifespan. The community health nurse serves as a leader of the health team in empowering the individuals and families in identifying and solving health related problems.

Lec. - 2 hrs. per week; Lab. - 6 hrs. per week; Credit - 4 units; Pre- requisite – NUR8105, NUR8106, NUR8107, NUR8108

NUR81010—Applied Nutrition and Diet Therapy in Nursing

This course focuses on the care of the individual and family in the health centers, rural health units, family, school and community. The learners are expected to take care of the different levels of clientele across the life span. The community health nurses serves as a leader of the health team in empowering the individuals and families in identifying and solving health related problems.

Lec. - 2 hrs. per week; Lab. - 3 hrs. per week; Credit - 3 units; Pre-requisite – NUR8105, NUR8106, NUR8107, NUR8108

NUR81011— Care of Mother, Child, Adolescent (Well Clients)

This course involves principles and techniques applied in the care of the woman experiencing normal adaptation to pregnancy, labor, and puerperium, utilizing the nursing process in various settings. This course deals with the concepts of normal growth and development across the lifespan, utilizing the nursing process with moderate supervision to administer safe, appropriate care with emphasis on nursing care and management of children in both the hospital and community setting.

Lec. - 2 hrs. per week; Lab — 7.5 hrs. per week; Credit – 9 units; Pre-requisite– NUR8105, NUR8106, NUR8107, NUR8108

NUR81012— Healthcare Ethics (Bioethics)

This course studies human conduct mainly in the area of healthcare in the light of moral values and principles. Concern about ethical issues in health care has increased dramatically in recent years due to medical and technological advances. This interest in ethical issues is due to the various ethical concerns encountered by nurses in their daily clinical practice. To be able to fulfill their ethical and professional obligations to the people they serve,

nurses must be able to provide safe, competent and ethical care.

Lec. - 3 hrs. per week ; Credit - 3 units; Pre-requisite – ETHICS, NUR8105, NUR8106, NUR8107, NUR8108

NUR81013—Applied Pharmacology in Nursing

This course deals with the theoretical base for the skills needed by the nurse in the administration of medications and exercise of good judgment in the use of these medications. It includes concepts underlying the medicinal use of drugs: pharmacokinetics, pharmacodynamics, interaction of drug and food, untoward responses, precautions, contraindications and nursing responsibilities.

Lec - 3 hrs. per week; Credit – 3 units; Pre-requisite – MATH_MW, NUR8109, NUR81010, NUR81011, NUR81012

NUR81014—Care of Mother, Child at Risk or with Problems (Acute and Chronic)

This course involves principles and techniques applied in the care of the sick child, utilizing the nursing process in various settings. This course involves principles and techniques applied in the care of the woman experiencing ab-normal adaptation to pregnancy, labor and puerperium, utilizing the nursing process in various settings.

Lec. - 3 hrs. per week; Lab — 9 hrs., Credit – 12 units; Pre-requisite- NUR8109, NUR81010, NUR81011, NUR81012

NUR81018—Care of Clients with Problems in Oxygenation, Fluid and Electrolytes, Infectious, Inflammatory and Immunologic response, Cellular Aberrations (Acute and Chronic)

This course deals with the principles and techniques of nursing care management of sick clients with medical and surgical conditions in order for the student to implement safe, appropriate and holistic care using the nursing process with emphasis on the adult and older person population group in any setting.

Lec. - 8 hrs. per week; Lab : 18 hrs. per week; Credit – 14 units; Pre- requisite – NUR81013, NUR81014, NUR81015

NUR81019 — Community Health Nursing 2 (Population Groups and Community as Clients)

The course describes concepts applied in nursing care of the population groups and community across the lifespan, utilizing nursing process in varied setting in the context of the Philippine Health Care Delivery System. As community health nurses, the learners are expected to take care of the different levels of clientele across life span. The community health nurse serves as a leader of the health team in empowering the community members in identifying and solving community health related problems.

Lec. - 2 hrs. per week; Lab — 3 hrs. per week Credit - 3 units; Pre-requisite: NUR1013, NUR81014, NUR81015

NUR81020 — Care of the Older Adult

The course deals with the principles and techniques of comprehensive and collaborative nursing care management of older person and their families in any setting with normal and abnormal changes of the aging process contextualized in the global and in the Philippine Health Care delivery system utilizing the nursing process.

Lec. - 2 hrs. per week; Lab — 3 hrs. per week Credit - 3 units; Pre-requisite: NUR1013, NUR81014, NUR81015

NUR81022 — Care of Clients with Problems in Nutrition and Gastrointestinal, Metabolism and Endocrine, Perception and Coordination (Acute and Chronic)

This course deals with the principles and techniques of nursing care management of sick clients with medical and surgical conditions in order for the learners to implement safe, appropriate and holistic care using the nursing process with emphasis on the adult and older person population group in any setting.

Lec. - 5 hrs. per week; Lab — 6 hours per week; Credit - 9 units; Pre-requisite: NUR81018, NUR81019, NUR81020

NUR81023 — Care of Clients with Maladaptive Patterns of Behavior (Acute and Chronic)

The course focuses on mental health and illness among individ- ual, family, communities and vulnerable population across the lifespan with acute and chronic psychosocial difficulties and psycho-pathologic conditions. It includes concepts, principles and theories of human behavior and psychopathology.

Lec. - 5 hrs. per week; Lab — 6 hrs. per week Credit – 8 units; Pre-requisite: NUR81018, NUR81019, NUR81020

NUR81017—Nursing Research 1

The application of the major phases of the research process, in the development of a technically and ethically sound research proposal. Various concepts and principles will be introduced on how research can contribute to the advancement of nursing science in relation to the role of a beginning nurse researcher which includes: (1) engagement in nursing or health related research, (2) evaluate research study/ report and (3) applies the research process in improving patient care.

Lec – 2 hrs. per week; Lab – 3 hrs. per week; Credit - 3 units; Pre- requisite – MATH_MW, NUR81018, NUR81019, NUR81020

NUR81021—Nursing Research 2

This course is a continuation of Nursing Research I, which includes collection of data, analysis and interpretation, summary and conclusion and recommendation. The course will provide the student/ group an opportunity to conduct research process through the application of the major phases of the research process in the development of a technically and ethically-sound research paper. Various concepts and principles will be introduced on how research can contribute to the advancement of nursing science in relation to the role of a beginning nurse.

Lab – 6 hrs. per week; Credit - 2 units; Pre-requisite – NUR81017

NUR81024—Nursing Care of Clients with Life Threatening Conditions, Acutely Ill, Multi-Organ Problems, High Acuity and Emergency Situations

This course deals with chronic and acute life-threatening conditions, multi-organ problems and emergency situations and developing a comprehensive, holistic, safe, effective, efficient and evidenced-based plan of care.

Lec. - 4 hrs. per week; Lab — 15 hrs. per week; Credit – 9 units; Pre- requisite: NUR81022, NUR 81023

NUR81025—Nursing Leadership and Management

Application of the concepts, theories and principles, functions and processes of leadership and management guided by legal and ethical imperatives of health and nursing given individuals, families, population groups, and communities with physiologic health problems and special needs, the learners demonstrate competence in integrating the concepts, theories, principles and processes in leadership and management, guided by the latest evidence, ethico-legal, moral and professional imperatives of nursing practice and imbued with the attributes of a Thomasian nurse leader-manager.

Lec. - 4 hrs. per week; Lab — 9 hours per week; Credit – 7 units; Pre-requisite: NUR81022, NUR 81023

NUR81028—Disaster Nursing

This course deals with the principles and techniques of comprehensive and collaborative nursing care management of disaster victims with emphasis in recognizing and meeting the nursing, health and emotional needs of clientele, contextualized in the global and in the Philip- pine health care delivery system utilizing the nursing process.

Lec. - 2 hours per week; Lab - 3 hours per week; Credit — 3 units; Pre- requisite: NUR81024

NUR81029—Intensive Nursing Practicum (Hospital and Community Settings)

This course focuses on the application of theories and principles of practice across varied settings while assuming the multiple roles of a professional nurse.

Lab. - 21 hrs. per week; Credit – 8 units; Pre requisite: NUR81021, NUR81024, NUR81025

GENERAL ELECTIVES

ELE EAD—English Across Disciplines

This course prepares students to address the communication demands in various healthcare settings using simulation exercises and other speaking modalities using the appropriate English language to various audiences (e.g., layperson, healthcare team members, doctors, caregivers, and more). It is designed to give students an opportunity to research, organize, practice and present ideas for different types of nursing speech situations. It introduces them to English registers that are useful in conveying their intended messages to different stakeholders at healthcare settings. The course also develops the skills for a systematic, logical, and professional approach in preparing, structuring, and delivering speech or talk in the nursing/medical professions. It also gives students additional opportunities to further practice and use their public speaking skills.

Lec. - 6 hrs. per week; Credit – 3 units; Pre requisite: None

ELE EM/ELE ENTREMIND—Entrepreneurial Mind

This course shall use learner-centered, active, and experiential teaching methods to develop the entrepreneurial mind-set in the students. The focus will be on students' immediate application of the seven self-mastery skills namely (1) learning to be, (2) learning to communicate, (3) learning to think (4) learning to intuit, (5) learning to do, (6) learning to feel, and (7) learning to lead towards the attainment of Whole Brain Thinking. It will also introduce the students to the fundamentals of entrepreneurship. Students will be tasked to engage in various micro-entrepreneurial exercises to encourage inductive learning of these fundamentals. In the process the students will be expected to engage in a self-assessment of their personal entrepreneurial behaviors, competencies, personality profiles, leadership styles and thinking preferences, which will serve as a foundation for their development as responsible, disciplined, and creative entrepreneurial leaders.

Lec. - 6 hrs. per week; Credit – 3 units; Pre requisite: None

ELE IMHPSSDP—Introduction to Mental Health and Psychosocial Support for Disaster Preparedness

This is a skill-building course that is focused on psycho-social first aid, an aspect of mental health and psycho-social support, for survivors of disasters and understanding how disasters impact the mental health and well-being of communities. Emphasis is given on the use of psychological first aid as an initial disaster response by addressing the immediate needs of survivors and help stabilize them and not to provide on-site therapy.

Lec. - 6 hrs. per week; Credit – 3 units; Pre requisite: None

ELE SMD—Social Media Dynamics

This course teaches the foundations of traditional media leading towards the new media, and social media platforms. The course will draw on perspectives to explore the reasons behind the widespread popularity of these platforms. In doing so it will consider the role of individual choice, social influence, technological influence, and how these three perspectives can be combined. The course will further explore the implications of social media for personal relationships, youth culture, organizations, social research, and personal privacy. It will also pave the way towards developing responsible and ethical social media content to achieve worthy goals and strategies.

Lec. - 6 hrs. per week; Credit – 3 units; Pre requisite: None

ELE LITE—-Living in the IT Era

This course is designed to reinforce the students' basic knowledge in information technology and will upgrade and update them with the latest and emerging technologies including the new ICT devices, how the computer and Internet works, and decide on what hardware platform and software platform to use. It also includes digital security, ethics, and data privacy. This course will focus on technology and its uses in the modern way of life and its implications on one-self, relationships with other members of the family, workplace, organization, community as well as its impacts to the society and to the global community.

Lec. - 6 hrs. per week; Credit – 3 units; Pre requisite: None

ELE IDSA—Introduction to Data Science and Analytics

This course deals with the fundamentals of data science and analytics, its basis, models and applications in real life scenarios, its advantages, and disadvantages, as well as its positive and negative aspect. The course provides the essentials of data science and analytics, covering a broad selection of methodologies for working with data. Using RapidMiner™, this course begins with data exploration and data visualization, followed by regression and classification models, clustering techniques, neural networks, and sentiment analysis. At the end of the course, students are expected to apply the different techniques in their field of study using real-life data, where they can summarize, display visualization of data, apply regression, classification, and clustering models to perform predictive and sentiment analysis.

Lec. - 6 hrs. per week; Credit – 3 units; Pre requisite: None

OTHER COURSES

NSTP—National Service Training Program

The NSTP was established by virtue of RA 9163 also known as the National Service Training Program Act of 2001. As provided in the law, the National Service Training Program (NSTP) is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three program components: (1) Civic Welfare Training Service, (2)

Literacy Training Service, and (3) Reserve Officers' Training Corps. Its various components are specially designed to enhance the youth's active contribution to the general welfare.

Lab. - 54 hrs. per term; Credit – 3 units per term; Pre requisite: None

PATH-FIT 1—Movement Competency Training

This course is designed to reintroduce the fundamental movement patterns that consist of non-locomotor and locomotor skills, which are integrated with core training to meet the demands of functional fitness and physical activity performance in conjunction with principles of healthy eating and a physically active life. Students will also be able to adapt and transfer the movement competency in different contexts. This course aims to equip students with the knowledge of systematic and natural approaches to improve health, fitness and quality of life through active physical activities and recreation. It also emphasizes developing attitudes, self-discipline, and to maintain appropriate lifelong habits.

Lec. - 4 hrs. per term; Credit – 2 units; Pre requisite: None

PATH-FIT 2—Physical Activities for Specific Sports

This course builds on the foundation of motor skills achieved through core training. It will provide experience in a variety of exercise programs for the purpose of maintaining and enhancing cardiorespiratory and musculoskeletal fitness (i.e. Individual and Dual Sports) It includes speed and agility training with a focus on body coordination and balance in conjunction with fitness and wellness concept, exercise and healthy eating principles, learners will be able to enhance their fitness through goal setting and application of the exercise principles; adapt their movement competencies to independent physical activity.

Lec. - 4 hrs. per term; Credit – 2 units; Pre requisite: None

PATH-FIT 3—Dance

This course is designed to study the benefits and value of dance as it promotes lifelong intellectual, mental and social well-being, contribute towards the development and improvement of one's physical health and wellness for a confident self-image, and help inculcate the value of discipline and teamwork in everyday life. Students will be encouraged to learn, experience, and appreciate the different types of dance, their relevance and the rhythmically appropriate music applicable to each type. The course will be basically experiential in nature that will introduce folk dance to students as an effective way of self-expression and a lifelong beneficial social skill. It will bring awareness to folk dance as an effective avenue to communicate thoughts and feelings. Proper dance forms and techniques, improvisation, and musical awareness will be the starting blocks of learning simple movement patterns that will lead to advanced and complex dance performances.

Lec. - 4 hrs. per term; Credit – 2 units; Pre requisite: None

PATH-FIT 4—Team Sports

This course is designed for service PE students to provide a thorough experience of team sports for the purpose of optimizing health and wellness. It will emphasize on the development and advancement of the skills in playing and officiating, inculcate enjoyment, values, etiquette and teamwork. This course will cover Team Sports (Basketball, Volleyball, Korfball, Football/ Futsal, Softball and Handball) focusing on the skills, rules, regulation and officiating.

Lec. - 4 hrs. per term; Credit – 2 units; Pre requisite: None

UST NURSES HYMN
Composed by Dean Jesus Bacala

We are the nurses, tutored by the UST
To serve the masses,
nurse the sick and make them well
In every island, barrio or dale
Night and day serving everyone
For the love of Our Lord,
Divine Art and Science for the sick,
love and service to the weak
Strength for those who're apt to fall,
hope for every soul
When all human efforts fail and the end must come
Still we keep up trying on,
turning cross to crown.

Nurses and Society

The nurse shares with other citizens the responsibility for initiating and supporting action to meet the health and social needs of the public.

Nurses and Co-Workers

The nurse sustains a cooperative relationship with co-workers in nursing and other fields. The nurse takes appropriate action to safeguard the individual when his care is endangered by a co-worker or any other person.

Nurses and the Profession

The nurse plays the major role in determining and implementing desirable standards of nursing practice and nursing education. The nurse is active in developing a core of professional knowledge.

The nurse, acting through the professional organization, participates in establishing and maintaining equitable social and economic working conditions in nursing.

Nurses and People

The nurse's primary responsibility is to those people who require nursing care.

The nurse, in providing care, respects the values, customs and spiritual beliefs of the individual.

The nurse holds in confidence personal information and uses judgement in sharing this information.

Nurse and Practice

The nurse carries personal responsibility for nursing practice maintaining competence by continual learning.

The nurse maintains the highest standards of nursing care possible within the reality of specific situation.
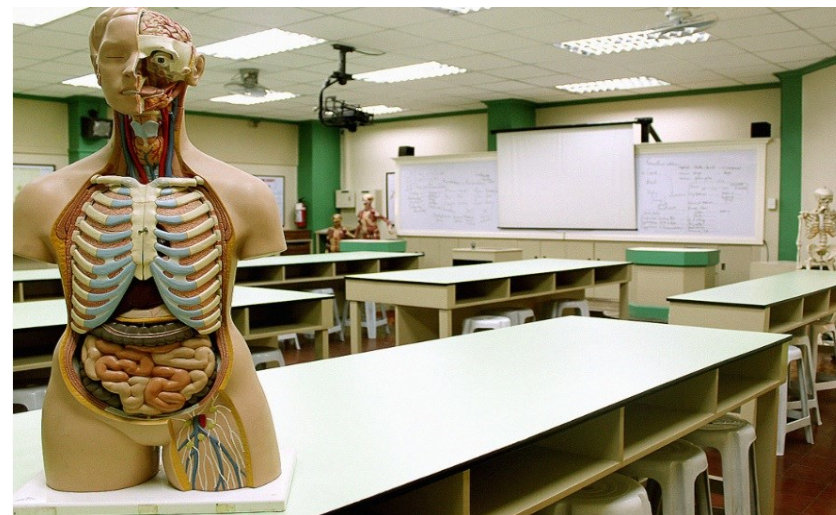
The nurse uses judgement in relation to individual competence when accepting and delegating responsibilities.

The nurse, when acting in a professional capacity, should at all times maintain standards of personal conduct that would reflect credit upon the profession.

FACILITIES

Health Sciences Automated Library

Anatomy and Physiology Laboratory

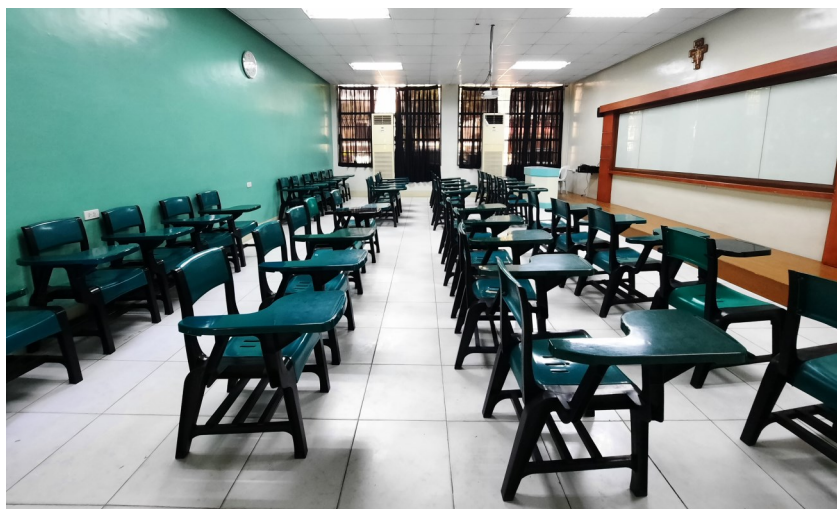**Student Organization Room**

Microbiology and Parasitology Laboratory

Nursing Informatics

**University of Santo Tomas Hospital
St. Vicente Ferrer**

Multimedia-equipped Classrooms
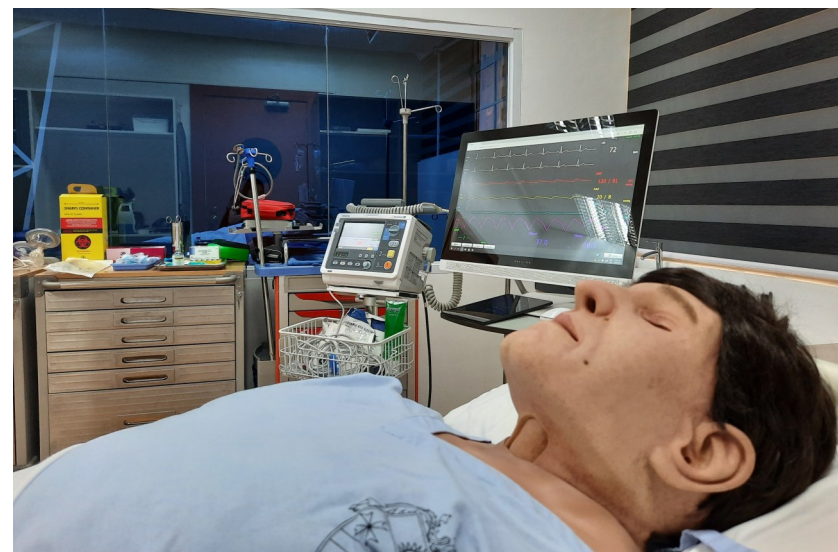

**University of Santo Tomas Hospital
St. John Macias**

SIMULATION ROOM

Elizabeth Hall

Hubert Wong Nursing Auditorium

Apollo

Apollo

Viewing Room

Delivery Room

Orthopedic Ward