

STUDENT HANDBOOK

STUDENT'S PERSONAL DATA

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PROGRAM& YEAR: _____

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 Mobile _____

 E-mail _____

PARENTS/GUARDIAN: _____

FATHER: _____

MOTHER: _____

GUARDIAN: _____

ADDRESS: _____

In case of accident or serious illness, please notify:

PRAYER BEFORE STUDY

St. Thomas Aquinas

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

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

*Be with me at the start of my work,
Guide its progress and bring it to completion.*

Grant this through Christ, our Lord.

Amen.

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MISSION

The University of Santo Tomas, the Pontifical and Catholic University of the Philippines, inspired by the ideals of St. Dominic de Guzman and guided by the teachings of St. Thomas Aquinas, dedicates herself to the pursuit of truth through the production, advancement and transmission of knowledge for the formation of competent and compassionate professionals, committed to the service of the church, the nation and the global community.

VISION

Faithful to her centuries-old tradition of excellence, the University of Santo Tomas, envisions herself as a globally recognized institution of higher learning, actualizing the professional and moral formation of her students and effecting social transformation.

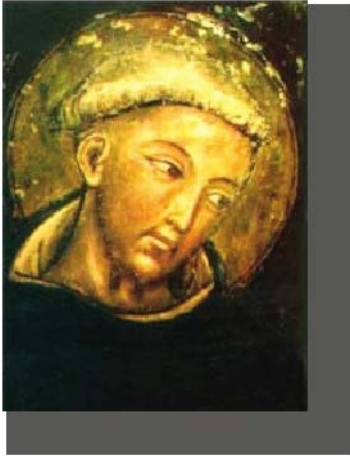


The University Seal

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

On the upper left corner is the Papal Tiara, indicating the pontifical roots of the university. The upper right shows the lion, which is derived from the seal of Spain, indicative of royal patronage throughout the greater part of the university's centuries-old existence. The lower left quadrant contains an image of a sea-lion, from the old seal of the city of Manila, the capital of the country, symbolizing that this university is a part of the Republic of the Philippines. The rose on the lower right corner is a symbol of the patronage of the Blessed Virgin Mary, under whose care the university was placed from its very beginnings.

The symbols are set in gold on a field of light blue, to honor the Marian color. The cross, however, is in black-and-white, the Dominican Colors.



St. Dominic de Guzman and The Order of Preachers

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

and Blessed Mannes, who joined the Order of Preachers.

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

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

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

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

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

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

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

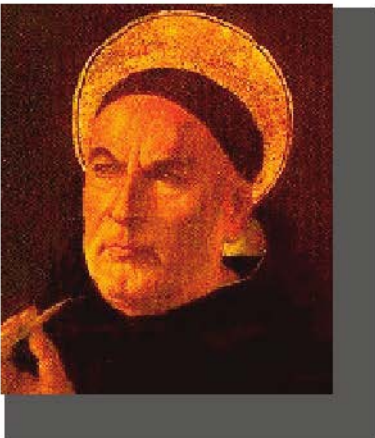
In 1206, as pastor in Fanjeaux (southern France), Dominic prayed for a sign. It is said that three times he saw light descending on an old church in nearby Prouilhe. Dominic gathered the women he had converted from the heresy and brought them to Prouilhe where they eventually became a community of nuns.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

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

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

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

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



St. Thomas Aquinas

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

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

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

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

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

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

In 1250, Thomas was ordained a priest. He was yet to complete his studies though. After much struggle with university authorities, Thomas received his doctoral degree from the University of Paris.

As a theologian, Thomas wrote extensively on the truths of the faith. His greatest contribution: the SUMMA THEOLOGIAE

("Summary of Theology"), a compendium of all the doctrines of the Catholic faith, explained by Thomas using philosophy as *Ancilla theologiae* "handmaid of theology."

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

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

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

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

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

Thus, most fittingly, Dominicans all over the world, look to

St. Thomas Aquinas, as patron and model in their educational and intellectual apostolate.

Dominicans in the Philippines

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

The first Bishop of Manila was a Dominican, Domingo de Salazar, OP. The third bishop and first Archbishop of Manila was Miguel de Benavides, OP, founder of UST.

In Manila, the Dominicans founded the University of Santo Tomas in 1611 and Colegio de San Juan de Letran in 1620. Many Dominican missionaries who worked in the Philippines eventually died as martyrs elsewhere in Asia. Some of them were administrators, professors, and students of UST.

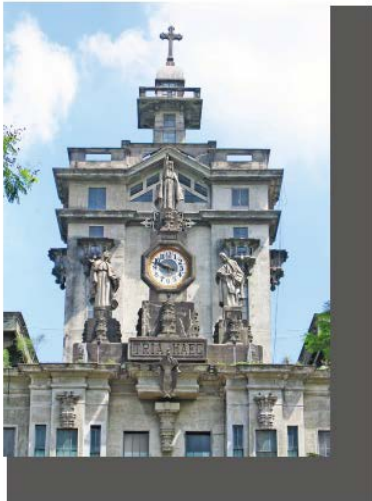
Three popular Marian Shrines in the Philippines originated from the Dominican Missions: Our Lady of the Rosary, La Naval de Manila (now in Quezon City); Our Lady of the Rosary of Manaoag in Pangasinan; and Our Lady of the Rosary of Piat in Cagayan.

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

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

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

THE UNIVERSITY OF SANTO TOMAS



A. History. The University of Santo Tomas, the Catholic University of the Philippines, was founded primarily to help the Church in her mission of evangelization. The original purpose for her foundation was to train young men for the priesthood.

Her glorious history dates back to April 28, 1611 when the superior of the Dominican Province of the Most Holy Rosary,

Fr. Baltasar Fort; Prior Provincial; Fr. Francisco Minayo; Prior of Sto. Domingo; and Bernardo de Sta. Catalina, Commissary of the Holy Office, realized and executed Archbishop of Manila Miguel de Benavidez' will to establish the university, giving it the name of "Colegio Seminario de Santo Tomas de Nuestra Señora del Rosario," located in Intramuros.

On November 25, 1645, Pope Innocent X raised her to the status of a University. Since then, the University has been granted three more titles: Charles III of Spain bestowed upon her the title of "Royal" in 1785; Pope Leo XIII granted her the title of "Pontifical" in 1902; while Pope Pius XII in 1947 gave her distinct honor of being called "The Catholic University of the Philippines."

As one of the country's leading proponents of Catholic



education, the University of Santo Tomas had been blessed with visits by two Pilgrim Popes: Pope Paul VI on November 28, 1970 and Pope John Paul II on February 18, 1981 and January 13, 1995.

In his address to the youth in the very grounds of this University, Pope Paul VI made mention of the important role of the University in the field of education when he said, "We wish to express, first of all, our great esteem for the Pontifical University of Santo

Tomas, which is one of the most renowned

for the richness of its history, one of the most important in number of students and one of the most well known for the care it devotes to education of high quality."

In his meeting with the students on January 13, 1995, Pope John Paul II said, "...this is the third visit of a Pope to the Oldest University in Asia: Pope Paul VI came here in 1970; I came in 1981 and now God gives me the grace of being here again to meet the University World of the Philippines". He added, "I wish to encourage you to live the University experience with dedication and commitment, in the pursuit of human and academic excellence, with the great sense of responsibility towards your families and society, towards your future and the future of your country."

Never wanting to rest on her laurels, the University is constantly in quest of excellence, as evidenced by her membership in various national and international organizations, academic consortia with various foreign universities, and active involvement in research in the field of theology and religion, socio-economic concerns, natural sciences, medicine, education, music and the arts. Furthermore,

the University hosted the International Youth Forum on January 6-10, 1995, as part of the 1995 World Youth Day Celebration.

Owing to the assiduous pursuit of her mission to form young men and women, the University of Santo Tomas has produced distinguished alumni of national integrity, who have played pivotal roles in the amelioration of the religious, socio-political, and economic condition of the country. Foremost among these alumni is the national hero, Dr. Jose P. Rizal and other such heroes such as Fr. Jose Burgos, Marcelo H. del Pilar, Emilio Jacinto, Antonio Luna, Apolinario Mabini and Rafael Palma. Her contribution in the field of politics is embodied in four presidents of the country who had their education in this University, namely, Manuel L. Quezon, Sergio Osmeña, Jose P. Laurel and Diosdado Macapagal; three vice-presidents, three speakers of the house of representatives and numerous mayors of Manila. Her graduates also have graced the highest court of the land with their appointments as Chief Justices of the Supreme Court. In the religious-ecclesiastical field, it is always noteworthy to mention that a great number of the bishops of the Philippine Catholic Church were nourished with the University's Thomistic philosophy of education; also from her bosom came professionals who are now esteemed educators, respected journalists, much sought after artists, competent engineers, pharmacists, architects and athletes who bring honor and fame to the country. UST's purest glory are the eight canonized saints; namely, Guillaume Courtet, Domingo Ibañez de Erquicia, Lucas del Espiritu Santo, Hioji de San Jacinto, Antonio Gonzales, all of them canonized on October 18, 1987; Pedro Almato, Vicente Liem de la Paz, Domingo Henares, all canonized on June 19, 1988.

On October 28, 2007, the Church beatified several martyrs of the Spanish Civil War, including Dominicans of the Holy Rosary Province, led by Fr. Buenaventura Paredes, former Master of the Order, who once lived, studied, taught and worked in the university. UST can rightly claim that there will be more Thomasians in heaven, interceding for our beloved university.

The University of Santo Tomas, after almost four centuries of glorious existence, is ever as it was in the past, committed to the quest for the truth and the promotion of virtues among its students. She continually strives to live up to the words of Pope John Paul II when he said, "Through teaching and research, a Catholic University offers an indispensable contribution to the Church. In fact, it prepares men and women, who, inspired by Christian vocation in a mature and responsible manner, will be able to assume positions of responsibility in the Church." Moreover, by offering the results of its scientific research, a Catholic University will be able to help the Church respond to the problems and needs of this age.

B. Structure. The university is composed of faculties, colleges, schools and institutes that are organically independent from each other, as well as of departments that are established to assist in the coordination of courses of study that are common to several or all faculties.

In order to achieve the purpose of the University as a Catholic institution of higher learning, close relationship shall be maintained between the civil and ecclesiastical faculties, the latter being by their nature the exponents of Catholic doctrine and discipline.

PROFILE OF A THOMASIAN

Inspired by the life and example of St. Dominic, the man of deep compassion, and St. Thomas Aquinas, the perennial student, the ardent teacher and universal doctor, and fashioned according to the long tradition, ideals and mission of the University of Santo Tomas, the Thomasiens of today are men and women

- who exude a high degree of *competence* in pioneering human endeavors particularly:
 - in their constant pursuit of truth, with the mind that is objective and open, drawing from the rich sources of truth, particularly reason and faith, lessons and meanings with which to face the challenges and problems of this constantly changing world;
 - in their determined effort to become signs of intellectual creativity that is ever open to new revelations of the truth, the good and the beautiful;
 - in their continuous flourishing as men and women of science and letters, becoming specialists in their disciplines but are firmly grounded on humanistic tradition;
 - in their quest for excellence in whatever they do, albeit in the spirit of humility and equanimity, whether in scholarly activity or in professional undertaking, ever trying to be the best they can be.
- who reach out to others with Christian *compassion*
 - in their service particularly to the poor and the marginalized members of the society;
 - in their ardent advocacy for life, upholding freedom, justice, peace and solidarity in the world that is threatened by conflict brought about by differences in cultures, beliefs and religions.

- who exercise their profession with deep *commitment*
 - in the performance of their duties as members of the Church, citizens of our country and denizens of the Earth;
 - in their consistent resolve to uphold fidelity in professional, ethical and moral standards; becoming the leaven to a society that seeks to protect itself from corruption, moral degeneration, and environmental degradation;
 - in their striving to be genuine leaders, seeking to serve than to be served, exercising authority to advance the common good rather than to aggrandize themselves, wielding influence without dominating;
 - in their being courageous Christian witnesses, together making God's creative, redeeming and renewing presence felt in the world of culture, work, and social milieu by their word and example of life.

Thus, *competence*, *compassion*, and *commitment* are the hallmarks that make the Thomasians stand out as they take the challenge to live up to the legacy bequeathed on them by the University of Santo Tomas, under the inspiration of St. Dominic who ardently preached the Word with a deep compassion for the poor, and St. Thomas Aquinas who devoted his life "seeking the truth founded in love."

FACULTIES, COLLEGES, INSTITUTES AND DEPARTMENTS



1. Faculty of Sacred Theology (1611) – Central Seminary
 - Bachelor, Licentiate, and Doctorate in Sacred Theology
 - Master of Arts in Theology, Ministry
 - AB Major in Theology (Institute for Theological Formation)



2. Faculty of Philosophy (1611) – Central Seminary
 - Bachelor, Licentiate and Doctorate in Philosophy
 - AB Classical



3. Faculty of Canon Law (1733) – Central Seminary
 - Bachelor, Licentiate and Doctorate in Canon Law



4. Faculty of Civil Law (1734) – Main Building
 - Bachelor of Laws



5. Faculty of Medicine and Surgery (1871) – St. Martin de Porres Building
 - Doctor of Medicine
 - Master in Clinical Audiology



6. Faculty of Pharmacy (1871) – Main Building
 - Bachelor of Science in Pharmacy
 - Bachelor of Science in Pharmacy Major in Clinical Pharmacy
 - Bachelor of Science in Medical Technology
 - Bachelor of Science in Biochemistry



7. Faculty of Arts and Letters (1896) – St. Raymund's Building (formerly Faculty of Philosophy and Letters)
 - Bachelor of Arts in Asian Studies
 - Bachelor of Arts in Behavioral Science
 - Bachelor of Arts in Communication Arts
 - Bachelor of Arts in Economics
 - Bachelor of Arts in English Language Studies

- Bachelor of Arts in History
- Bachelor of Arts in Journalism
- Bachelor of Arts in Legal Management
- Bachelor of Arts in Literature
- Bachelor of Arts in Philosophy
- Bachelor of Arts in Political Science
- Bachelor of Arts in Sociology



8. Faculty of Engineering (1907) – Roque Ruaño Building

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics
- Bachelor of Science in Industrial Engineering



9. College of Education (1926) – Albertus Magnus Building

a. Bachelor of Secondary Education

Major in:

- English
- Filipino
- Social Studies
- Mathematics
- Technology & Livelihood Education
- Biological Science
- Religious & Values Education

b. Bachelor of Library and Information Science

c. Bachelor of Elementary Education

Major in:

- Pre-School Education
- Special Education

d. Bachelor of Science in Food Technology

e. Bachelor of Science in Nutrition and Dietetics

10. College of Science (1926) – Main Building

- Bachelor of Science in Applied Physics major in Instrumentation
- Bachelor of Science in Biology

- Bachelor of Science in Chemistry
 - Bachelor of Science in Applied Mathematics major in Actuarial
 - Science
 - Bachelor of Science in Microbiology
 - Bachelor of Science in Psychology
11. UST High School (1928) – Benavides Building
12. College of Architecture (1930) – Beato Angelico Building
Bachelor of Science in Architecture
13. College of Commerce (1933) – St. Raymund’s Building
- Bachelor of Science in Entrepreneurship
 - Bachelor of Science in Business Administration
 - Business Economics
 - Financial Management
 - Human Resource Dev’t Mgt.
 - Marketing Management
14. Graduate School (1938) – Benavides Building
- Advertising – MS
 - Architecture – MS
 - Bioethics (non-thesis track) – M. BioEthics
 - Biological Sciences – MS/Ph.D.
 - Biology Education – M.Bio.Ed/MS
 - Business Administration – MBA – Thesis track
 - (Straight Program)
 - Business Administration – (non-thesis track)
 - Business Administration major in Entrepreneurship (non-thesis track) – MBA Ent
 - Business Administration major in Entrepreneurship (thesis track) – MBA Ent
 - Business Administration (Executive Master) (non-thesis track) – EMBA

- Canon Law – MA
- Civil Law-MA/DCL
- Chemistry – MS/Ph.D.
- Chemistry Education – M. Chem.Ed/MS
- Commerce (Accounting, Banking & Finance, Marketing) – MS
- Commerce – Ph.D.
- Communication (thesis track) – MA
- Creative Writing – MA
- Cultural Heritage Studies (non-thesis) – MCHS
- Development Studies – MA/Ph.D.
- Diploma in Cultural Heritage Studies Economics – MA/Ph.D.
- Education – M. Ed./MA/ Ph.D.
- Education major in Curriculum & Instruction – M.Ed./Ed.D
- Engineering Program – M.E.P. English
- English – M. Eng./MA/Ph.D.
- Filipino – MA
- Fine Arts (thesis-track) – MFA
- Guidance and Counseling – MA/Ph.D.
- Health Professions Education (non-thesis) – MHPEd.
- History – M. Hist./MA/Ph.D.
- Hospital Administration – MA
- Human Resource Management – MS/Ph.D.EMHRM/ MHRM Law – LL.M / D.C.L.
- Library Science – MA
- Linguistics – MA
- Literature – M.Litt/MA/Ph.D.
- Management Engineering – MS
- Mathematics – MS
- Mathematics Education – MS/M.Math. Ed.
- Medical Physics – MS/MM Phys.

- Medical Technology – MS
- Microbiology – MS
- Music – MA
- Nursing – MA
- Oriental Religions & Cultures – MA
- Pharmacy – MS/Ph.D.
- Philosophy – MA/Ph.D.
- Physical Therapy – MS
- Political Science – MA/Ph.D.
- Psychology – MA/Ph.D.
- Public Administration – MPA/MA/Ph.D.
- Secondary Mathematics Education – MS
- Sociology – MA
- Theology – Th.M/MA/ Ph.D.
- Theology major in Social Pastoral Communication – MA-SPC

15. UST Grade School (1941) – Albertus Magnus Building

16. Conservatory of Music (1945) – Albertus Magnus Building

- Bachelor of Music in Piano
- Bachelor of Music in Voice
- Bachelor of Music in Violin
- Bachelor of Music in Viola
- Bachelor of Music in Cello
- Bachelor of Music in Contrabass
- Bachelor of Music in Flute
- Bachelor of Music in Oboe
- Bachelor of Music in Clarinet
- Bachelor of Music in Bassoon
- Bachelor of Music in Saxophone
- Bachelor of Music in Trumpet

- Bachelor of Music in Trombone
 - Bachelor of Music in French Horn
 - Bachelor of Music in Tuba
 - Bachelor of Music in Percussion
 - Bachelor of Music in Conducting (Choral/Orchestral/Band)
 - Bachelor of Music in Composition
 - Bachelor of Music in Theory
 - Bachelor of Music in Music Education
 - Bachelor of Music in Jazz Studies
 - Bachelor of Music in Music Literature
17. College of Nursing (1946) – St. Martin de Porres Building
- Bachelor of Science in Nursing
18. UST Education High School (1950) – Albertus Magnus Building
19. College of Rehabilitation Sciences (1974) – St. Martin de Porres Building
- Bachelor of Science in Physical Therapy
 - Bachelor of Science in Occupational Therapy
 - Bachelor of Science in Sports Science
20. College of Fine Arts & Design (2000) – Beato Angelico Building
- Bachelor of Science in Interior Design
 - Bachelor of Fine Arts
Major in:
 - Advertising Arts
 - Industrial Design
 - Painting
21. UST-AMV - College of Accountancy (2005) – UST-AMV College of Accountancy Building

- Bachelor of Science in Accountancy
 - Bachelor of Science in Management Accounting
22. College of Tourism and Hospitality Management (2006)
Albertus Magnus Building
- Bachelor of Science in Travel Management
 - Bachelor of Science in Hotel and Restaurant Management
23. Institute of Physical Education and Athletics (1928)
Quadricentennial Pavilion
- Bachelor of Physical Education Major in Sports Wellness & Management (BPE-SWM)
24. Institute of Information and Computing Sciences (2014) – Roque Ruaño Building
- Bachelor of Science in Computer Science
 - Bachelor of Science in Information Technology
 - Bachelor of Science in Information System

EXECUTIVE AUTHORITIES OF THE UNIVERSITY

THE RECTOR

(Art. 10, Sec 2, General Statutes)

The Rector is the chief executive officer of the University. He is assisted in the administration of the affairs of the University by the Council of Regents, the Academic Senate and the Economic Council. As Rector, he has the following powers and duties to:

- a) execute and see the execution of the laws, norms, statutes, ordinances and resolutions which govern the University;
- b) promulgate rules for the governance of the University in the implementation of these Statutes;
- c) nominate the Vice-Rector of the University for appointment by the Board of Trustees after favorable endorsement by the Council of Regents and the Academic Senate;
- d) nominate, after consultation with the Council of Regents, four (4) members of the Order actually teaching in the University for the appointment by the Board of Trustees as members of the Economic Council for a term of three (3) years;
- e) submit to the Academic Senate the names of the candidates for Deans/Heads of Faculties, Colleges, or Schools, selected by him after consultation with the respective Faculty Councils, the Council of Regents, and thereafter to appoint as Dean/Head the candidate approved by the Academic Senate for a term of three (3) years;
- f) appoint, transfer or remove any official who is a member of a religious institute, with the concurrence of the Council of Regents;
- g) appoint the officials in charge of the Departments referred to in par.3 of this article, after consultation with the

Council of Regents and the Academic Senate;

- h) appoint the major University-wide officials enumerated in Art.26 of these statutes, with the prior approval of the Council of Regents;
- i) appoint the Chairpersons of University-wide Departments for a term of three (3) years, after consultation with the Council of Regents and the approval of the Academic Senate;
- j) appoint for a term of three (3) years members of the Faculty Council, Assistant Deans, Faculty Secretaries, Chairpersons of College-wide Departments, Faculty Supervisors and Coordinators after consultation with their respective Deans and Regents;
- k) appoint the Department Officials enumerated in Art. 38 of these Statutes after consultation with the Council of Regents;
- l) appoint the members the Faculty;
- m) convoke the Councils of the University in every instance when their approval and/or recommendation is required as provided for in these Statutes;
- n) sign all the diplomas for degrees;
- o) present an annual budget of the University to the Board of Trustees for approval;
- p) submit an annual report on the state of the University to the Holy See, through the Board of Trustees and the Chancellor;
- q) make unbudgeted disbursements for the needs of the University without prior approval of the Economic Council, provided these are not in excess of the maximum amount determined by the Economic Council and Board of Trustees;
- r) approve the programs of studies and semestral schedules of classes of all Faculties, Colleges and Schools.

THE VICE-RECTOR

The Office of the Vice Rector is headed by the Executive Vice Rector who assumes the duties and authority of the Rector in his absence or if the office becomes vacant until such time that a Rector shall have been appointed.

EXECUTIVE AUTHORITIES OF ACADEMIC AND RESEARCH UNITS

DEANS OF FACULTIES, COLLEGES AND SCHOOLS

(Chapter 2, Art. 13, General Statutes)

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

ASSISTANT DEANS

(Chapter 2, Art. 14, General Statutes)

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

REGENTS

(Chapter 2, Art. 15, General Statutes)

1. In the Faculty, College, Institute, or School, there shall be a Regent who is a member of the Order of Preachers, and whose term of office shall ordinarily be for four (4) years. He shall stay in office until a new Regent is appointed by the Rector.

His duties are to:

- a.) support the Dean in the execution and implementation of all decisions, policies and directives of the Rector and the governing bodies in the University;
 - b.) take care of the spiritual welfare of the members of the faculty, of the students and of the non-academic personnel; and, in the consultation with the Vice-Rector for Religious Affairs, initiate and coordinate religious and apostolic activities;
 - c.) coordinate and supervise instructions in Theology and Professional Ethics in cooperation with the Vice-Rector for Religious Affairs (ECE, Gen. Norms, Art. 4, par. 5).
2. In a Faculty, College or School where the Dean is a member of the Order of Preachers, the duties of the Regent enumerated under (b) and (c) shall likewise

devolve upon him.

3. As a matter of policy, the members of the core of Dominican professors constituted by the Rector for full-time

scholarly research and teaching in the Ecclesiastical Faculties shall not be appointed to the Office of the Regent and other administrative offices.

FACULTY SECRETARIES

(Chapter 2, Art. 16, General Statutes)

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

ADMINISTRATIVE OFFICIALS

THE SECRETARY GENERAL

The Office of the Secretary General oversees all major events and other public functions of the University, handles the official correspondence of the University and keeps and affixes the University seal in the official documents of the University.

The Office of the Secretary serves as the communication channel of the University through the issuance and dissemination of information on a university-wide level by means of circulars,

memoranda and announcements on e-boards, posters and streamers for the information of the students, faculty members, non-academic employees, administrative and academic officials

and other sectors of the Thomasian community. These information include, but not limited to: University policies, academic schedules, faculty convocations, major events, suspension of classes, fund raising campaigns, official visits of guests of international and national prominence, organizational and operational changes, appointment of major University officials, rules on discipline, and information and guidelines from the Commission on Higher Education.

The Office of the Secretary General approves any official release of information about the University for general information or public relations and the use of the name "University of Santo Tomas", the emblem of the University as well as its flag in press, television and related media. It also approves the application of students who wish to avail of the academic re-channeling program, change/shift program, enrollment for second baccalaureate degree and transfer to the University provided that the students meet all the necessary requirements for admission.

The following offices are under the Office of the Secretary General:

1. Registrar's Office
2. Museum of Arts and Sciences
3. Office of Public Affairs
4. Publishing House
5. Office for Admissions

REGISTRAR

The Office of the Registrar is the custodian of the academic records of students. It is responsible for maintaining the integrity of the records under its care, making them available upon request.

Located on the 2nd floor of the Main Building, the Office of the Registrar extends the following services:

1. Verification:
 - Enrollment Credentials
 - Eligibility for admission
2. Issuance of:
 - Official Transcript of Records
 - Diploma
 - Temporary Transcript of Records
 - Transfer Credential (Honorable Dismissal)
 - Certification of Enrollment/Attendance, Grading System, English as Medium of Instruction, Candidacy of Graduation, Graduation, and similar certifications on academic records
 - Completion forms, Dropping forms and application forms for academic records
3. Authentication of academic documents

Inquiries and requests for information must be coursed through Registrar's Office (RO) Window 1, which duly issues the application forms for specific services which the Office of the Registrar provides. Such forms must be properly filled up, required clearance sought and corresponding payments made at the Accounting Division. The accomplished form, with receipt attached, must be returned to the assigned window at the Registrar's Office.

THE PREFECT OF LIBRARIES

(Title III, Art. 33, General Statutes)

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

ASSISTANT TO THE RECTOR FOR STUDENT AFFAIRS

The Office for Student Affairs (OSA), headed by the Assistant to the Rector for Student Affairs, provides students with the support system that will enable them to realize their potentials and hone their skills. It endeavors to address their needs and to offer them opportunities for legitimate self-expression.

The Office for Student Affairs renders the following services:

- A. Program for Off-classroom Student Activities. This includes co-curricular and extra-curricular activities directed towards the development of the students' personality, leadership skills, advocacy, and strong Thomasian character.
- B. Scholarship and Financial Assistance Program. The OSA is the implementing arm of the university's scholarship committee providing academic scholarship and financial assistance to different categories of deserving students.
- C. Program for Student Discipline. This inculcates the proper Thomasian culture among the students and ensures the implementation of the university policies contained in the Student Handbook.
- D. Program for Multi-Cultural Students. The program is designed to meet the needs of students coming from

various cultures, by providing opportunities for cultural exchange and dialogue. It also aims to help such students in understanding and appreciating Filipino culture.

- E. National Service Training Program. This program is conducted in compliance with R.A. 9163, which requires all students to complete a two-semester National Service Training Program (NSTP). It intends to develop among students the sense of nationalism and service to others.

The program has three components: Reserve Officer Training Corps (ROTC), Civil Welfare Training Service (CWTS), and Literacy Training Service (LTS). The ROTC is offered to first year students, while CWTS and LTS are offered to the second year students.

- F. Research Program. In coordination with the Social Research Center, OSA conducts studies on the students of the University, which would provide data to be used as basis for enhancing student services.

The Office for Student Affairs is located at Room 212, on the second floor of the UST-Tan Yan Kee Student Center. The Office for Student Affairs is open from 8:00 a.m. to 5:00 p.m.

ASSISTANT TO THE RECTOR FOR RESEARCH AND DEVELOPMENT *(Title III, Art. 35, General Statutes)*

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

ASSISTANT TO THE RECTOR FOR GRANTS AND ENDOWMENTS *(Title III, Art. 36, General Statutes)*

The Assistant to the Rector for Grants and Endowments acts as liaison between the Rector and local and international institutions and persons for the purpose of generating resources for the development of the University.

MAJOR UNIVERSITY SERVICES:

CENTER FOR CAMPUS MINISTRY

The Center for Campus Ministry (CCM), highlights UST's Catholic identity by promoting and coordinating the praxis of faith in the University. Through its various formation programs, liturgico-sacramental celebrations, and prayer services, the Center contributes to the integral formation of Thomasians in an effort to form a Christ-centered community whose members competently profess their faith, and generously use their God-given gifts for the benefit of the Thomasian community and of society at large. It is located on the third floor of the UST Tan Yan Kee Student Center. It is open from 8:00 a.m. to 5:00 p.m.

EDUCATIONAL TECHNOLOGY CENTER

The Educational Technology Center (Ed-Tech Center), under the supervision of the Office of Academic Affairs, promotes and implements the integration of media, information and communication technology with the University's mission and vision.

The Center office is located at the 12th floor of the Buenaventura Garcia building.

The Center encourages collaborative efforts among administrators, faculty and students on the use of modern and sophisticated radio, television, computer, and audio-video equipment for the implementation of programs that will facilitate quality education, productive research and responsive community service.

The Center aims to integrate IT and media to education, opening more opportunities for teaching and learning by enabling teachers to advance their skills while adding greater interest to student learning.

The Center offers various services in the following:

A. Multimedia production

- Production of audio-video instructional materials
- Production of computer interactive instructional materials
- Audio-video production for major university events
- Professional audio and video recording
- Professional audio and video editing
- Workshops and trainings for audio-video production

B. Media Library

- Repository of instructional/educational materials in VHS, CD, and DVD formats for the faculty and students' use

C. Technical assistance

- Audio and video set-ups (Indoor and Outdoor)
- Video and audio equipment rentals

D. Cable Broadcast

- Technical operation and maintenance of Thomasian Cable TV (TOMCAT)

- Video coverage and cable broadcast of University events

E. E-learning services

- Training and Development
 - Web-enhanced and fully online courses
 - Student organization websites
 - Office management
 - Applications software for online teaching
- Online Deployment
 - Web-enhanced and fully online courses
 - Student organization websites
 - Office management
 - Board examination review websites
 - Evaluations, surveys and elections
 - National and international conferences
 - Portal and alumni sites
- Building blocks development

F. Auditoria, Studios and Multimedia Room Reservations

- Reservations of the auditoria and conference halls in the University

<u>Auditoria/Conference Hall/MMR</u>	<u>Seating Capacity</u>
Medicine (St. Martin de Porres Bldg.)	785
Education (Albertus Magnus Bldg.)	385
Engineering AVR (Roque Ruaño Bldg.)	50
Engineering Conference Hall (Roque Ruaño Bldg.)	145

Rizal Conference Hall (St. Raymund's Bldg.)	195
Beato Angelico Auditorium	172
UST-AMV College of Accountancy	
Multipurpose Hall	108
Ed-Tech Multimedia Room	60
TV Studio	
Audio Recording Studio	
Radio Recording Studio	

Other information may be obtained from the University website or at <http://edtech.ust.edu.ph>. Reservation and request forms may also be downloaded from this site

UST e-LeAP

The mission of the UST Educational Technology (EdTech) Center is to use technology to improve teaching and learning environment in our university. On August 9, 2002, the University Rector Rev. Fr. Tamerlane Lana, OP approved the E-LeAP (E-Learning Access Program) initiative proposal by the EdTech Center.

The E-LeAP (E-Learning Access Program) of the UST EdTech Center aims to provide E-Learning or Online learning to UST students. Web-enhanced course (WEC) cartridges are web-based learning resources deployed over the Blackboard Learning Management System (Bb LMS) to support and enhance traditional classroom-based instruction. These are intended for undergraduate programs. On the other hand, Fully On-Line Course (FOC) cartridges are initially designed for the NSIP (National Service Training Program). Blackboard WECs and FOCs in the Faculties of Civil Law and Medicine, the Graduate School and the Ed Tech Center are also to be developed later. The traditional delivery of guidance and counseling services shall

also be complemented with E-counseling through the Bb LMS.

E-LeAP uses available technologies to deliver learning content and class interaction via the World Wide Web. It has the following objectives:

- a. Extend the learning experience of the student beyond the classroom;
- b. Encourage interaction through discussion threads, virtual classroom experiences, possibly improving communicative skills of learners;
- c. Promote self-learning and getting value-added information from the web;
- d. Facilitate course management; and
- e. Innovate on other applications of the Blackboard LMS.

THE UST GUIDANCE AND COUNSELING SERVICES

The Guidance and Counseling Department envisions itself as a premiere center of specialized counseling and career programs and services provided by professional, committed and compassionate counselors.

The Guidance and Counseling Department's mission is to deliver comprehensive and evidence-based school counseling programs, in collaboration with educators, administrators and other stakeholders, to ensure students' academic, personal, social and career success.

The Guidance and Counseling Department renders the following services:

A. Information and Orientation Service

This service aims to help the students become acquainted with their school environment, demands of college life, and the nature and requirements of their respective courses.

B. Appraisal Service

Psychological tests are given to students to assess their interests, mental ability, academic achievement and personality. Test results are interpreted to the students for greater self-awareness and self-understanding.

C. Counseling Service

Counseling sessions are conducted individually or in small groups. The goal of counseling is to help each individual to be the person he/she is capable of becoming. It helps the student gain ability to resolve his/her difficulties, make intelligent choices and adjustments in his/her life.

D. Follow-up Service.

This service is given for timely monitoring of students to evaluate their academic progress and encourage them to perform well in school.

E. Career Development and Placement Service.

This service is concerned with student planning and preparation for adjustment to the world of work. This also includes providing information on job trends, job referrals and employment opportunities.

F. Enrichment Programs.

These programs include personality enhancement, conflict management, suicide prevention, teambuilding, sensitivity training, peer facilitators' training among others.

The student can avail of the guidance services at the guidance office of their respective colleges.

The UST Guidance and Counseling Office, under its Director, is located at the second floor of the UST Health Service Building.

INSTITUTE OF RELIGION

The Institute of Religion (IR) is in-charge over the faculty members teaching theology in the civil faculties and colleges. It is entrusted with the responsibility of providing the students with a Catholic education through academic instruction in the different curricular offerings of Theology in the civil faculties and colleges. There are currently five required course offerings:

Theology 1	Salvation History
Theology 2	Church and Sacraments
Theology 3/Philosophy 5	Christian Ethics
Theology 4/Sociology 3	Social Teachings of the Church
Theology 5/Sociology 9	Marriage and Family Life

This education is founded in the Scriptures, Church teachings and Thomistic tradition, as preached and practiced by IR faculty members, as taught in doctrine and caught as values by the Thomasian students. The Institute of Religion then endeavors to form young Christian professionals who are inspired by the values of the Gospel and are committed to bring about meaningful changes in Church and society.

The Institute of Religion is located at the ground floor of the Main Building.

MIGUEL DE BENAVIDES LIBRARY

The University Library, one of the oldest in Asia, is named after the founder of the university "Miguel de Benavides." It consists of the Central Library building, housing most of the library collections; and branch libraries located in some of the other buildings. It is headed by the Prefect of Libraries and assisted by the Chief Librarian.

A. Sections at the Central Library Building

1) Ground Floor

General reading areas, Current Serials, General Reference and Information/Map Room, Internet Station

2) Second Floor

Administrative Offices, Technical Section, Science and Technology and Internet/CD-ROM Station

3) Third Floor

Law Library, Theses Room and Faculty Area, and Social Sciences

4) Fourth Floor

Filipiniana, Religion and Spanish Sections

5) Fifth Floor

Heritage Library, Humanities and the Archives

6) Sixth Floor

Old Books and Serials

B. Branch Libraries

1) Ecclesiastical Faculties Library (Theology, Philosophy and Canon Law) located at the Ground Floor of the Dominican Residence Building.

2) Health Sciences Library (Medicine, Nursing and Physical Therapy) at the Fourth Floor of the St. Martin de Porres Building

3) Education High School Library at the Ground Floor of the St. Albertus Magnus Building

4) UST High School Library at the Ground Floor of the Benavides Building

The Library contains a rich collection of books, periodicals and online databases catering to all the courses offered by the university. It, likewise, houses the Heritage section, testimony

to the university's contribution to Philippine education and culture. Like any modern library, it offers a variety of services and facilities such as:

Services

- 1) Reference
- 2) Library orientation
- 3) Referral
- 4) Document delivery
- 5) Photocopying/printing/downloading

Facilities

- 1) Online Public Access Catalog (OPAC)
- 2) Internet stations
- 3) Faculty area
- 4) Drafting area
- 5) Readers' Café
- 6) Individual Study rooms
- 7) Exhibit area
- 8) Discussion rooms
- 9) Conference Hall

The Miguel de Benavides Library is an essential part of the University. It provides information to the students and the other members of the community through its services and resources.

The Library is open six (6) days a week, twelve (12) hours per day from 8:00 a.m. to 8:00 p.m.

OFFICE FOR ADMISSIONS

The Office for Admissions (OFAD) handles the marketing, application, examinations and results of applicants who wish to study at the University. It seeks to attract academically-equipped students who will excel in the most challenging coursework available for them. For most programs in the University, emphasis is on the strength of the student's intellectual capacity, achievement test performance records.

To help realize the goals of the University of Santo Tomas, the UST Office for Admissions (UST-OFAD) has the following objectives:

1. promote the Thomasian vision and mission of education, locally and internationally, via a dynamic and systematic orientation program;
2. develop and strengthen the University's ties with feeder schools;
3. ensure wider representation of applicants from various high schools by establishing testing centers in and outside the country;
4. attract best qualified applicants to the different academic programs offered by the university;
5. establish a research-based admissions scheme to ensure the implementation of an efficient and effective admission procedure;
6. use objective measures in assessing the applicant's mental and academic characteristics in order to predict their success in the university;
7. Perform regular upgrading of the USTET in terms of its psychometric properties;
8. provide data base for the administration's educational planning and policy formulation;

The Office for Admissions is located at the ground floor of

the UST-Tan Yan Kee Student Center and is open from 8:00 a.m. to 5:00 p.m.

SIMBAHAYAN COMMUNITY DEVELOPMENT OFFICE

The UST Simbahayan Community Development Office is tasked to develop, implement, and manage the University Community Development Program (UCDP) towards the University's mission of the production, advancement, and transmission of knowledge for the formation of competent and compassionate Thomasian professionals, committed to the service of the Church, the home, and the nation.

Directly under the Vice-Rector for Religious Affairs, the UST Simbahayan Community Development Office covers programs and projects of Faculty/College-based and University-wide student organizations; Civil Welfare Training Service (CWTS) and Literacy Training Service (LTS) sections of the National Service Training Program (NSTP); and Alumni groups and associations.

It is located at Room 101 of the UST Tan Yan Kee Student Center Building, the UST Simbahayan office is open from 8:00-5:00 p.m. They can be reached at 742—3707, 406-1611 loc. 8368, 8420 and 8590 or simbahayan@mnl.ust.edu.ph.

UST HEALTH SERVICES

The UST Health Service provides free primary health care to bona fide students, tenured faculty members and regular support staff of the University. Uniquely, it offers Specialty Care in Ophthalmology, Otorhinolaryngology (ENT), Dermatology, Family Medicine, Neurology and Psychiatry, General Surgery, Pulmonology, Radiology and Pediatrics.

Student Care and Privileges:

All bona fide students may avail of the following:

A. Entry Level Physical Examination for Freshmen

B. Free Consultation and Treatment

Free Emergency Care

Free Specialty Care

This includes minor surgical procedures as follows: cleaning and suturing of lacerated wounds, application of bandages/splints, electrocautery of warts and papillomas

C. Dental Services:

Routine dental examination (part of Physical Examination)

General dental consultation and treatment

Free dental restoration/filling

Free tooth extraction (only if indicated)

D. Radiology Services: routine chest and bone x-rays as deemed necessary by attending physician

E. Laboratory Services: routine examination of urine, stool, and blood (CBC, Peripheral Smear) as requested by UST Health Service physician at 50% discount of the standard rates.

F. Free starter dose of prescribed medicines (if in stock)

G. Hospitalization Privileges:

1) All bona fide students, employee, and faculty members may avail of the University hospitalization benefits at the UST Hospital. All patients for admission must carry with them admission orders from any UST Health Service physician written within the past 24 hours.

2) Rates in excess of Php 400 shall be shouldered by the

patient.

- 3) A student who is confined for medical treatment or surgery, will be accorded a 50% discount of doctor's fee if he is admitted under a UST Health Service physician.
- 4) Emergency cases may be referred directly to the UST Hospital Emergency room, in which case the UST Health Service must be notified at the soonest possible time. A letter of authority must be obtained from the UST Health Service to be presented to the UST ER Staff.
- 5) A student who is admitted at the UST Hospital must promptly notify the UST Health Service.
- 6) A student who opts to be treated at the UST Hospital during the clinic hours of the UST Health Service will be considered a private patient of the former and will be charged accordingly.
- 7) Regarding accidents involving a student:
 - a) If accident occurred in-campus and during Health Service clinic hours: emergency care will be rendered by the UST Health Service; if outside clinic hours, the patient may consult at the UST Hospital Emergency Room. For insurance coverage, the patient must notify the office staff of the Vice Rector for Finance **within 30** days from the date of accident.
 - b) If accident occurred off-campus: emergency care can be sought at the nearest hospital. The UST Health Service must be notified. For insurance coverage, the office staff of the Vice Rector for Finance must be notified **within 30 days** from date of the accident.
- 8) Medico-Legal cases will be referred to the UST

Hospital Medico-Legal Office. This referral will be charged to the patient.

The UST Health Services Clinic is open from Monday to Saturday from 7:00 a.m. to 7:00 p.m. Summer schedule is Monday to Saturday from 8:00 a.m. to 6:00 p.m. Outside these clinic hours, the student may seek treatment at the Emergency Room of the UST Hospital.

UST ARCHIVES

The UST Archives, located in the Central Library, is a repository of documents, pertaining principally but not exclusively to the history of the University. The collection consists of historical documents such as Papal bulls, historical treatises, moral cases, sermons, novenas, catechisms, and a complete set of university and national publications. The grades of UST alumni who became leaders of the Philippine Revolution are preserved here.

UST BOTANICAL GARDEN

Located between the UST Chapel Building and the Main Building is the Botanical Garden where a valuable plant collection serves as a venue of many research studies and botanical explorations. The Garden has one of the largest botanical collections of herbal plants in the metropolis. Its greenhouses, gazebos and fountains provide an atmosphere conducive not only for scientific and academic research but also for relaxation and appreciation of Philippine medicinal plants.

UST MUSEUM

The University of Santo Tomas Museum, considered as the

oldest existing museum in the Philippines, was formally established in 1871, to comply with the 1865 *Reglamento de Segunda Enseñanza* that required all first class colleges to have a *Museo de Historia Natural*. Originally located in Intramuros, the UST Museum was later transferred to its present site at the *paraninfo* of the UST Main Building, built in 1928 in the Sampaloc district of Manila. The *paraninfo* was meant to be a multi-purpose hall for academic functions or cultural events. Source: Villaruel, Fidel O.P., (2012) *Four Centuries of Higher Education in the Philippines (1611-2011)*, Vol. II. Manila: UST Publishing House.

It expanded its collection to include works of art after UST's then-Rector Rev. Fr. Silvestre Sancho, O.P. organized the First National Painting Exhibit in 1941, when the Museum acquired works by Filipino masters such as Fernando Amorsolo, Carlos "Botong" Francisco, Vicente Manansala and Galo Ocampo. To address the conservation needs of such a valuable collection, the UST Museum Conservation Laboratory was established, using state-of-the-art technology and training its own staff to develop expertise to ensure the preservation of these priceless masterpieces.

The Museum was closed and the collection was preserved intact during the Japanese occupation, when UST's Sampaloc campus was used as an internment camp for civilians of allied nationality. The Museum highlights the University's critical role during World War II. In 2011, during the University's Quadricentennial celebration, the UST Museum was instrumental in the declaration of the Main Building as a National Cultural Treasure, along with the UST Central Seminary, the Arch of the Centuries and the University's Open Spaces.

The UST Museum has a wide variety of collection including Natural History, Coins, Medals and Memorabilia, Ethnographic materials, Oriental Arts objects, Philippine Religious Images, and Visual Art. It is a member of the International Council of Museums (ICOM) and a pioneer member of the University Museums and Collections (UMAC) when it was established in

Barcelona in 2001.

The Museum was renovated in 1987 and again in 1998 and it now boasts of not only a vast and valuable collection, but also the facilities to properly display it. The latest in lighting, sound and security systems provide the students with an improved museum experience.

The UST Museum is open to the public, and UST students may enter for free upon presentation of their ID, and may coordinate with the Museum for use of the thematic exhibit area for research, performances, exhibits, symposia, lectures, etc. Music and free access to reading materials delivers a direct experience of cultural awareness, and a mini-library at the 3rd floor office may be used for research. The Gallery is open from Tuesday to Saturday throughout the Academic Year and Monday to Friday during summer, 8:30 a.m. to 4:30 p.m. Still photography for personal, non-commercial use only, without flash or tripod is allowed. Use of video camera may be allowed with permission.

UST PUBLISHING HOUSE

The UST Publishing House, located at the ground floor of the Beato Angelico Building, caters to the printing needs of the Thomasian community. It has released a trove of text books as well as religious, literary and scholarly titles. It is open from 7:00 a.m. to 6:00 p.m.

There is an extension UST bookstore beside the UST Sports Complex which is open from 8:00 a.m. to 5:00 p.m.

SANTO TOMAS e-SERVICE PROVIDERS (STePs)

The Santo Tomas e-Service Providers, or more commonly known as STePs Office, is one of the service arms of the University that handles all services that pertain to computerized systems and other IT requirements that are conducive to academic milieu. Its main office is located at the mezzanine floor, Main Building. The STePs main data center facilities are housed at the UST Data Center Building which is located at the north-east quadrant of the University, just beside the TARC Building.

STePs primarily promotes and follows four objectives, namely:

1. To promote that all the IT resources of the University, be they current or future acquisitions, are put to optimum use;
2. To provide hardware support and network connectivity to every department of the University to enable each of them to efficiently employ their respective units according to their needs;
3. To provide the necessary programs and applications, both homegrown and outsourced, to facilitate operations and transactions of every department in the University; and
4. To provide information assistance to all queries pertaining to IT services of STePs.

Among the numerous services being provided by STePs, hereunder is a summarized list, thus:

NETWORK AND HARDWARE OPERATION CENTER SERVICES: Webhosting and Server Co_Location; Virtual Network Access; E-mail Creation and Password Reset; WIFI Online Registration and Open Ports; Set up of Video Conferencing; Installation of Kiosks, System ID Locators, Anti-virus Solutions, Hubs and Switches, and Access Points; System Integration (e.g. e-Boards, IP Cameras, Biometrics, Digital Media Streaming, etc.); Virtualization; Network Design

Consultation, Hardware Setup and Software Installation and Configuration; and Computer and Peripheral Repairs.

SOFTWARE DEVELOPMENT AND APPLICATIONS

SERVICES: Development and Maintenance of Systems and Application Programs (Admission System, Enrolment System, Payroll System, Grading System, Billing Systems, MyUSTE Student Portal, Admin Portal, Non-Academic Portal, etc.; Development and Maintenance of Websites; Database Backup; Development of Procedural Manuals, and Training on the Functionalities of the System and Program Modules.

WAREHOUSE SERVICES: Lending of Equipment (LCD Projector and Screen, Laptops, Desktops, etc.); Replacement of Computer Components, Devices, etc.; Issuance of Laptops, Desktops, Projectors, etc.; and Inventory of Hardware Components.

LICENSING SERVICES: Consolidation of Software Licenses for Purchase; Issuance or Deployment of Software Licenses; License Safekeeping and Inventory; License Monitoring and Compliance; and License Assessment and Evaluation.

OTHER FACILITIES

Auditoria

- Albertus Magnus Auditorium
(4th floor, Albertus Magnus Building)
- Beato Angelico Auditorium
(3rd floor, Beato Angelico Building)
- Civil Law Auditorium
- Continuing Medical Education (CME) Auditorium
(1st floor, St. Martin de Porres Building)
- Dr. Hubert G.H. Wong Nursing Auditorium

(1st floor, St. Martin de Porres Building)

- San Martin Auditorium
(4th floor, San Martin de Porres Building)
- Thomas Aquinas Research Complex Auditorium
- UST Martyr's Hall, Ecclesiastical Faculties

Parks

- Benavides Park
- Peñafort Park
- Plaza Mayor
- Quadricentennial Square
- Rosario

Religious Services

- Priory of St. Thomas Aquinas (Dominican Residence)
- University Chapel/Santissimo Rosario Parish
- UST Central Seminary

OTHER SERVICES Residences

- Domus Mariae Hostel

OFFICES AT THE MAIN BUILDING

- Post Office
- Santo Tomas E-Service Providers (formerly
Computer Center)

Travel

- UST Travel Bureau, 1st floor,
Albertus Magnus Building

Sports Facilities

- UST Central Seminary Gymnasium
- UST Football/Parade Grounds
- UST Grandstand
- UST Sports Complex
- UST Swimming Pool
- Quadricentennial Pavilion

PPS No. 1001

SUBJECT: ENTRANCE EXAMINATION

Policy Statement

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

Policy Guidelines and Conditions

1. Ordinarily, only applicants graduating from 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:

2.1 Passers of the Philippine Educational

Placement Test (PEPT) and the Non-Formal Education Accreditation and Equivalency (NFEA&E)

2.2 Applicants who are graduates of previous school years

2.3 Candidates for graduation from foreign schools

2.4 Foreigners graduating from local schools

3. The Office for Admissions (OFAD) shall conduct the USTET, according to the guidelines set by the Permanent Committee on Admission Policies.

4. The University, through the Office of Public Affairs (OPA), shall announce the schedules and other

information (excluding the result of the examination) pertinent to the admission of first year college students in the tri-media, including the World Wide Web. This information shall also be available at the university website: www.ust.edu.ph

5. Graduating students from the UST High School and the Education High School are exempted from the UST Entrance Test (USTET), provided they meet the required exemption grade as specified in the program of their choice. Upon release of their grades for the 3rd grading period, they must submit, through their guidance counselor, a document of intent to enroll in the program of their choice, to the Office for Admissions. Failure to comply would nullify the exemption.

a. USTET results shall be released through the University website: (www.ust.edu.ph)

6. Applicants can take USTET only once.

Cut-off scores for acceptance shall be determined by the Deans/Directors/Principals of the Faculty/College/Institute/School.

SUBJECT: ADMISSION

Policy Statement

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

Policy Guidelines and Conditions

1. Applicants for first year college may be admitted on the basis of the following:
 - 1.1. performance in the UST Entrance Test (USTET) and the computed average grades in Mathematics, English and Science from first year to third year high school as entered in the certification of the school, submitted with the Application and Grades Form. The over- all final rating will be comprised of the entrance examination score (60%) and the stated computed average grades (40%) in Mathematics, English, Science based on the Certification of the first to third year high school grades;
 - 1.2. availability of slots; and
 - 1.3 other requisites as may be required by the specific programs, such as interviews, essays, presentation of art samples, auditions, etc.
2. Upon notice of eligibility for admission, the applicant must pay a reservation fee that is deductible from their tuition fee during enrolment.
3. Upon payment of the non-refundable reservation fee,

the applicant must submit the following credentials at the Dean's Office within the designated period set by the respective colleges:

- 3.1. Original form 138 (report card); certificate of good moral character from the principal and the guidance counselor or parish priest/pastor; and
- 3.2. written undertaking signed by the student or his parents or guardian to abide by the rules and regulations of the University.
4. The Office of the Registrar will verify the submitted credentials, to ensure authenticity and completeness. Any falsification and misrepresentation of such documents will constitute ground for disqualification.

PPS No. 1003

SUBJECT: ENROLMENT

Policy Statement

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

Policy Guidelines and Conditions

1. Students should register during the designated enrolment period. Late enrolment 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.
2. Unless approved by the Dean, a student must maintain at

least one-half ($\frac{1}{2}$) of the regular semestral 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 course without the necessary pre-requisites is not valid and shall not be credited regardless of the grade obtained.
6. Students are not allowed to overload except in the last two semesters before their graduation, or in highly meritorious cases as determined by the Dean.
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-semester National Service Training Program (NSTP) in any of the following: Reserved Officers Training Corps (ROTC), Civic Welfare Training Service (CWTS), and Literacy Training Service (LTS).
10. A physically - challenged student is given a special PE Program adapted to his/her condition upon recommendation by the University Health Service physician.
11. Regardless of religious denomination, all students are required to complete five (5) semestral courses in theology and ethics as may be required by their program of studies.

SUBJECT: CROSS ENROLMENT

Policy Statement

The University allows cross-enrolment in another college or school in recognition of the academic freedom of the students. Similarly, she entertains the cross enrollment of students from other institutions.

Policy Guidelines and Conditions

1. Students may not be allowed to cross-enroll 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 enroll 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, which shall recommend to the Office of the Registrar the issuance of the corresponding permit.
3. The student may enroll 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.

5. Cross enrollees from other institutions are entertained according to the schedule specified by the faculty/college. They must present to the Office of the Registrar a written permit issued by their school.
6. Cross enrollees shall be enrolled as new students. Their enrollment shall be approved by the Office of the Registrar.

PPS No. 1005

SUBJECT: CHANGING / DROPPING OF SUBJECTS / COURSE/MAJOR

Policy Statement

The University, in recognition of the right of the students to make decisions concerning their academic life, allows adding/dropping of course/seven 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 and 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 examination. No request for drop of course/program will be entertained after the preliminary examinations.
4. A student who drops a course without approval of his 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 dropping of course after the preliminary examinations.
6. To drop a course, the student must fill up UST Form 4b, secure the approval of the Dean concerned, and obtain from the Registrar's Office the corresponding endorsement to the Accounting Division for adjustment of fees.

PPS No. 1006

SUBJECT: SHIFTING

Policy Statement

The University recognizes the right of the student to choose the program that he/she wants to pursue, provided he/she meets all the requirements for admission. In this light, a student admitted into the University may change/ shift program provided the grade and other requirements of the faculty/college/institute 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 college/faculty:
 - 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 college/faculty/institute expressing the intention to shift to another program;
 - 2) a clear photocopy of his/her transcript or records duly certified by the Office of the Registrar; and

- 3) an endorsement letter coming from the Guidance Counselor.
 - b. Acceptance to another program within the faculty/college/institute would depend on the following:
 - 1) availability of slots;
 - 2) evaluated grades in the transcript of records duly certified by the Office of the Registrar.
 - c. Upon meeting the said requirements for shifting within the same faculty/college/institute, the applicant should accomplish the admission memo which requires the final approval of the Secretary General.
3. When shifting from one college/faculty to another.
- a. A student who wishes to shift to another college/ faculty must submit the following documents:
 - 1) A letter of intention addressed to the Dean of the faculty/college/institute indicating the program of his/her interest;
 - 2) Clear photocopy of his/her 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;
 - 4) Document of clearance from the Office for Student Affairs; and
 - 5) Note of Approval of the Secretary General.
 - 6)

Should he/she merit a favorable evaluation, the Dean will endorse him/her to the Office of the Secretary General for approval to take the Shifter's Qualifying Examinations to be administered by the Office for Admissions.

SUBJECT: ACADEMIC RE-CHANNELING

Policy Statement

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

Policy Guidelines and Conditions

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

SUBJECT: TRANSFEREES

Policy Statement

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

Policy Guidelines and Conditions

1. No student with failure in any subject 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

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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 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 from the faculty/college/institute, which includes submission of the transfer credentials to the Office of the Registrar and requires the final approval of the Secretary General.

PPS No. 1008b

SUBJECT: CREDIT TRANSFER

(Please refer to the Addendum, Page 136.)

PPS No. 1009a

SUBJECT: SECOND DEGREE APPLICANTS

Policy Statement

The University entertains applications for a second baccalaureate degree.

Policy Guidelines and Conditions

1. An applicant for a second baccalaureate degree should submit the following documents to the Dean of the faculty/college/institute where he/she wishes to study:
 - a. A letter addressed to the Dean expressing the intention to apply for a second degree and indicating the program of interest;
 - b. A certified true copy of his/her transcript of records; c. Two (2) recommendation letters coming from any of the following:
 - 1) Dean of the previous school;

- 2) Professor of the previous school;
 - 3) Office for Student Affairs of the previous school;
 - 4) Present employer as the case may be.
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 college/faculty is dependent on the following:
 - a. Availability of slots;
 - b. Results of the diagnostic examinations; and
 - c. Two (2) recommendation letters coming from any of those mentioned in 1c.
 4. Upon meeting all the requirements for application for a second degree, the applicant should accomplish the Personal Data Sheet and secure the approval of the Secretary General.

PPS No. 1009b

SUBJECT: NON-DEGREE STUDENTS

(Please refer to the Addendum, Page 137.)

PPS NO. 1010

SUBJECT: ATTENDANCE

Policy Statement

The University requires that every student attends no less than 80% of the class hours/days 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 days 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 Dean's office for possible re-consideration.
 7. Classes missed for reason of late enrolment or illness must be counted among the absences.
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8. Class attendance should be both regular and punctual. Three (3) counts of tardiness of at least 15 minutes shall be counted as one absence.

SUBJECT: LEAVE OF ABSENCE AND RE-ADMISSION

Policy Statement

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

Policy Guidelines and Conditions

1. Application for a leave of absence should be filed with and approved by the Office of the Dean.
2. The leave of absence may be for one semester 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.

SUBJECT: ACADEMIC LOAD

Policy Statement

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

Policy Guidelines and Conditions

1. A student should carry the regular load prescribed by the program.
2. In no instance should a student be allowed to carry less than one half (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 graduating student is limited to six (6) units for the year.
5. No student may be enrolled in more than one faculty/ college/institute to earn more than one academic degree at the same time.

SUBJECT: ASSESSMENT AND PAYMENT OF FEES

Policy Statement

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

Policy Guidelines and Conditions

1. The Office of the Vice-Rector for Finance is responsible for the proper assessment and collection of fees. Tuition fees are based on the number of units which the student has enrolled in, as approved by the Dean or his representative. Total fees include tuition and other miscellaneous fees.
2. Fees may be paid on cash 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 or non-academic employees. The application for "care-of-salary," and the approved registration form must be submitted to the Office of the Vice-Rector for Finance. Upon approval, the student is given an admission slip.
 - b. Those whose fees are charged to educational plans and other institutions with Memorandum of Agreement with the University. The letter from the institution, and the approved registration form must be submitted to the

Office of the Vice-Rector for Finance. Upon approval, the student is given an admission slip.

- c. Those who have scholarship grants - A scholarship form secured from OSA (Office for Student Affairs) 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 the Office of the Vice-Rector for Finance for final approval.

PPS NO. 1014

SUBJECT: ADJUSTMENT AND REFUND OF FEES

Policy Statement

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

Policy Guidelines and Procedure

1. A student who officially drops from a program before the official start of classes shall be charged two thousand pesos (Php 2,000.00) only.
2. A student who officially drops a course/program within the first two weeks from the official start of classes shall be charged as follows:
 - a. within the First week: 10% of the total fees for the course/program;
 - b. within the Second week: 20% of the total fees for the course/program;
 - c. After the second week of classes, concerned students shall be charged in full.

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 (Ph P 1,500.00).
5. Application for refund of fees and/or adjustments should be made at the Accounting Division promptly after dropping the course/program. The date of the actual submission of dropping forms at the Accounting Division shall be the reckoning date for refund and/or adjustment purposes.

PPS NO. 1015

SUBJECT: SUBSTITUTION OF COURSES

Policy Statement

The University allows course substitution provided that they are consistent with the CHED and University rules and regulations.

Policy Guidelines and Conditions

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

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

SUBJECT: SPECIAL CLASSES

Policy Statement

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

Policy Guidelines and Conditions

1. The Office of the Dean shall offer in the immediately following semester/summer term, courses which students failed, to enable them to remove their deficiencies and be reinstated as regular students.
2. A special course must have the minimum number of 20 students required for the class to continue.
3. The University does not favor the holding of special courses that are tutorial in nature.

PPS NO. 1017

SUBJECT: EXAMINATIONS

Policy Statement

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

Policy Guidelines and Conditions

1. Major examinations i.e., preliminary and final examinations should be administered as scheduled.
2. A student shall present an examination permit before they are

allowed to take the major examination. Otherwise, the student should secure a temporary permit from the Dean's Office.

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 semester. 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
 - Semester/ AY when course was taken
 - Requirement missed/Reason for incomplete grade
 - Supporting documents/attachments
 - b. Submit the application form to the teacher concerned who will indicate, after determination of justifiable cause, the following:
 - Completion requirement
 - Approval of application

Note: Completion requirements must be consistent with the nature of the actual requirement that the student failed to comply with.

In the event that the concerned faculty is on leave or not available, the Dean may delegate another faculty 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 for proper implementation of the Joint Guidelines for the completion of grades given by the Office for Academic Affairs and the Office of the Registrar.
5. For a justifiable cause as determined by the teacher concerned, completion examinations are given. The explanation in writing must be accompanied by supporting papers, which must be submitted to the said teacher within one week after the scheduled examinations.
6. All electronic devices and gadgets (pagers, palm organizers, cellular phones, etc.) are not allowed to be used 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.
7. Any student who cheats during an examination, quiz, test 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 shall be subject to disciplinary action. In addition to the sanction imposed, cheating is punishable by a grade of Zero (0) in the exercise involved. This rule also applies to any a student rendering such aid.

SUBJECT: DEBARMENT

Policy Statement

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

Policy Guidelines and Procedures

1. Old students, except those in the senior year, with failures corresponding to nine (9) or more units are not to be readmitted in the succeeding semesters. 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 semester.
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 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 subjects authorized by their Deans. First year students on probation who failed to clear all existing deficiencies by the end of the summer of the same year shall not be admitted to second year.
4. Unless stricter rules have been promulgated and applied in a particular faculty, college or institute the above guidelines shall apply.

SUBJECT: GRADING SYSTEM

Policy Statement

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

Policy Guidelines and Procedures

1. The work of the students shall be graded at the end of each term in accordance with the following 5-point numerical grading system:

1.00	=	96-100 %	Excellent
1.25	=	94-95	Very Good
1.50	=	92-93	Very Good
1.75	=	89-91	Good
2.00	=	87-88	Good
2.25	=	84-86	Good
2.50	=	82-83	Fair
2.75	=	79-81	Fair
3.00	=	75-78	Passed
5.00	=		Failure
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. 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.
4. Colleges/faculties shall conduct a deliberation before encoding of grades from 1st to 4th 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.

As a matter of policy, students should defend their thesis inside the University.

PPS NO. 1020

SUBJECT: TRANSFER CREDENTIALS

Policy Statement

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

Policy Guidelines and Conditions

1. The grant of transfer credentials is upon application, unless it is a consequence of a penalty imposed on a student for disciplinary reasons.
2. A student who applies for transfer credentials (honorable dismissal) must obtain clearance for all accountabilities with the University.
3. Once granted transfer credentials, a student may not be readmitted.

SUBJECT: TRANSCRIPT OF RECORDS

Policy Statement

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

Policy Guidelines and Conditions

1. The transcript of records may be any of the following:
 - a. Temporary: This is normally issued for information and evaluation purposes. It may be a computer printout or a typewritten document.
 - b. Official: This is typed/printed on the transcript form and is issued to graduates. This may be issued to non-graduates who apply for it for employment purposes or for evaluation.
2. The official transcript of records of the student who was issued transfer credentials 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 pupil or student may be withheld for reasons of suspension, expulsion or non-payment of financial obligations or property responsibility of the pupil or student to the school. The credentials shall be released as soon as his/ her obligation shall have been settled or the penalty shall have been served.

SUBJECT: GRADUATION

Policy Statement

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

Policy Guidelines and Conditions

1. To be eligible for graduation, a candidate should meet the following conditions:
 - a. Satisfactory compliance with all academic, non-academic and other requirements of the given faculty/college/school/institute of the University;
 - b. Residence in the University for at least the last two years of his 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.

SUBJECT: INVESTITURE AND BACCALAUREATE CEREMONIES

Policy Statement

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

Policy Guidelines and Conditions

1. The university shall celebrate a Baccalaureate Mass for all the candidates before the investiture ceremonies. The solemnity of this occasion should be upheld.
2. The Office of the Secretary General shall set the general schedule of the investiture ceremonies, within each Faculty/College/Institute must specify the date of its respective celebration.
3. Candidates for graduation are required to wear the academic attire during the investiture ceremonies.
4. All candidates for graduation are expected to join and participate in the investiture ceremonies for the conferment of their respective degrees.

SUBJECT: ACADEMIC HONORS

Policy Statement

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

Policy Guidelines and Conditions

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

<i>Honors</i>	<i>Based on General Weighted Average</i>
Cum Laude	1.46 - 1.75
Magna Cum Laude	1.21 - 1.45
Summa Cum Laude	1.00 - 1.20

For the Faculty of Civil Law:

<i>Honors</i>	<i>General Average</i>
Cum Laude	1.86 - 2.10 or 86% - 88.4%
Magna Cum Laude	1.51 - 1.85 or 88.5% - 91.9%
Summa Cum Laude	1.00 - 1.50 or 92% and above

For the Faculty of Medicine & Surgery:

<i>Honors</i>	<i>General Average</i>
Cum Laude	1.86 - 2.10 or 86% - 88.4%
Magna Cum Laude	1.51 - 1.85 or 88.5% - 91.9%
Summa Cum Laude	1.00 - 1.50 or 92% and above

In addition, candidates for honors in the Faculty of Medicine and Surgery must have attained at least the grade of "Benemeritus" in the second exercise of the oral examinations.

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

Furthermore, candidates for honors:

1. must comply with university residence requirements for at least six consecutive semesters immediately preceding date of graduation.
 2. must have no failing grades or unremoved Incomplete in any course, including PE and NSTP; in cases of candidates running for honors in a second baccalaureate degree, only those courses prescribed in the curriculum will be considered; shifters and transferees with failure, even in courses not required for their program, are not eligible to graduate with honors.
 3. must consider their grades in all academic courses, including Theology courses, as included in the computation of the weighted general average.
 4. must have completed in the University at least 76% of the total number of academic units or hours for graduation.
 5. must have taken not less than 75% of regular load per semester of study, unless a lighter load was due to justifiable causes as may be determined by the Dean.
 6. 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.
- * In the case of transferees, credited courses repeated for personal reasons are excluded in the computation of the general weighted average.
 - * The UST Graduate School follows a different system for the conferment of academic honors.

PPS NO. 1024b

SUBJECT: DEAN'S LIST

(Please refer to the Addendum, Page 138.)

SUBJECT: STUDENT AWARDS

Policy Statement

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

Policy Guidelines and Conditions

RECTOR'S AWARD

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 AWARD

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 outstanding involvement in community development activities.

MANUEL L. QUEZON AWARD

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 for singular ability to lead and organize activities of meaningful significance to the Thomasian community.

ARCHBISHOP MIGUEL DE BENAVIDES AWARD

The award is named after Archbishop Miguel de Benavides of Manila, the founder of the University of Santo Tomas. This award is conferred to a student(s) whose performance in regional, national or international competition, conference or congress symbolizes the University's commitment to excellence.

ST. DOMINIC DE GUZMAN AWARD

The award carries the name of the founder of the Order of Preachers, popularly known as the Dominican Order. He was born in Caleruega, Spain around 1170, and died in Bologna, Italy on August 6, 1221. Pope Gregory IX canonized him in 1234. This award is given to a student organization for its outstanding performance in organizing activities that are of significance to the Thomasian community during the current academic year.

ST. THOMAS AQUINAS AWARD

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 a 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 course of study.

PPS NO. 1026

SUBJECT: UST SCHOLARSHIP PROGRAM

Policy Statement

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

Policies and Guidelines

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

1. ACADEMIC SCHOLARSHIP (*Santo Tomas*)

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

2. SCHOLARSHIP FOR THE GIFTED (*Santo Domingo de Guzman*)

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

FOR MUSIC:

Inquiries and applications are administered by the Conservatory of Music.

FOR SPORTS:

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

FOR DOMNET, UST SINGERS AND ROTC

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

3. STUDENT ASSISTANCE SCHOLARSHIP (*San Lorenzo Ruiz*)

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

4. EQUITY SCHOLARSHIP (*San Martin De Porres*)

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

San Martin – Internal Scholarships

Sta. Rosa de Lima Fund (For freshmen)

San Juan Macias Fund (For higher years)

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

As a General Scholarship Policy

- No student can avail two scholarships on a given semester except student grantee of academic scholars with government scholarship;
- All scholarships are subject for refund except for San Martin-Internal scholarships;
- A scholar cannot be reinstated on the same scheme, once disqualified;
- All scholarships are renewable every semester on a given schedule;
- San Lorenzo Ruiz scholars are not allowed to work within the University during the following breaks: Summer, Semestral and Christmas;
- San Lorenzo Ruiz scholars are allowed to render service only within the University campus;
- All scholarship application and renewal are subject for approval by the UST Scholarship Committee

PPS NO. 1027

SUBJECT: CODE OF CONDUCT AND DISCIPLINE

Policy Statement

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

Thomsonian 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 principles, traditions and ideals that are authentically Filipino 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 and Discipline applies to all students, deemed officially enrolled upon submission of appropriate admission and transfer credentials, and initial payment of school fees, and also to all 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 following Policies and Procedures are expected to be observed by bona fide Thomasian students at all times, even when they are outside the campus, especially when they are wearing the prescribed uniform of their particular Faculty/College/Institute/School.

Policy Guidelines and Conditions

1. Honesty

The University, in accordance with its Catholic and Dominican teachings, puts a high premium on the practice of honesty, the act of truth-telling, truth-seeking, truth-doing.

Consequently, any act of dishonesty should be avoided. Acts of dishonesty may be sanctioned depending on the gravity of the case even to the extent of dismissal.

The following are considered acts of dishonesty:

- a) Forging, altering and/or misuse of University documents, records, credentials or effects, including using another person's ID;

- b) Printing and disseminating false information about the University;
- c) Cheating in examinations, projects, homework, and/or other schoolwork, whether done inside or outside of the classroom, including those accomplished through the on-line programs of the University;
- d) Plagiarizing;
- e) Making untruthful statements in a narration of facts, with damage or intent to cause damage, e.g. in the evaluation reports of patients, who are under the care of students during their clinical internship;
- f) 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;
- g) Forging or altering dates and signatures in private documents, e.g. those prepared by students during their practicum or clinical internship;
- h) Theft or stealing;
- i) Misuse of student funds; and
- j) Other forms of misrepresentation similar or analogous to the foregoing.

2. Courtesy

Courtesy is an act of respect towards another, in recognition of fundamental human dignity. Courtesy is a sign of one's maturity. Its observance creates a climate of good will and fellowship. Thomasian students must, at all times, be courteous and respectful of others. The following shall be considered as an act of discourtesy:

- a) Any act of disrespect in any form, in any medium, done toward University authorities, faculty members, employees, fellow students and visitors constitute an un-Christian behavior;

- b) Unreasonable refusal to comply with lawful orders of University authorities and/or their agents constitute an un-Christian behavior.
- c) In the use of electronic media, e.g. Facebook, Multiply, Blogs. the student shall not commit acts of indecency, through the use indecent words, uploading indecent picture(s) or image(s) reflecting unchristian behavior of himself or of any person.

3. Diligence

Thomsonian students give honor to their family and to 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 improve themselves.

Thus, students must

- a) be punctual;
- b) be present in their classes and participate in school-sanctioned activities;
- c) be prepared for their lessons, homework, and examinations.

4. Good Grooming

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

- a) The uniform must follow the Faculty's/College's/Institution's/School's design or pattern. The uniform by each unit of the University is in accordance with the standard of modesty commonly upheld in a Catholic institution. It must be worn with neatness or cleanliness. Deviation from the original design is not allowed.
- b) Students are enjoined to use the kind or style of shoes prescribed by the individual Faculty/ College/Institute/School.
- c) Students must wear the validated university identification card at all times within the university

- premises. Loss of the identification card must be reported immediately to the Office for Student Affairs (OSA).
- d) Unless otherwise allowed by the administrators of the particular Faculty/College/Institute/ School for specific reasons, male students are not allowed to sport long hair. Hair should not touch the collar of the uniform. The use of hairpins, pony tails, headbands, etc. by male students is likewise not allowed.
 - e) Again, unless otherwise permitted by the administrators of the particular Faculty/College/ Institute/School, male students are not allowed to wear earrings, sport any form of body piercing and other accessories ordinarily used by females.
 - f) Students are not allowed to sport tattoos.
 - g) On occasions where 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, backless tops, tank tops, leggings, sandos, sleeveless jerseys, and slippers are considered inappropriate campus attire.

Any Faculty/College/Institute/School which seeks to take exception with respect to the provisions on Good Grooming, must duly and officially petition the Father Rector for such exemption, with specific reasons/explanations. The letter of request for exemption must be discussed and approved by the Academic Senate. Upon approval of the exemption, the concerned Faculty/College/Institute/School must duly inform the Assistant to the Rector for Student Affairs and the SWDB Director.

5. Decency and Modesty in Action

Thomasian students must, at all times, act with proper decorum and etiquette. Engaging in indecent or lewd conduct is contrary to the mores of Catholic behavior and morality.

The following, among others, are considered indecent behavior, and shall be subject to disciplinary action:

- a) Inappropriate public display of affection, like torrid kissing, necking, petting;
- b) Preparing, publishing, bringing into the University or circulating immoral, obscene, or pornographic letters, pictures, books, magazines, engravings, sculptures, and other similar materials that are offensive and disruptive of the rights of others and of the community;
- c) Participating in or joining indecent shows, films, contests, and the like;
- d) Uttering vulgar words or bad words, expounding or proclaiming doctrines contrary to law and morals and to the vision-mission of the University;
- e) Proselytizing, which is an attempt to convert another person to one's faith or religion;
- f) Cohabiting without the benefit of marriage, or engaging in relationships contrary to the principles adhered to by the University and/or the teachings of the Catholic Church;
 - g) Any act of prostitution or employment in immoral establishments, conduct and relationships which are contrary to law, morals, good custom, public order and public policy;
 - h) Inappropriate attire, such as cross-dressing; or
 - i) Similar situations deemed contrary to Catholic morals and sensibilities.

SPECIAL ITEM: IN CASE OF PREGNANCY OUT OF WEDLOCK

Policy Statement

The University upholds the sanctity of human life, as well as the sanctity of the conjugal act within marriage.

However, in the event that an unmarried student gets pregnant, she is encouraged to inform and seek

the help of the SWDB Coordinator or the Guidance Counselor of her Faculty/College/Institute/School.

The University, through the collaboration of the Regent, the Health Service Director, SWDB Coordinator, Guidance Counselor, and the student's parents, shall accompany the student through spiritual direction, medical assistance and guidance counseling.

To give the student adequate time and space to prepare for the important responsibility of single parenthood, and, secondarily, to avoid the possibility of offending the moral sensibility of students, parents, and the university community on account of her irregular status, a pregnant student shall then take a mandatory leave of absence from the University upon public disclosure, whether deliberate or otherwise.

Should the man responsible for the pregnancy be a Thomasian, his parents would also be made to participate especially in the guidance and counseling and spiritual direction of their child.

6. Maintenance of Peace and Order

The University upholds and protects peace and order within its community. Members of the Thomasian community are expected to give due regard to the rules and regulations formulated and implemented by the University authorities to ensure that peace and order may prevail.

Thomasian students who impede, obstruct, prevent or defeat the right and obligation of a teacher or professor to teach his/her

subject, or the right to attend his classes or any official activity shall be subject to disciplinary action.

In order to achieve and maintain peace and order in the University, Thomasian students are enjoined to:

- 1) Behave well 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.;
- 2) Observe University traffic rules;
- 3) Wear the prescribed uniform with the validated ID card properly displayed on the upper front side of the uniform. The prescribed uniform should be worn in attending classes and other academic functions. Violation of this rule constitutes a ground for non-admission in class;
- 4) Refrain from using electronic and communication devices, such as audio players, cellular phones, cellular phone cameras, digital cameras, video cameras, palmtops, game consoles, etc. during regular class hours, and most especially, during examinations;
- 5) Submit to the random drug-testing (RDT) requirement, in compliance with Republic Act No.9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and by the UST Drug-Free Campus Policies;

First year College students must comply with the Mandatory drug-testing.

Furthermore, the University recognizes certain acts to be detrimental to peace and order in the Thomasian community. Consequently, students are hereby prohibited from:

- a) Bringing, carrying or possessing inside the campus 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;

- b) Engaging or getting involved in any hazing or inter-fraternity or sorority disorder or brawls, whether inside or outside the campus;
- c) Bringing in, possession of, or drinking liquor or other alcoholic beverages, as well as possession of or taking prohibited or regulated drugs, in the University premises, or entering the premises under the influence of the foregoing;
- d) Stealing, vandalizing, and/or destroying the property of the University, like library books, etc., or of others;
- e) Using any permit for an activity or any University facility beyond conditions specified in the permit;
- f) Gambling and/or bringing gambling paraphernalia inside the premises unless otherwise authorized by the proper University authorities;
- g) Preparing, publishing, displaying, distributing pornographic, obscene, immoral, libelous or subversive materials in the form of printed and/or electronic media;
- h) Organizing and/or joining boycotts, assemblies, parades or marches, or other gatherings that tend to create unnecessary noise and/or disturbance;
- i) Threatening or inflicting injuries, physical or otherwise, on another person, whether inside or outside the campus;
- j) Creating commotions or serious disturbance inside the school building;
- k) Formation of/or membership in illegal organizations or those not officially recognized by the University;
- l) Falsely accusing another student;
- m) Arson or malicious destruction of University property;
- n) 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.;

- o) Instigating or leading illegal strikes/rallies or similar concerted activities resulting in the stoppage or disruption of classes or University activities;
- p) Preventing or threatening any student or school personnel from entering the school premises, attending classes, or discharging their duties;
- q) Giving or offering anything to induce a person to do something illegal or wrong; and
- r) Other offenses in the same category or analogous to the foregoing.

7. Camaraderie

The University recognizes the role of molding Thomasian students as well-rounded social beings by encouraging formation and membership in organizations that advocate positive values and self-improvement. Hence, only student organizations whose objectives uphold the mission and goals of the University may be formed and recognized.

Student organizations may be formed upon application for recognition with the Office for Student Affairs (OSA). Recognition may be renewed every year upon compliance with renewal requirements.

The following procedures shall be followed when the yearly renewal for recognition of a college-based or university-wide organization is being sought from the Office for Student Affairs (OSA):

- a) These forms must be secured from the SWDB Coordinator of the Faculty/College/Institute/ School, in the case of college-based organizations, and from the Office for Student Affairs, in the case of university-wide organizations, during the period prescribed by the OSA for the preparation and submission of these documents, which are as follows:

- Application for Recognition
- Bio-data of Officers
- Bio-data of Faculty Adviser
- List of Current Members; Year and Section and Contact Number of Each Member
- Application for the SOCC Leadership Training Seminar-Workshop

(Every aspiring organization must send a representative to this seminar-workshop, usually held in the month of May.) Application for the All Leaders Community Development Seminar-Workshop

(Every aspiring organization must also send a representative to this seminar-workshop, also usually held in the month of May.)

- b) The aspiring organization must likewise submit a copy of the Constitution which must be ratified by the members and duly signed by the President, noted by the Faculty Adviser, endorsed by the SWDB Coordinator, approved by the Dean / Director and the Regent (in the case of college- based organizations). The said endorsement and approval are not requirements for university-wide organizations.
- c) The organization must submit a filled-out Organizational Diagnosis which is available in soft copy by e-mailing the request for the form to the OSA Office Assistant for Activities. This must be prepared by the Secretary, Treasurer and President, and properly certified by the Faculty Adviser. (Note: The Organizational Diagnosis must be accomplished using the soft copy. Spaces could be adjusted to contain the necessary details. Upon completion, the report must be printed for signing and included in the folder of documents to be submitted for recognition.)
- d) Every organization must submit a Financial Report. For

the college-based organizations, the Financial Statement must be prepared by the Treasurer and the Auditor, certified by the Faculty Adviser, Dean and Regent. For the university-wide organizations, the Financial Report must be prepared by the Treasurer and the Auditor and certified by the Faculty Adviser.

- e) All documents for recognition must be photocopied and compiled neatly in a folder that is properly labeled. Insofar as college-based organizations are concerned, the folder must be color-coordinated with the Faculty/College/Institute/School color (e.g. Commerce-yellow, Education-orange, etc.).
- f) The deadline for the submission of all requirements for recognition of college-based organizations to their respective Faculty/College/Institute/School is announced by the SWDB Director to all the SWDB Coordinators. The same is done to all the representatives of aspiring university-wide organizations.

For college-based or university-wide organizations aspiring to be recognized for the first time, the same procedures shall be followed, except for letters c and d.

Only duly recognized student organizations may:

- a) Post announcements at designated bulletin boards within the premises of the respective faculties, colleges, institutes and schools, subject to the approval by the Principal, Dean, and Regent. However, the approval of the Office of the Secretary General (OSG) should be obtained for posters, streamers, signboards that will be displayed or put up elsewhere within the University premises. Announcements to be posted by university-wide organizations should also have the approval of the OSG.
- b) Own equipment subject to the supervision of the Office of the Principal, Dean or Department Head concerned;

- c) Use the name and facilities of the University, but only upon prior approval of the OSA; and
- d) Organize and/or engage in any approved group activity.

Students who organize and/or engage in any group activity must exercise diligence in its conduct. They shall be responsible for the outcome of such activity. Should any damage result, the students shall be held liable for the same.

8. Care for the Environment

The task of caring for and of maintaining a clean campus belongs not only to the University Administration, but also to the community. A clean, smoke-free and well-kept environment benefits everyone. Hence, Thomasian students are encouraged to actively participate in keeping the campus clean and in preventing pollution or other environmental degradation.

Environmental degradation may result from, among others:

- a) Smoking;
- b) Littering and improper solid waste disposal;
- c) Smoke-belching vehicles, or leaving the car engine on while parked inside the University premises;
- d) Playing of car stereo with the use of bass amplifiers/boosters at a high volume; and
- e) Similar situations deemed detrimental to the environment.

SPECIAL ITEM: SEXUAL HARASSMENT

Sexual harassment is defined as an unlawful act committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who,

having authority, influence or moral ascendancy over another in a work, training or educational environment demands, requests or otherwise requires any sexual favor from the other regardless of whether the demand, request, or requirement for submission is accepted by the object of the said act.

In an education or training-related environment, sexual harassment is committed:

- a) Against one who is under the care, custody or supervision of the offender;
- b) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- c) When the sexual favor is made a condition to the giving of a passing grade or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges or conditions; or
- d) When the sexual advance results in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

The following may be instances of sexual harassment:

- preferential attention, dropping of a case, admission and re-admission, and others, in exchange of sexual favor;
- malicious touching of the sensitive parts of the body;
- threats which are sexual in nature;
- actual sexual assault;
- persistent telling of smutty jokes/constant talk of sex or sexual innuendos directed to a particular person;

- displaying offensive pictures or publication;
- asking intimate questions on sexual activities;
- making offensive hand and body gestures;
- making obscene phone calls, text messages inside and/or outside the University;
- other related acts which may create an environment of sexual harassment.

Any student-victim of sexual harassment should bring the matter to the attention of the Office of the Dean, the Guidance Counselor, or any faculty member in whom he/she has confidence, or to any official of the University who shall endorse the matter to the Office of the Vice-Rector. The latter shall then act according to the provisions of the Implementing Guidelines for Republic Act 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.

PPS 1028

SUBJECT: PENALTIES

Policy Statement

Penalties shall be imposed for violations of the Code of Conduct. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, willful violation and/or defiance of lawful rules and regulations has no place in a Catholic University. Thus, it is expected that a student imposed with a penalty for violating the Code of Conduct shall thereafter demonstrate the fervor to better himself/ herself, otherwise, the ultimate penalty of expulsion shall be meted.

Specifically, penalties are intended to inculcate in the students the ideals of justice, to have a healthy respect for rules and authority, rectify unacceptable behavior, help strengthen the character of students, and protect the good name and reputation, both of the students and

of the University.

Hence, the penalties imposed shall range from warning, parental admonition, suspension, exclusion to expulsion, depending upon the gravity of the offense committed. 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. 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 he committed, a second violation involving the same minor offense or an offense of the same category shall subject him to the penalty of ADMONITION, a third to SUSPENSION OF NOT MORE THAN 20% OF THE TOTAL NUMBER OF CLASS DAYS OF THE TERM, a fourth to SUSPENSION OF 20% OR MORE OF THE TOTAL NUMBER OF CLASS DAYS OF THE TERM, and a fifth violation to EXCLUSION or dropping from the roll of qualified students in the University.
2. Suspension, a penalty in which the student is denied or deprived of attendance in classes, shall be imposed for major offenses or habitual violations of the Code of Conduct and Discipline. Grave offenses may warrant the imposition of a longer duration of suspension for the student concerned which could range from a whole semester to an entire academic year, as the assigned Panel for the case would deem appropriate and just.
3. Indefinite suspension may be imposed in accordance with Article XIV, Section 77 of the Manual of Regulations for Private Schools.
4. A student under investigation for a case involving the penalty of exclusion or expulsion may be preventively

suspended from entering the University premises if the merits of the case warrant it and the Office for Student Affairs is morally convinced that the continued stay of the student during the period of the investigation would constitute a disturbance/distraction to the normal operations of the University or would pose a risk or danger to the life of persons and property of the University.

5. For serious violations of the Code of Conduct and Discipline, exclusion, a penalty in which the University excludes or removes the name of the erring student

from the rolls of the University, may be imposed by the University.

6. The extreme penalty of expulsion, in which the student is excluded from admission to any public or private school in the Philippines, shall be imposed only upon careful and objective determination by the school authorities that this is the proper imposable penalty for the offense or violation committed, taking into consideration:

- The gravity of the offense or violation committed
- Past record of the student
- Manifestation that the student, in violating the Code of Conduct, acted with intent, malice, and/or bad faith
- The injury caused, or the resultant loss
- Absence of contrition or remorse despite clear proof of wrongdoing
- Other applicable variables

7. Probation, which is a disciplinary measure short of exclusion, may be given to a student whose action and/ or behavior would otherwise merit separation from the school. Where a student is put on probation, he is, in effect, given the chance to contemplate on his actions and realize that he did

wrong, and thereafter resolve to improve his behavior and do better, for which he may merit retention in the University.

Disciplinary probation shall be for a minimum of sixty (60) school days and a maximum of one hundred (100) school days. A student may be placed on probation only twice during his stay in the school, and further violations shall be subject to dismissal.

8. Other penalties such as, but not limited to, payment of fine/civil liabilities, revocation of degree, non-issuance of a certificate of good moral character, disqualification from further enrolling in the University, withholding/ non-issuance of the diploma, or annotation of the offense in the transcript of record of said student, may be imposed, depending upon the gravity of the offense, alone or in addition to the foregoing penalties.
9. The lighter penalty of simple reprimand for non-serious offenses may be immediately carried out by any faculty member or University official, without need of formal proceedings, by calling the student's attention to the transgression committed in the presence of such faculty member or University official.
10. Should the student in violation of the rules be an elected or appointed officer of any recognized student organization, local student council, SOCC, CSC, Central COMELEC, the penalty to be imposed may include suspension or removal from office as the case may be.
11. Other penalties which the University Administration, upon careful consideration of the case, may deem necessary may also be imposed.

SUBJECT: PROCEDURES ON DISCIPLINARY ACTIONS

Policy Statement

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

Policy Guidelines and Procedures

1. There shall be in every college / faculty / institute / school of the University of Santo Tomas a body called the "Student Welfare and Development Board" (SWDB), composed of three (3) members: the coordinator, and at least, two (2) members from the faculty. The SWDB Coordinator is recommended for appointment by the Dean/Director/Principal and the Faculty Council of the unit to the Assistant to the Rector for Academic Affairs. The SWDB members, on the other hand, are appointed by the Dean/Director/Principal with the concurrence of the SWDB Coordinator. The Board of each faculty/college/ institute/school shall have the power and jurisdiction to investigate and resolve cases exclusively involving their students. Cases involving students belonging to different colleges shall be under the jurisdiction of the Office for Student Affairs to investigate and resolve. Student violations involving minor and major offenses are under the jurisdiction of the local SWDB unit to investigate and resolve for as long as the parties involved are all students of the same faculty/college/institute/ school. The resolution of the local SWDB unit, however, is subject to the approval of the Dean and Regent of the faculty/college/institute/school concerned. Cases involving student violations constituting grave offenses shall still be managed and resolved by the local SWDB unit, for as long as the complainant/s and respondent/s are students of the same faculty/ college/institute/school. It is to be noted, however, that the resulting panel resolution from the investigative proceedings must still be submitted by the local Board to the Office for Student Affairs for review by the SWDB Director and the OSA Legal Consultant, and consequently, the proper approval and disposition thereof by

the Assistant to the Rector for Student Affairs. If the panel resolution for the local SWDB is upheld, then the Office for Student Affairs will immediately implement the said resolution. Otherwise, a new panel may have to be created by the SWDB Director to study the details of the case and the context of the resolution again.

2. Offenses punishable by warning or admonition can be summarily resolved without need for a formal written complaint, should the offender be caught in the act.
3. For offenses punishable by suspension of less than 20% of the number of school days of the term, a "show-no-cause" memorandum would be served by the Board to the respondent student and his/her parents/guardians, with the instruction to answer said complaint within 72 hours.
4. The appropriate investigating body shall exercise forthrightness in dealing with cases, particularly those which involve the penalty of exclusion/expulsion. It shall ensure that due process in substance and form is observed, and that the respondent-student is not unduly exposed to unnecessary publicity.
5. To this end, the following procedure shall be observed in the investigation of offenses:
 - a. Investigation shall commence upon report of the Security Office or upon written complaint, and filed with the Office of the Dean - which shall forthwith refer the matter to the appropriate Board - or to the OSA, as the case may be;
 - b. The Board or the OSA shall furnish the respondent-student with a copy of the complaint, with an accompanying instruction to file his answer and the affidavits of his witnesses, should he have any, within five (5) days, or a reasonable period of time, from receipt of the complaint. The student shall likewise be advised of his right to be assisted by counsel, parent(s) or guardian(s);
 - c. The Board/OSA shall schedule the case for investigation

within 5 working days from receipt of the answer or after the lapse of the period provided for in No. 5.b. of this provision and, whether or not an answer is filed, thereafter call the parties for an investigation. The proceedings, which shall be recorded, shall be non-litigious, fact-finding and clarificatory;

- d. Upon termination of the investigation, the case shall be deemed submitted for decision. The Board or the OSA shall decide the matter within ten (10) working days, and shall furnish all the parties with a copy thereof;
- e. The decision shall contain a list of the charge(s), the evidence presented by the parties, the findings of facts supported by the evidence on record, the conclusion and the penalty imposed when applicable;
- f. The decision of the local SWDB/OSA shall be final and executory, unless appealed within ten working days and stayed by the OSA/Office of the Rector. The appeal shall contain the grounds specifically relied upon; and
- g. Commission or omission of action that impedes the administration of school discipline, or unreasonable refusal to give testimony, or the giving of false testimony during investigations shall receive appropriate disciplinary action.

PPS NO. 1030

SUBJECT: RULES ON FUND RAISING

Policy Statement

The University may allow recognized student organizations to raise funds for the realization of legitimate projects, subject to guidelines formulated by the University. 115

Policy Guidelines and Procedures

1. Duly recognized student organizations may be allowed to sponsor only one major fund-raising activity per academic year, provided, however, that no fund raising activity shall be

scheduled one week before the preliminary and final examinations of each semester.

2. In the case of college organizations, application to hold a fund raising activity, duly signed by the president and the faculty adviser of the organization and endorsed by the dean and the regent of the faculty/college/school/ institute, must be submitted for Endorsement to the Office for Student Affairs and subsequently to the Office of the Secretary General for final approval at least 30 working days before the scheduled date for such activity.

Such application shall include the following:

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

SUBJECT: OFF-CAMPUS ACTIVITIES

Policy Statement

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

Policy Guidelines and Procedures

1. Duly recognized student organizations and other legitimate student groups, such as classes or sections, may organize off-campus activities, such as retreats, field trips, community service activities, etc. Likewise, students may be allowed to participate in competitions, seminars, etc. that are to be held outside the University, subject to the policies stated herein.
2. Proposals for off-campus student activities shall be submitted for approval to the Assistant to the Rector for Student Affairs. The organizer shall fill up the Application for Off-campus Activities Form, which is downloadable at the UST website. A letter of proposal, together with the accomplished form, shall be submitted to the Office for Student Affairs at least seven (7) working days before the proposed date of activity. This policy also applies to students who shall participate in competitions, seminars, etc. that are to be held outside the University.
3. To promote the safety of the students in an off-campus activity, the Office for Student Affairs requires for every fifty (50) students present, there must at least be one faculty adviser/member present to accompany the participants.
4. A complete list of participants, together with the accomplished waivers or parents' consent, shall be submitted to the Office for Student Affairs at least two (2) working days before the date of the activity.

5. Students are expected to observe the Code of Conduct and Discipline stipulated in this Student Handbook during off-campus activities.
6. The Office for Student Affairs reserves the right to deny request or withdraw permit of the activity if it is not in keeping with the mission of the University.

PPS NO. 1032

SUBJECT: VISITORS AND GUESTS OF THE UNIVERSITY

Policy Statement

The University, through the Office of the Secretary General disseminates information regarding the official visits of guests of international and national prominence

as well as the presence of important University visitors to the Thomasian community.

Policy Guidelines and Procedures

1. Before inviting guests (members of the Church hierarchy; government officials, elected or appointed; members of the diplomatic corps; senior officers of business corporations; heads of academic institutions; presidents of professional organizations (and the like), the Office of the Secretary General (OSG) should be informed of the name and designation of the guest and for what purpose he/she is being invited. Consequently, a form to be filled up by the organizers should be obtained from OSG.
2. To ensure that they are afforded the honor and recognition due them, protocol and all necessary preparations are attended to, the organizing or sponsoring body (faculty/ college/institute/school, department, faculty association, student organization, alumni association, non-academic employees, professional

organization, and others where the University serves as the venue) should inform the OSG of the confirmation of attendance and arrival details of the invited guest/s.

3. After informing the OSG of the confirmation of the attendance of the invited guest, the OSG shall channel and officially coordinate the specific request to the departments concerned (i.e., Office of Public Affairs, Security Office, Educational Technology Center, etc.). However, it is the responsibility of the organizing body to arrange all the necessary logistics of and physical preparation for the visit.
4. The University reserves the right to deny request or withdraw permit of the event if the activity is not in keeping with the mission of the University.

SUBJECT: INTELLECTUAL PROPERTY (IP) POLICY

Policy Statement

The University affirms research as one of its missions, and thereby encourages its faculty, students and staff to engage actively in the generation of new knowledge through research in the various fields of disciplines. Corollary to this mission, the University is committed to facilitate the dissemination and utilization of the knowledge acquired from research for societal benefit.

It is recognized that doing research may result in protectable inventions/conceptions that will bring benefits to:

- Society, in terms of technology transfer and actual application;
- The University itself, in terms of an enhanced reputation for excellence;
- The researchers, both faculty and students, in terms of professional advancement; and
- All three, through potential financial returns through commercialization.

Since the University provides an environment that promotes the development of scholarship and innovation, and supports the commercialization of these outputs, it should share in the gains arising from the intellectual properties developed by its researchers, with the benefits flowing on to future generation of faculty and student researchers. This policy further aims to provide an incentive and rewards mechanism to

researchers in the University who have developed intellectual property with commercial value.

xxx Section 3: Coverage

This policy applies to all faculty members, students and support staff, postdoctoral fellows and any other persons employed by the University, whether full or part-time, emeritus faculty while at the University, visiting faculty and researchers, adjunct faculty, and administrators who create, own, protect and use intellectual property where the University of Santo Tomas has a right or equity.

This Policy governs all project-derived intellectual property, among which are:

- Patents;
- Utility models;
- Architectural and industrial designs;
- Lay-out designs (topographies of integrated circuits);
- Copyright and related rights;
- Trade and service marks;
- Geographical indications;
- New plant varieties (as provided in Republic Act No. 9168); and
- Undisclosed information (including trade secrets).

xxx Section 5.9 Students

5.9.1 The students own the copyright of his/her thesis or dissertation subject to any agreement with the University or external parties. The student shall grant to the University a royalty-free permission to reproduce, publish and publicly distribute copies of the thesis, in whatever form, electronic or otherwise.

- 5.9.2 The University owns the intellectual property created by a student under the following circumstances:
- a) the student participates as part of a team with University faculty member(s) and/or support staff in consulting, contract research or collaborative research;
 - b) the student uses pre-existing intellectual property owned by the University;
 - c) the student is a co-creator with a faculty member and/or support staff of the University in a work which is commercial or confidential;
 - d) the student is a co-creator with a faculty member and/or support staff of the University, whether the creation is patented or not.
- 5.9.3 The University, through the Office of the Vice Rector for Academic Affairs and Research and the Office for Student Affairs, shall advise the students of their rights and inform them of any hindrance to ownership of intellectual property and publication.

xxx Section 6. Disclosure of University Intellectual Property

- 6.1. If a faculty member, support staff or student has developed an intellectual property over which the University claims ownership under Article 5 of this Policy, the faculty member, support staff or student must promptly disclose the full details of the intellectual property to the Office of the Vice Rector for Academic Affairs and Research.
- 6.2. The faculty member, support staff or student must complete a Technology Disclosure Form to inform the University that, intellectual property with potential commercial value has been developed and submit it to the Office of the Vice Rector for Academic Affairs and Research.

- 6.3. Staff members and students should avoid pre-mature disclosure of research results to third parties prior to completing a Technology Disclosure and consideration of the need to obtain intellectual property protection.

MAJOR STUDENT ORGANIZATIONS

THE CENTRAL STUDENT COUNCIL

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

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

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

The student candidates for the Executive Board must:

- Be currently enrolled with a total of at least 15 units as may be certified by their respective faculties/colleges/ institute/schools.
- Have a general weighted average of at least 2.50, or its equivalent for the Faculty of Civil Law and Faculty of Medicine and Surgery.

- Not have failed or dropped any subject from the semester immediately preceding the election, and that candidates for the positions of president and vice-president must not have failed or dropped any subject throughout his entire course, and in both instances, including P.E. and NSIP.
- Have continuous residency in the University for at least seven (7) months immediately preceding the elections.

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

The Assistant to the Rector for Student Affairs serves as the Faculty Adviser of the CSC.

THE STUDENT ORGANIZATIONS COORDINATING COUNCIL

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

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

The SOCC envisions itself to be a potent instrument for the continuous development and innovation of students in view of the consistent demands of an ever changing academic

environment and society. The SOCC's mission is to promote genuine student involvement, create a healthy as well as supportive relationship among organizations in the University, and encourage substantial participation from students through different programs and activities that would ensure their growth and development as Thomasians.

As of AY 2006-2007, the SOCC prides itself with a solid membership from more than thirty university-wide organizations and over a hundred college-based academic societies and interest groups.

The Student Welfare and Development (SWDB) Director serves as the Faculty Adviser for the SOCC.

THE CENTRAL COMELEC

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

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

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

The CENTRAL COMELEC is made up of:

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

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

COMELEC student-representatives from the different Faculties/Colleges/Institutes/Schools.

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

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

The Legal Consultant of the Office for Student Affairs serves as the Faculty Adviser of the Central COMELEC.

APPENDIX A

DEFINITION OF TERMS

Academic employee may be a teaching faculty member involved in actual teaching and/or research and/or community/extension services, or a non-teaching faculty member who performs functions that are in direct support of said services.

Academic Load refers to the sum of courses enrolled in a program for at least one semester.

Co-Curricular refers to the activities indirectly related to the requirements of a course.

Cross Enrollment is the registration for a course outside the college or the University upon the recommendation of the

Dean.

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

Deficiency refers to unremoved failure; courses still to be taken.

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

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

Extra Curricular refers to the activities not related to the requirements of a course.

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

Miscellaneous Fees are charges collected for a specific purpose or service, such as registration fee, medical/dental fees, guidance/ counseling fees, Varsity fee and library fee.

- Registration Fees are collected for registration and enrollment-related expenses including issuance of identification cards to new students.

NG - No Grade Reported.

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

Non-tenured faculty member is a faculty member who does not have a tenured status, such as:

- contractual faculty member, or one whose appointment is as a lecturer (special, assistant, associate professorial, professorial).
- probationary faculty member, or one who is on a tenure track but has yet to meet the requirements for tenureship;
- substitute faculty member, or one who holds a substitute

appointment or a substitute load assignment;

Non-academic employee is a member of the school personnel usually engaged in administrative functions but who is not covered under the definition of an academic employee.

Other Fees are collected, distinct from the miscellaneous fees, specifically for the purpose of funding student's activities and other undertakings in the different colleges/faculties, including the Comelec Fee, Community Service Fee, Gallery Fee, Journal Fee, Mimeographing Fee, Special Development Fee, Sports Activity Fee, Student Activity Fee, Student Council Fee, Retreat Fee, Bar Operations Fee, Examination Materials Fee and Special Class Fee. The Dean and Regent of the College/Faculty monitor and recommend approval for its use. Some Other Fees, particularly the Information Development Fee, the Physical Infrastructure Development Fee, Audio Visual Fee, Drug Testing Fee and Energy Fee are collected to provide additional facilities and services to students.

- Information Development Fee is specifically intended for the conversion of classrooms to multi-media rooms, acquisition and installation of computers and other multi-media equipment; also for the acquisition of software applications for the different service units of the University in order to deliver better services and more accurate information to the Thomasian community.
- Student Activity Fund covers expenses for the different activities of the college like recollections, workshop seminars, conferences, sports and other activities during college week, election of officers of the local student councils, etc.
- Special Development Fund covers the purchase of special laboratory equipment for the Science Laboratories, and acquisition of technological equipment and advanced software applications and systems for the Computer

Laboratories.

Overload is the enrollment in excess of the regular semestral load for graduating students.

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

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

Regular Semestral Load is the total load of a given program as scheduled for the semester/term.

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

Special Class is a course for the first semester offered by the Office of the Dean in the second semester and vice versa.

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

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

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

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

Transfer Credentials refer to the certificate of eligibility issued by the Office of the Registrar for enrolment in any school for the tertiary level. For the elementary and secondary levels, the uncanceled report card (Form 138) duly accomplished and signed by the school head for elementary and secondary levels.

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

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

APPENDIX B REPUBLIC ACT NO. 7079

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

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

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

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

SEC. 3. Definition of Terms. -

- a) School. - An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

- b) Student Publication. - The issue of any printed material that is independently published by, and which meets the needs and interests of the studentry;
- c) Student Journalist. - Any bona fide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board.

He must likewise maintain a satisfactory standing;

- d) Editorial Board. - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualifies and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

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

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

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

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

SEC. 5. Funding of Student Publication. - Funding for the student publication may include the savings of the respective

school's appropriations, student subscriptions, donations, and other sources of funds.

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

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

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

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

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

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

SEC. 11. Appropriations. - For the initial year of implementation, the sum of five million pesos (Php5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriation Act.

SEC. 12. Effectivity. - This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991.

APPENDIX C REPUBLIC ACT NO. 7877

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

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

Sec. 1. Title. - This Act shall be known as the "Anti-Sexual Harassment Act of 1995."

Sec. 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of it human resources, guarantee full respect for human

rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

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

(a) In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in a way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or

supervision of the offender;

- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

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

- (a) Promulgate appropriate rules and regulations in consultation with the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation or sexual harassment cases and the administrative sanctions thereof.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this section (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with other officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of the alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case maybe.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

Sec. 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational training institution shall be solidarily liable for damage arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

Sec. 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-

related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Sec. 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provision of this Act shall prescribe in three (3) years.

Sec. 8. Separability Clause - If any portion or provision of this Act is declared void and unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Sec. 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Sec. 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspaper of general circulation.

APPENDIX D
REPUBLIC ACT NO. 8049

AN ACT REGULATING HAZING AND OTHER
FORMS OF INITIATION RITES IN
FRATERNITIES, SORORITIES, AND OTHER
ORGANIZATIONS AND PROVIDING
PENALTIES THEREFORE

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

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

Sec. 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization

seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Sec. 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

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

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results therefrom.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member or shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become

deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of

the following instances:

- (a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- (b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- (c) when the recruit, neophyte or applicant having undergone hazing, is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- (d) when the hazing is committed outside of the school or institution; or
- (e) when the victim is below twelve (12) years of age at the time of the hazing.

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were

committed and failed to take action to prevent the same from occurring shall be liable as principal.

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

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

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

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

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

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

ADDENDUM

PPS NO. 1008b

SUBJECT: CREDIT TRANSFER

Policy Statement

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

Policy Guidelines and Conditions

1. The academic records of applicants for transfer and second baccalaureate, who qualified for admission must be evaluated by the Office of the Dean to determine which credits earned in the other institution may be accepted to meet the requirements of the chosen program in the University.
2. The evaluation of their records should be done before enrollment to determine transfer of credits. Enrollment 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.
4. The credit transfer should be recommended to the Registrar's Office for approval.

SUBJECT: NON-DEGREE STUDENTS

Policy Statement

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

Policy Guidelines and Conditions

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

SUBJECT: DEAN'S LIST

Policy Statement

The University recognizes the excellent academic performance of the students in the immediately preceding semester 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 1.75 in the immediately preceding semester 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.

DIRECTORY

TRUNKLINES

406-1611 & 786-1611

FACULTY/COLLEGE/INSTITUTE/DEPARTMENT	LOCAL	DIRECT
College of Accountancy	8372/8812	406-1612
College of Architecture	8229	740-9721
CTHM	8531	732-0188
Faculty of Arts and Letters	8220	731-4003
Faculty of Civil Law	8225	731-4027
College of Commerce	8272/8258	731-3124
Ecclesiastical Faculties	8261	731-4066
College of Education	8260/8392	731-4323
Education High School	8237	731-2952
Elementary	8248	731-5722
Faculty of Engineering	8275	731-4041
College of Fine Arts and Design	8390	740-9703
Graduate School	8247	731-5396
UST High School	8270	731-4785
Institute of PE & Athletics	8227	731-5744
Faculty of Medicine and Surgery	8239	741-5314
Conservatory of Music	8246	731-4022
College of Nursing	8241	731-5738
Faculty of Pharmacy	8223	731-4040
College of Rehabilitation Sciences	8280	740-9713
Institute of Religion	8256	731-4301
College of Science	8224	731-5728
DEPARTMENT/OFFICE	LOCAL	DIRECT
Academic Affairs	8231/8415	731-3038
Accounting Division	8215	740-9706
Beato Angelico	8344	
Center for Campus Ministry	8321	740-9719
Cashier's Office	8217	731-4322
Central Library	8234	731-3034
Central Seminary		711-7732
Central Student Council	8322	
Crisis Management Office	811	
DMV/ROTC	8312	
Educational Technology Center	8332/8339	740-9701
External Affairs/ Grants Office	8430	
Facilities Management Office	8423/8271	731-4055

Fathers' Residence-Information	8334/8335	749-9730
Foreign Students Office	8329	740-9717
Guidance and Counseling Office	8212	740-9720
Health Service	8211	731-4311
Hospital		731-3001
ID Room	8233	
Institute of Technological Courses	8320	
Legal Aid Clinic	8349	732-3045
Office for Administration	8262	731-0553
Office for Alumni Relations	8556/8588	743-9270
Office for Community Development (OCD)	8420/ 8368	742-3707
Office for International Relations	8658	708-6112
Office for Student Affairs (OSA)	8267/8294	731-2985
Planning and Development	8413	740-9731
Post Office	8284	
Public Affairs	8315	731-3544
Publishing House	8252/8278	731-3522
Quality Management Office	4036	
Rector's Office	8210	731-3123
Registrar's Office	8279	731-5709
Santisimo Rosario Parish		731-3062
Santo Tomas E-services ProviderS (STEPS)	8311	731-6933
Secretary General's Office	8219/8421	731-3119
Security Office	8318	
Student Account's Section	8288	
Student Admissions	8276	309-7211 to 13
Student Organization Coordinating Council	8291	
The Varsitarian	8235	
Treasurer's Office	8218	740-9726
Varsitarian	8235	
Vice Rector's Office	8262	731-0553

ACADEMIC PERFORMANCE RECORD

COLLEGE OF _____

PROGRAM _____

FIRST YEAR

First Semester

Second Semester

Course No.	Descriptive Title	Ratings	Units	Course No.	Description Title	Ratings	Units

SECOND YEAR

First Semester

Second Semester

Course No.	Descriptive Title	Ratings	Units	Course No.	Description Title	Ratings	Units

THIRD YEAR

<u>First Semester</u>				<u>Second Semester</u>			
Course No.	Descriptive Title	Ratings	Units	Course No.	Description Title	Ratings	Units

FOURTH YEAR

<u>First Semester</u>				<u>Second Semester</u>			
Course No.	Descriptive Title	Ratings	Units	Course No.	Description Title	Ratings	Units

FIFTH YEAR

<u>First Semester</u>				<u>Second Semester</u>			
Course No.	Descriptive Title	Ratings	Units	Course No.	Description Title	Ratings	Units

UNIVERSITY HYMN

*God of all nations
Merciful Lord of our restless being,
Sweep with your golden lilies
This fountain of purest light;*

*Trace with the sails of the galleons
The dream beyond our seeing
Touch with the flame of your kindness
The gloom of our darkest night.*

*Keep us in beauty and truth and virtues
impassioned embrace
Ever your valiant legions
imbued with unending grace.*