

STUDENT GUIDEBOOK

2022 Edition

Ateneo Graduate School of Business

***20 Rockwell Drive
Rockwell Center
Makati City, Philippines***

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Ateneo de Manila University

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MESSAGE FROM THE DEAN

Welcome to the Ateneo Graduate School of Business!

You've taken a big step in your path towards professional development. More than ever, an MBA prepares you for greater management responsibilities in a world for which management talent is in increasingly short supply.

In choosing the Ateneo Graduate School of Business for your MBA journey, you would likely have acknowledged what our graduates recognized: that while you value the fundamental knowledge and skills of management that you could also access in a few other schools, you value even more highly the leadership development that you would obtain from in an Ateneo education.

As a Jesuit business school, we see our calling as developing leaders for others. When we say "Magis" it doesn't just mean to do more, but to do more for those who need it more. Others would call it servant leadership; we articulate it as the interdependence of integrity, service, and expertise:

Expertise without integrity is empty.

Integrity without expertise is ineffectual.

Expertise and integrity without service is irrelevant.

You're also entering your MBA life at a crucial time. Even before the pandemic, the forces of change had been swirling around us – the clamor for social and economic change, the disruptions caused by technology advancement, the multiple demands on the corporation to value all its stakeholders.

Congratulations on your decision to make the best investment you could make – an investment in yourself, for which you could reap rewards throughout your career.

Good luck on your studies, and as we say in the Ateneo, know that everything you will be doing in your MBA life is Ad Majorem Dei Gloriam – those who will see you do your best, who will see you excel as a professional for others, will see God's glory.

Jowett Cecilio F. Magsaysay, MBA, PhD
Dean

CONTENTS

PART 1 GENERAL INFORMATION

Vision and Mission of the Ateneo de Manila University
A Brief History of the Ateneo de Manila University
Vision and Mission of the Ateneo Graduate School of Business
A Brief History of the Ateneo Graduate School of Business
Our Students and Graduates
Our Competence
Master in Business Administration Programs
Institutional Master in Business Administration Programs
Certificate and Diploma Programs

PART II ORGANIZATION AND ADMINISTRATION

A. Leadership and Management
B. Academic and Administrative Committees
C. Fiscal Autonomy and Budget
D. Full Autonomy Status
E. Center of Development for Management Education
F. Recognition and Awards
G. Organizational Charts

PART III FACILITIES AND AMENITIES

A. Academic Facilities
B. Support Facilities

PART IV APPLICATION AND ADMISSION

A. Admission Requirements for Filipino Applicants
B. Admission Requirements for Foreign Applicants
C. Admission Requirements for Transfer Applicants
D. Admission Requirements for Cross-enrolling Applicants
E. Admission Requirements for “Audit only” and Non-degree Applicants
F. Application Process
G. The Admissions Committee for Appeals
H. Procedure for Appeals

PART V ENROLLMENT, REGISTRATION, AND STUDENT CLASSIFICATION

- A. Enrollment and Registration
- B. Enrollment Schedule and Late Registration
- C. Enrollment of New Students
- D. Enrollment of Old Students
- E. Payment Methods
- F. Obtaining an Official Receipt and Course Materials
- G. Student Classification/Status

PART VI STUDENT RIGHTS AND RESPONSIBILITIES

- A. Student Rights
 - 1. Exercise of Academic Rights
 - 2. Student Advisory Services
- B. Student Responsibilities
 - 1. Student Identification Cards
 - 2. New Student Orientation Program
 - 3. Student Attire
 - 4. Smoking
 - 5. Classroom Policy
 - 6. School Communications
 - 7. Care for School Property
 - 8. Students' Communication and Information Technology (IT) Equipment
 - 9. Students' Personnel
 - 10. Use of the Name/Seal of the School
 - 11. News Releases on AGSB
 - 12. Off-campus Representation

PART VII STUDENT ACTIVITIES

- A. New Students Orientation Program
- B. The AGSB Student Council
- C. The Student Leadership Conference
- D. Religious Activities
- E. Co-curricular and Extra-curricular Activities

PART VIII RULES OF CONDUCT AND DISCIPLINE

- A. Manual of Regulations
- B. Violation of School Policies and Regulations
- C. Due Process
- D. Penalties
- E. Policies and Procedures on Sexual Harassment
- F. Policies and Procedures on Plagiarism

PART IX STUDENT RECORDS AND ACCESS TO INFORMATION

- A. Transfer Documents and Transcript of Records
- B. Access to Student Information
- C. Change of Data in Student Records
- D. Online Access to Student Information
- E. Security and Back-ups
- F. Request for Official Transcript of Records, Certificate of Transfer, Other Certifications and Recommendations

PART X ACADEMIC POLICIES AND PROCEDURES

- A. Academic Calendar and Holidays
- B. Trimester and Term Schedules
- C. Course Sequences
- D. Program Requirements
- E. Prerequisite Courses of the MBA Standard Program and Validating Examinations
- F. Transfer of Credits
- G. Subject Loads
- H. Change of Courses and Loads
- I. Official Class Lists
- J. Class Attendance
- K. Withdrawal and Change of Status
- L. Tuition Refund for Approved Withdrawals
- M. Tenure of Completion and Leave of Absence
- N. Returning Students

PART XI GRADING SYSTEM, RETENTION POLICIES, AND AWARDS

- A. The Grading System
- B. Retention Policy and “Fail” Grades
- C. Grade of “Incomplete”
- D. Appeal for Change of Grade
- E. Recognition and Awards

PART XII TERMINAL REQUIREMENTS FOR GRADUATION

- A. Strategic Management Paper (STRAMA)
- B. Criteria for Evaluation of the STRAMA
- C. The Oral Defense
- D. Second Sitting of the Oral Defense (Re-oral)
- E. Clearance for Graduation

PART XIII STUDENT EVALUATION OF FACULTY PERFORMANCE

APPENDICES

Excerpt from the Education Act of 1982:

Students' Responsibilities

Students' Rights Against Unreasonable Searches and Seizures

Excerpts from the Comprehensive Dangerous Drugs Act of 2002

(Republic Act No. 9165)

CHED Statement on Fraternities

Ateneo de Manila University Presidential Regulation on Organizations and Societies

The Anti-Hazing Law (Republic Act No. 8049)

The Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877)

Ateneo de Manila University's Implementing Rules and Regulations on the Anti-Sexual Harassment Act of 1995

Flowchart on Procedures for Cases of Plagiarism and Academic Integrity

PART I GENERAL INFORMATION

VISION AND MISSION OF THE ATENEO DE MANILA UNIVERSITY

Vision

In the spirit of being Lux in Domino, Light in the Lord, Ateneo de Manila University will be a force for good in seeking innovative and sustainable solutions to society's most pressing challenges. Rooted in its Filipino, Catholic, and Jesuit values, Ateneo will be a collaborative and engaged leader in the work of social transformation through education, formation, research, and social engagement.

Mission

As a University, Ateneo de Manila seeks to uphold, preserve, and communicate truth and apply it to human development and the preservation of the Earth.

As a Filipino University, Ateneo de Manila seeks to identify, enrich, and embody Philippine culture and contribute to the development of the nation and the upliftment of Filipinos as part of the global community.

As a Catholic University, Ateneo de Manila seeks to form persons-for-and-with-others who, following the teachings and example of Christ, will devote their lives to promotion of service and justice, especially for those who are most in need of help, the poor, and the powerless.

As a Jesuit University, Ateneo de Manila seeks the goals of Jesuit liberal education through the harmonious development of moral and intellectual virtues. Imbued with the Ignatian spirit, the University aims to lead its students to see God in all things and to strive for the greater glory of God and the greater service of mankind.

Ateneo de Manila University seeks all these through excellence in teaching, learning, and formation; creation and advancement of knowledge through cutting-edge research and creative work; cultivation of an inclusive, diverse, and sustainable institution and community; and an expansive and immersive engagement with society.

A BRIEF HISTORY OF THE ATENEO DE MANILA UNIVERSITY

The Ateneo de Manila University traces its roots back to 1859 when, at the request of the City of Manila endorsed by Governor Norzagaray, the Jesuits took over the Escuela Municipal in Intramuros, the walled city of Manila. A primary school originally intended for the sons of Spaniards, it was opened by the Jesuits to native Filipinos as well. In 1865, the Jesuits received government approval to add a five-year program leading to the degree of Bachelor of Arts. In keeping with its new academic status, the school was renamed the Ateneo Municipal de Manila. Among the graduates in those early decades was Jose Protacio Rizal, A.B. 1877, who would later be named the Philippines' national hero.

With the withdrawal of city subsidy in 1901, the Ateneo became a private institution, dropping the word "Municipal" from its official name. In 1921, the American Jesuits of the Maryland-New York Province replaced the Spanish Jesuits as teachers and administrators of the Ateneo.

The Intramuros fire of 1932 destroyed the Ateneo buildings, forcing the school to relocate to Padre Faura Street, Ermita. This new complex of buildings was once again razed during the battle for the liberation of Manila. Temporary structures were built, but in 1952, the Ateneo moved to its present campus in Loyola Heights, Quezon City.

In 1958, the Society of Jesus in the Philippines was raised to the status of a full province. Administration of the Ateneo passed from the New York to the Philippine Province of the Society of Jesus, and shortly after, the first Filipino Rector/President of the Ateneo was named. Since the growth of the Ateneo demanded a new status, the school obtained its charter as a university in 1959.

As of 2015, the Ateneo de Manila University is a 155-year-old institution comprised of basic, higher, and professional education units. The grade school and high school constitute the basic units. The School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences constitute the units of higher education. Collectively, they are known as the Loyola Schools. Finally, the Graduate School of Business, the Law School, the School of Government, and the School of Medicine and Public Health constitute the Professional Schools.

The basic education units, the Loyola Schools, and the School of Government are located in the Loyola Heights campus in Quezon City. The Graduate School of Business and Law School are based in the Rockwell Center campus in Makati City, whereas the School of Medicine and Public Health is based in Pasig City.

The Ateneo's identity is as a Filipino, Catholic, and Jesuit university known for producing professionals-for-others who excel in their fields and aim to serve the community through their work. It has recently identified four strategic thrusts for the coming years: mission and identity, nation-building, sustainable development, and internationalization.

VISION OF THE ATENEO GRADUATE SCHOOL OF BUSINESS

To be a leading management learning institution that develops responsible business leaders with the integrity and conviction to advance a sustainable society founded on human dignity

MISSION OF THE ATENEO GRADUATE SCHOOL OF BUSINESS

As a Jesuit learning institution, we are committed to:

- Fostering a community of leaders for others grounded on the principles of Cura Personalis and Magis, and passionate in their belief in the interdependence of integrity, service, and expertise
- Developing relevant program offerings that equip our learners with the competences for leading and managing in the digital era, and mastery of self to succeed in their chosen endeavor
- Enhancing the personal and professional growth of our faculty and staff as they are crucial partners in the fulfillment of our mission

CORE VALUES OF THE ATENEO GRADUATE SCHOOL OF BUSINESS

The pursuit of our Vision and Mission is grounded on:

- Love of country and responsible citizenship
- Care for the planet, care of the environment
- Expertise, service, and integrity
- Inclusiveness and respect for each other's differences
- A safe, nurturing, and caring environment for our learners, alumni, faculty, and staff

A BRIEF HISTORY OF THE ATENEO GRADUATE SCHOOL OF BUSINESS

The Graduate School of the Ateneo de Manila was first established in 1948, with Master of Arts programs in Education and English as its initial offerings. Over time, other fields of study were introduced, among them Sociology, Economics, Philosophy, and Business Administration.

As its offerings grew in size and complexity, the Graduate School eventually found it necessary to split into two separate entities, and in 1960, the Graduate School of Arts and Sciences and the Graduate School of Economics and Business Administration were born.

The Graduate School of Economics and Business Administration initially offered only two part-time evening programs: a Master of Arts in Economics and a Master in Business Administration. A full-time MBA was added to its program portfolio in 1964. Two years later, the Master of Arts in Economics was transferred to the Graduate School of Arts and Sciences, and the school was reorganized into the present-day Ateneo Graduate School of Business, or AGSB.

In 1968, the Ateneo de Manila University, De La Salle College, the Ford Foundation, and Harvard University collaborated to set up the Asian Institute of Management (AIM), with the agreement that AIM was to concentrate on offering full-time MBA programs, while Ateneo and La Salle would focus exclusively on part-time programs. As a result of this collaboration, AGSB seconded many of its faculty to the AIM and discontinued its full-time MBA program. Now focused exclusively on working students and wishing to move closer to its target clientele, AGSB moved to a new campus on H.V. de la Costa St., Salcedo Village, Makati, in 1977.

The 1990s were a period of rapid growth and revitalization for AGSB under the leadership of its new Dean, former Secretary of Health, Dr. Alfredo R.A. Bengzon, who took its helm in 1993. This period saw the introduction of many innovative degree and non-degree programs as well as a boom in student enrollment.

Under Dr. Bengzon's leadership, the AGSB continued its special focus on health care management and public health. The Master in Hospital Administration launched in 1978 was reinvented as the Master in Health Service Administration in 1998 and then renamed the MBA in Health come 2002. The award-winning Leaders for Health program was one of the non-degree programs launched during this period.

In 1998, the Ateneo Professional Schools, made up of AGSB and the Ateneo Law School, moved

to its new state-of-the-art campus at the Rockwell Center in Makati City. The Ateneo-Regis MBA program was launched that same year in partnership with Colorado's Regis University, a pioneer in adult and workplace-based learning.

In 2003, the Commission on Higher Education granted AGSB full autonomy status in recognition of its pacesetter innovations in management training and leadership development and its continuous commitment to quality education. In 2004, CHED rated AGSB as the top business school in the country out of the 199 schools evaluated that year. In August 2010, the school received full accreditation from the Philippine Accrediting Association of Schools, Colleges and Universities, or PAASCU.

To make its brand of business education accessible to a wider public, the AGSB currently operates satellite campuses all over the country, including Santa Rosa, Laguna; Clark Field, Pampanga; Cebu City; and Iloilo City.

As AGSB heads towards our seventh decade of existence, the School crafted a Strategic Plan for the period 2021-2026, to ensure continuing relevance and leadership in the changing contexts of business and society, learning, ways of working, technology, the emerging new concepts in economics, environmental sustainability, and social responsibility.

Staying true to the Jesuit tradition of magis and excellence in service to others, and constantly spurred by its passionate desire to provide its students with the best-quality education in the service of society, AGSB today remains ever more committed to its vision "to be a leading management learning institution that develops responsible business leaders with the integrity and conviction to advance a sustainable society founded on human dignity.

OUR STUDENTS AND GRADUATES

Our students are workplace-based adult learners and practitioners who are well on their way to managerial careers and wish to take advanced studies to equip them with the concepts, theoretical models, skills, principles, and values needed by managers and leaders.

We seek to produce professionals who can manage and lead in a changing environment. Our graduates are:

- **Equipped with fundamental skills.** Even in a rapidly changing environment, certain skills remain constant. The AGSB places a premium on these as the foundation of a sound management education. Thus, our graduates possess a mastery of analysis and synthesis skills as well as quantitative and qualitative methods that render them technically competent to succeed in today's business environment.
- **Strategic and critical thinkers.** Jesuit education insists on critical and creative thinking. Our graduates possess an attitude that is questioning rather than simply accepting, analyzing cause and effect before formulating strategy. They seek to create the bigger picture from the parts of a meaningful whole and possess both a systems view and a long-term perspective.
- **Attuned to the changing environment.** Established and accepted practices are subject to continual review and refinement, making management practice a dynamic exercise. Critical and creative thinking fosters an adaptability that allows our graduates to deal with

the constant and rapid changes they will face as managers.

- **Ready to transform organizations in the digital era.** In AGSB we have concluded that every business is now a digital business. Recognizing this, AGSB continues to develop relevant program offerings that equip our learners with the competences for leading and managing in the digital era.
- **Leaders who strive for excellence.** The Ignatian value of *Magis*—the drive for excellence for the greater glory of God animate the education and formation process of the AGSB. This starts with mastery of self, which unlocks proficiency in the skills required by the fourth industrial revolution and beyond. Thus, our graduates exhibit leadership rather than indifference and excellence rather than mediocrity.
- **Ethically-grounded.** The AGSB endeavors to integrate the ethical dimensions of management and leadership in all its courses and offerings. Our graduates are equipped to resolve dilemmas in the workplace through a moral and ethical framework.
- **Stewards of responsible business.** The AGSB Vision is a call to transform and lead organizations to become responsible businesses - environmentally responsible, socially responsible, and with strong governance.
- **Managers and leaders for others.** Our graduates are rooted in an authentic Filipino, Catholic, and Jesuit education reflective of Ignatian values. They seek avenues of serving others in the careers they pursue, deeply aware that “to whom much is given, much is expected in return.” The education one receives here is not only for one’s self but is also to be used in the service of others. Our graduates imbibe the value of nationhood and nation-building and aspire to be “leaders for others.”

Thus, a graduate of the Ateneo Graduate School of Business is a product of an Ateneo education – technically competent, self-aware, and socially committed.

OUR COMPETENCE

Faculty. Our faculty members are a balanced group of Scholarly Academics, Practice Academics, Scholarly Practitioners, and Instructional Practitioners, all ensuring that the body of knowledge that the School builds and uses for learning are workplace-based and experience-driven. On top of their academic qualifications, many faculty members are management practitioners occupying senior executive positions in their respective organizations or are entrepreneurs managing their own businesses.

Programs and Course Offerings. The AGSB addresses the need for the management and business education of individuals and institutional clients from both the private and public sectors. The AGSB assesses and defines the training needs and designs the most appropriate programs and course offerings to address them. The customizing of courses provides the strength and relevance of the programs and offerings. AGSB is one of the few schools that provide a portfolio of MBA programs that cater to the specific entry level competencies of our students, allowing them to receive an MBA that is suited to their specific needs.

Teaching Methods and Resources. The teaching methods employed in the courses, seminars,

and workshops are imbued with the following elements:

- Bias for research and critical thinking
- Human resource focus and orientation
- Information technology-driven

AGSB invests in teaching and learning resources such as computers and Internet services, state-of-the-art audiovisual equipment, up-to-date teaching materials, local and foreign case materials, and particularly cases prepared and submitted by our faculty.

The AGBS uses the adult learner methodology of facilitative learning wherein both students and faculty are simultaneously teachers and students who leverage their practical experiences in an interactive manner. Through this methodology, the theories and concepts learned are immediately applied, validated, improved, and enhanced in a real business setting. Complementarily, practical insights and knowledge of practitioners are brought into the classroom for improved learning.

AGSB has moved all of its programs and courses towards Outcome Based Education (OBE). All the course offerings have clear articulation of Course Objectives that are aligned to the School's Vision, Mission, Values and the Program Learning Objectives.

In the light of the COVID19 lockdowns, AGBS has adopted multiple modalities of teaching and learning including flex, flipped and hybrid approaches that allow students to attend classes both online and face to face. The School has upgraded the classrooms with state of the art technology that ensures that both online and onsite students maximize learning regardless of location.

Workplace-based & Experience-driven Pedagogy. Theory and practice come together naturally at the AGBS. Theories and principles are enlivened by being situated in the concrete management experiences of the professors. At the same time, the work experience of the students are better understood and made more meaningful when contextualized within management theories and principles.

Technology-driven. Today's society is an information-driven society. The AGBS emphasizes information as an asset and invests in technology to access, process, and utilize this information, such as videoconferencing software and equipment, and learning management system.

MASTER IN BUSINESS ADMINISTRATION PROGRAMS

The following programs are offered for individuals and organizations from the private and public sectors:

- **MBA Standard Program**

The MBA Standard Program is the flagship offering of the AGBS, designed for young adult practitioners who wish to upgrade their managerial skills for eventual promotion to higher-level management. The program provides theoretical frameworks and case examples that build on the relatively limited managerial experience of the students enrolled in the program.

This is also the program that the AGSB offers to all students enrolled at the Ateneo School of Medicine and Public Health (ASMPH). All graduates of the ASMPH will earn double degrees, an MD and an MBA, in a unique collaboration that aims to produce physician-leaders for the health sector: doctors who are outstanding clinicians, dynamic leaders, and committed social catalysts.

- **MBA Middle Manager Program**

The Middle Managers Program is designed for senior managers and staff members who occupy supervisory and/or managerial positions within their respective organizations. The quality of their work experience allows a richer and deeper discussion of the management challenge, and the program's interactive design enables students to learn from each other and not just from the instructor. The curriculum is designed to enable students to immediately make high-quality decisions for maximum impact in an increasingly complex and fast-paced competitive environment.

- **Ateneo-Regis MBA Program**

The Regis Program is designed for senior managers and executives whose corporate responsibilities and family responsibilities leave them very limited time to pursue their graduate studies. This program was developed in partnership with another Jesuit institution, Regis University of Colorado, U.S.A., and draws on their highly successful experience at running modular adult-learning programs. The program is targeted at highly motivated achievers who can keep up with an accelerated learning pace and are able to manage their own learning with minimum intervention. They are independent learners who can make use of a variety of media to achieve the desired learning outcomes.

- **MBA in Health Program**

The Program provides formal management education to administrators and health professionals of health service organizations, both in the private and public sectors, who may not have had the benefit of such training in the past. It also caters to health care managers who would like to pursue careers leading to the positions of Chief Executive Officer (CEO), Chief Operating Officer (COO), and senior and middle management positions of organizations operating within the health care system. This degree program offers a new model for training health managers by providing the breadth of understanding needed to lead this industry into the future. Its student profile encompasses a broad spectrum of health care personnel including nurses, physicians, and allied health professionals, and its interactive design enables students to learn from each other as well as from the faculty comprised of distinguished medical and business practitioners.

- **Master in Entrepreneurship**

The Master in Entrepreneurship program is targeted at real-life entrepreneurs who want to pursue further enterprise growth and have the capability and the desire to contribute to nation-building. The program covers the various competencies and capabilities that entrepreneurs need to acquire as they operate and grow their enterprises. The entrepreneurs will be equipped with management skills focused on creativity and innovation. With their respective enterprises as their laboratory, the entrepreneurs will be

assessed in terms of how they can effectively improve the enterprises' productivity, profitability, and level of professionalism through the implementation of operational processes that will exhibit a paradigm shift in their management style and foster people uplift.

- **Master in Entrepreneurship - Social Enterprise Development Program**

The Master in Entrepreneurship – Social Entrepreneurship Development track (MESEDEV) of the AGSB, in partnership with Bayan Academy, is an 18-month program wherein social entrepreneurs, abled-community leaders or professional managers will be able to learn to grow their social enterprises to achieve sustainability, scalability and replicability. The social entrepreneur will be measured not only in terms of profit but will also be assessed on how they made a positive impact on the planet and the communities they serve.

INSTITUTIONAL MASTER IN BUSINESS ADMINISTRATION MBA PROGRAMS

The AGSB is top-of-mind when corporate institutions and organizations wish to develop their human resources through in-house MBA programs. In such a partnership, the AGSB and the institution/organization customize the program according to the specific requirements for skills and knowledge upgrades. Banks, airlines, insurance companies, government institutions, and the like have engaged AGSB for such programs.

CERTIFICATE AND DIPLOMA PROGRAMS

Adult practitioners may include not only those who wish to obtain graduate degrees but also those who opt to upgrade their management skills through continuing education programs. The AGSB Center for Continuing Education (CCE) offers short courses to address the needs of this sector through certificate and diploma courses in management, finance, marketing, operations, human resources, leadership, arts, humanities, and social sciences. It is a venue for keeping MBA graduates up-to-date with current trends and developments that have replaced or are replacing the learnings they acquired during their MBA days.

The CEE also houses the Ateneo-BAP (Bankers Association of the Philippines – Institute of Banking Philippines). This unit is in charge of the certification courses for the managers and employees of the member-banks of the Association.

PART II ORGANIZATION AND ADMINISTRATION

A. LEADERSHIP AND MANAGEMENT

The AGSB is a member unit of the Ateneo Professional Schools (APS), which is headed by the Vice President for the Professional Schools. Under the leadership of the Dean, the administrative group and the core faculty of the AGSB carry out the administrative and academic functions of the School. The core group comprises various administrative officers and academic Department Chairs across the functional disciplines of the MBA program:

Below is a brief description of the various offices in the AGSB:

- The **Dean** of AGSB is the academic leader and chief operating officer of the School.
- The **Associate Dean for Academic Affairs** (ADAA) assists in providing intellectual leadership to the school. The ADAA is responsible for the curriculum, delivery and quality management of AGSB programs and the formation and development of its faculty and students.
- The **Associate Dean for Administration and Student Services** (ADASS) is responsible for providing strategic and tactical support to the Dean in terms of School administration and student services. Oversight in the administrative operations of the School shall include functions in budget and finance, facilities and information technology, human resources, and regulatory compliance. Oversight in student services includes placement.
- The **Executive Director of the Center for Continuing Education** is responsible for carrying out the certificate and diploma courses offered by the School to professionals and entrepreneurs in the continuing development of their management and leadership skills.
- The **Executive Director of the Gov. Jose B. Fernandez Ethics Center** is responsible for carrying out the Center's mission to curate, generate, and disseminate relevant evidence-based claims concerning ethics praxis that orient decision-makers towards the application of the values of inclusivity and sustainability; and to design and disseminate teaching and training materials for relevant learning settings.
- The **APS Registrar** streamlines and harmonizes operations among the four professional schools Registrar's Offices: (1) maintaining the integrity and preservation of all student records (grades, citations, etc.) and scholastic documents (transcripts, transfer credentials, etc.), (2) serving as resource person for the Ateneo Professional Schools (APS) community for administrative policies and procedures especially those connected to registration, (3) conceptualizing and implementing reforms for the aforementioned policies and procedures, (4) ensuring that once procedures are

reformed, the same are automated, and (5) liaising with Deans and academic heads of the four schools.

- The **Assistant to the Dean** provides support by acting as principal assistant to the Dean for activities/projects in which the latter assumes a direct role.
- The **Information Technology Manager**, working under the VP for Digital and Information Technology Services is tasked with ensuring proper planning and implementation of information technology both as academic instrument of delivery and as operational resources to achieve the objectives of the School
- The **Director of Student Affairs and Formation** works closely with the Dean in creating a more vibrant AGSB community through the various leadership, formation and co-curricular activities.
- The **Marketing Director** assists the Dean in formulating and implementing an integrated marketing plan for the AGSB, including the programs of its sub-units. He/She shall monitor enrollment targets and evaluate performance to ensure that departmental objectives are achieved and aligned with overall mission of the organization.
- The **Research Office** consists of faculty members who are primarily responsible for producing scholarly research comprise this office. They also contribute to formulation of the AGSB Research Agenda.
- The **Department Chairs** are responsible for the implementation of curriculum objectives and the supervision of the various professors in their respective disciplines.
 1. Economics, Finance and Accounting
 2. Leadership, Ethics and Human Resources
 3. Operations and Information Technology
 4. Strategic Management and Marketing Management
- The **Program Directors** (Health, MD-MBA, ME) are responsible for the management, marketing, and mode of teaching and administration of the assigned MBA program.
- The **Satellite Campus Directors** (for Sta. Rosa, Clark, Iloilo and Cebu) oversee their assigned AGSB Satellite Campus operations and ensure the effective and efficient delivery of the MBA programs and student services.

B. ACADEMIC AND ADMINISTRATIVE COMMITTEES

The Dean is also assisted by the following committees and advisers:

- **STUDENT ADMISSIONS COMMITTEE**

The Admission Committee handles the admission qualifications of applicants to the various programs and those who appeal their admission to AGSB.
- **HONORS AND AWARDS COMMITTEE**

The Honors and Awards Committee is responsible for processing and approving applications for the honor awards granted to deserving students upon graduation.

C. FISCAL AUTONOMY AND BUDGET

The AGSB maintains fiscal autonomy, generates its own financial resources, and disburses them in accordance with a budget that is prepared and approved at the start of the university's fiscal year. The School exercises control over its finances and expenditures in carrying out its mission and vision.

D. FULL AUTONOMY STATUS

Under the Higher Education Act, the Commission on Higher Education (CHED) implemented its deregulation policy by granting excellent schools full autonomous status for a given period. The Ateneo de Manila Loyola Schools and Professional Schools (APS) have been granted full autonomy by the CHED.

Under this grant, the AGSB, as member of the APS, is fully deregulated and autonomous in terms of direct supervision from CHED, new programs and courses, new campus sites, faculty resources, exemption from special order requirements, and other administrative mandates.

With respect to tuition fees, AGSB complies with CHED requirements on tuition increase caps and other matters. With respect to planning and budgeting, AGSB complies with the regulations and processes of the University for preparing and approving budget estimates.

E. CENTER OF DEVELOPMENT FOR MANAGEMENT EDUCATION

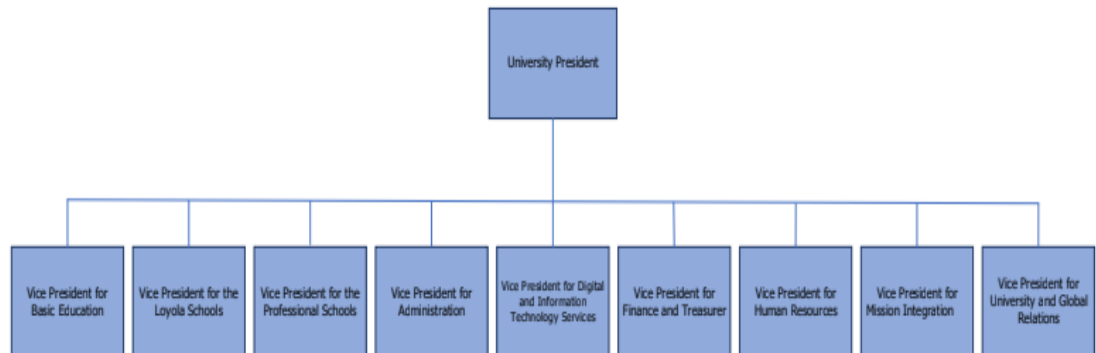
The Commission on Higher Education has selected the AGSB as a Center of Development for Management Education, granting funds for student scholarships, faculty development, research, and extension work with other business schools. As a result of this grant, AGSB provides faculty development programs for other regional management education schools and universities.

F. RECOGNITION AND AWARDS

In 2005, CHED, through the Fund Assistance to Private Education (FAPE), undertook the first and only evaluation and assessment of all MBA schools in the Philippines to date. Of the 199 schools, the AGSB was adjudged to be the number one MBA school, noted for its innovative programs, adult learning methods, and state-of-the art facilities.

G. ORGANIZATIONAL CHARTS

Figure 1
Ateneo de Manila University Organization Chart



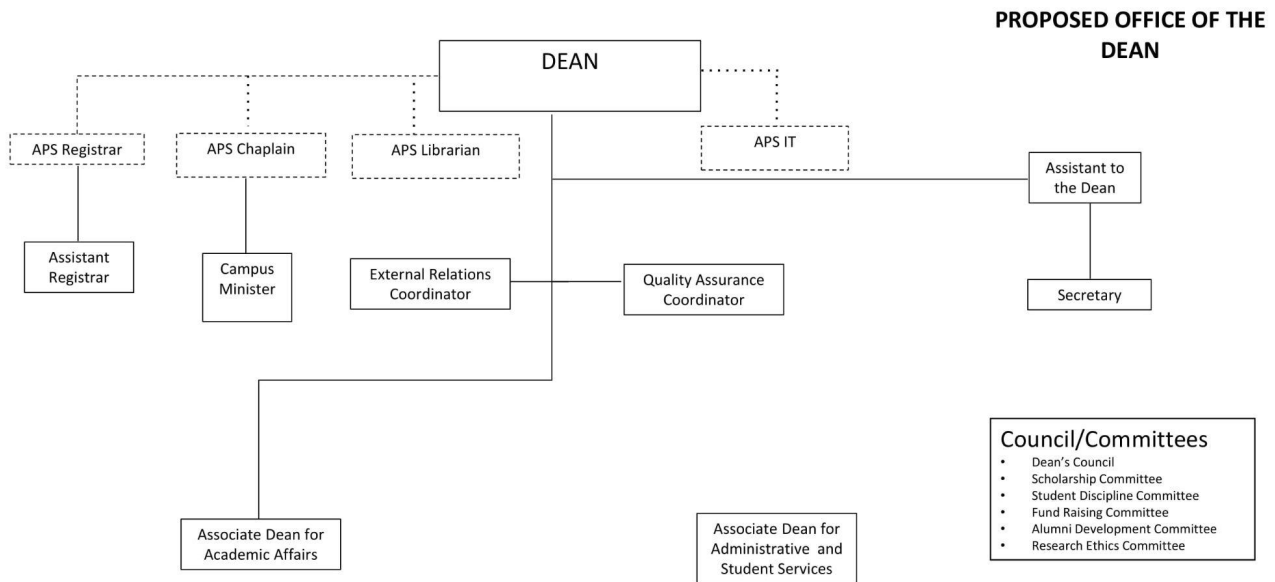
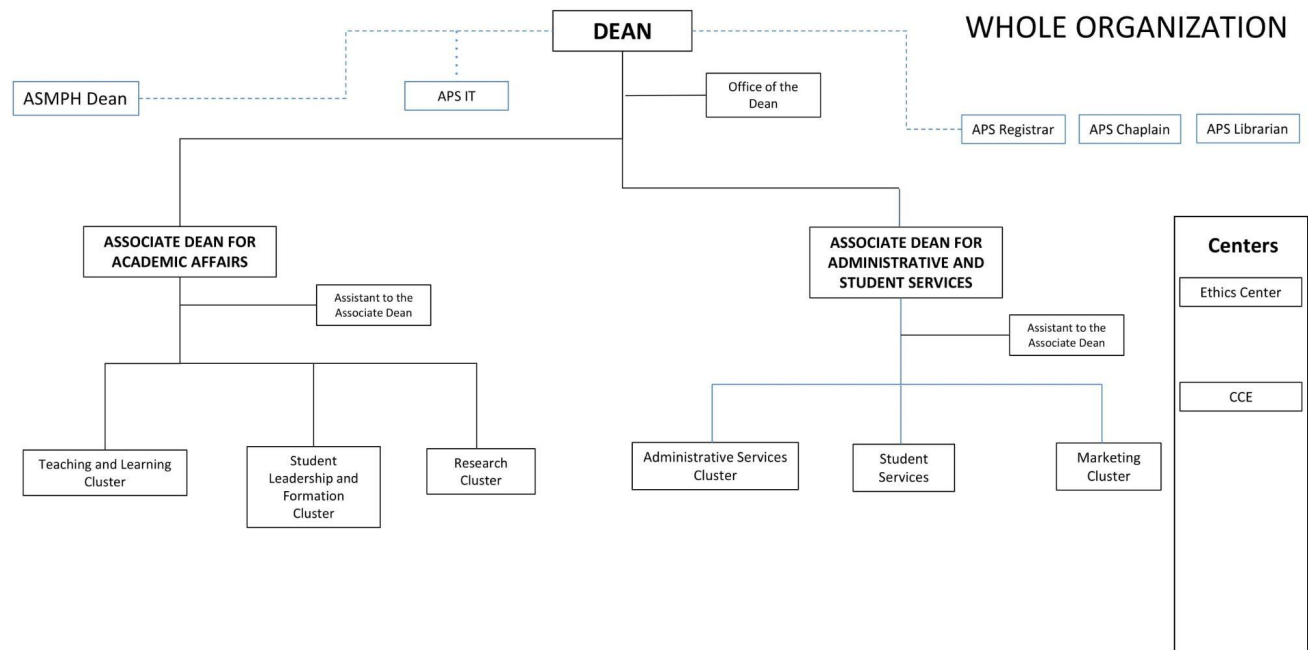
University Structure

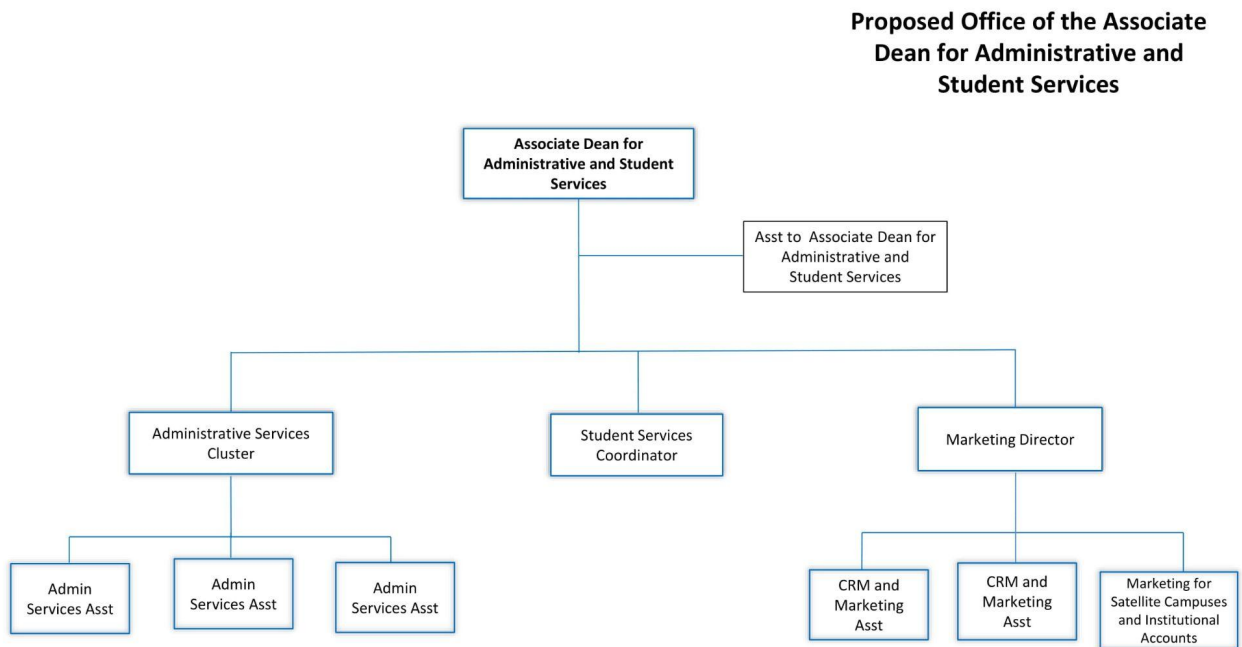
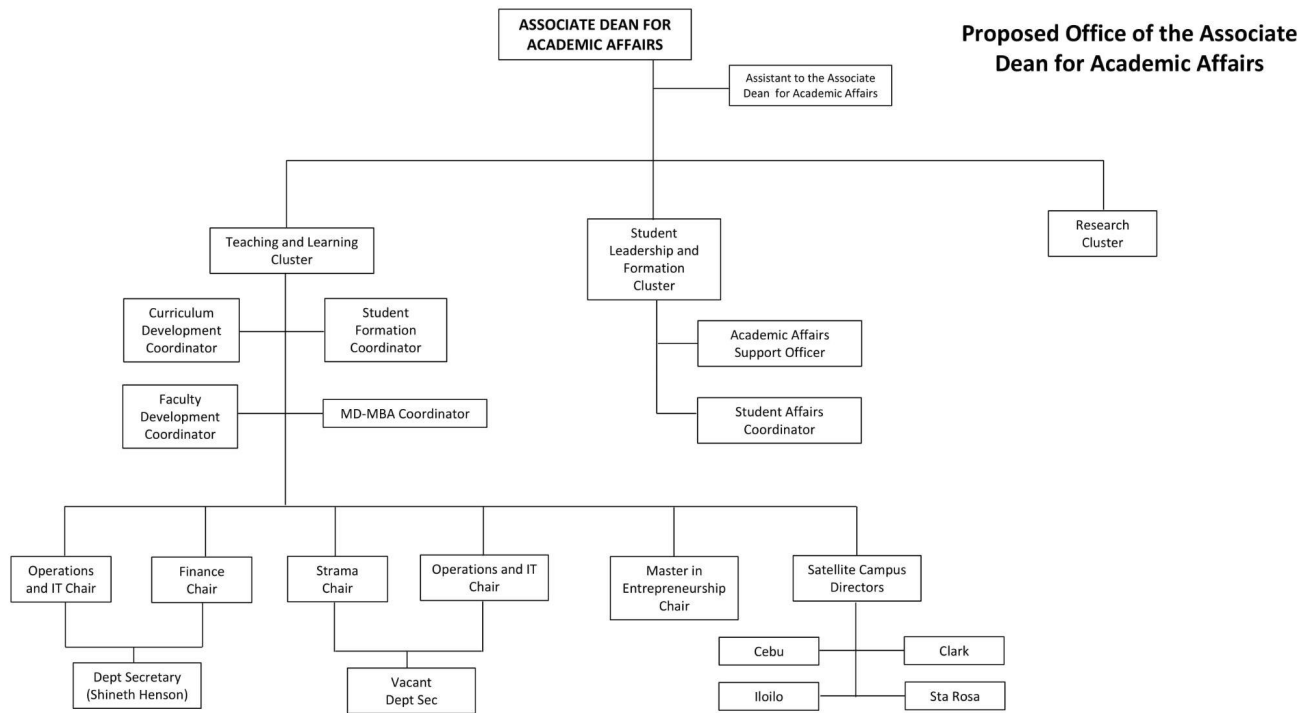
Figure 2
Ateneo Professional Schools Organization Chart



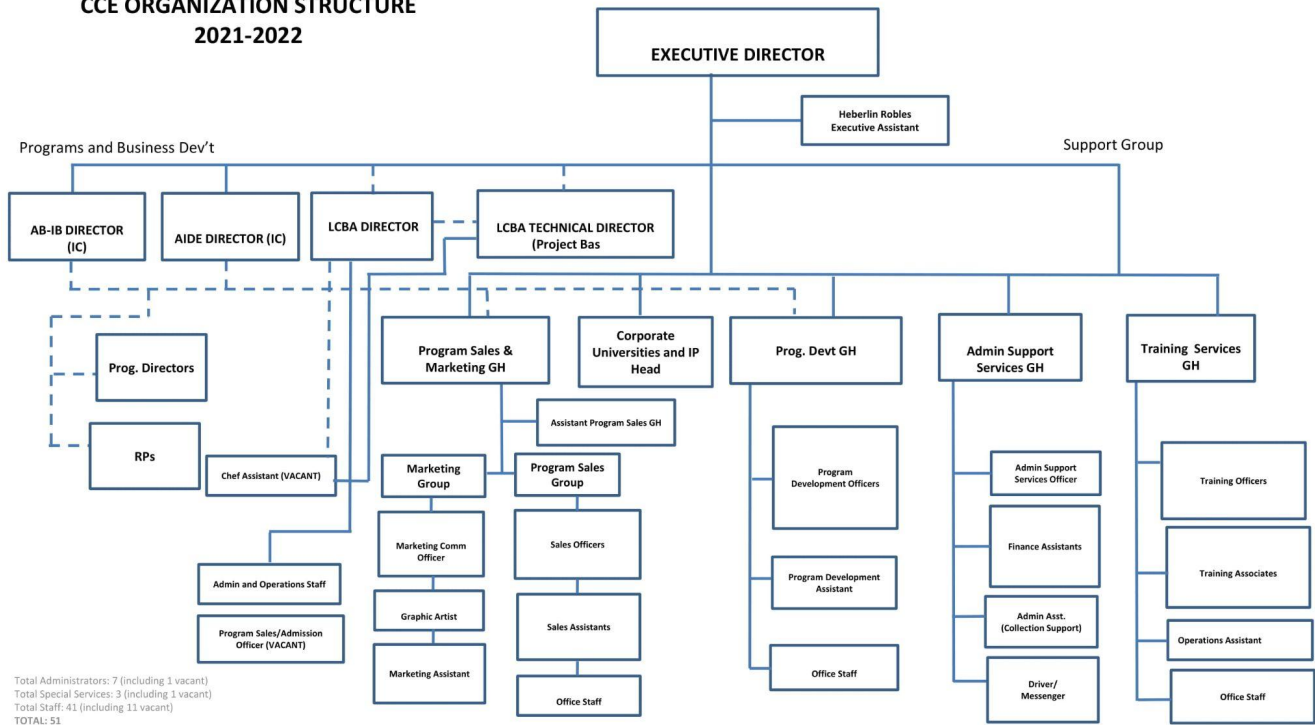
Professional Schools

Figure 3
Ateneo Graduate School of Business Organization Chart





CCE ORGANIZATION STRUCTURE 2021-2022



PART III FACILITIES AND AMENITIES

A. ACADEMIC FACILITIES

The Ateneo Graduate School of Business offers the following academic facilities in carrying out its educational mandate:

- **Student Registration Facilities.** Student services, including application, registration, and records inquiry, are done online.
- **Administrative Offices and Classrooms.** The AGSB maintains administrative offices and classrooms on the second, third and fourth floors of the APS building. All rooms are air-conditioned and equipped with air purifiers, furniture and state-of-the-art equipment for its hybrid-flex classes, including Internet access. Furniture layout observes one-meter distancing to comply with the minimum health standards under Alert Level 1 status.
- **Library.** The APS Library is located in Basement 1. The access and use of the library facilities are controlled through proper identification records. The off-site campuses also maintain library resources for student use. Students can access e-library resources through AGSB's agreements with international library organizations and consortium agreements with other Metro Manila business schools.
- **Study and Activity Areas.** Student study areas are located on the second floor. The student activity room and the AGSB Student Council room are located on the ground floor.
- **Online Facilities for Synchronous and Asynchronous learning.** The AGSB is using internationally-used and secured online platforms such as Zoom Video conferencing for synchronous learning sessions, and Canvas Learning Management System for asynchronous learning activities.

B. SUPPORT FACILITIES

The following support facilities are available for students, faculty, administrators, and staff members:

- The **St. Thomas More Chapel** is located on the ground floor.
- The **Campus Ministry Office** is located on the ground floor.
- The **Cashiering and Accounting Offices** are located on the ground floor.
- The **Facilities Management Office** is located on the ground floor. It is in charge of security and maintenance of the building and is also where "lost and found" items are resolved and claimed.

- The **Instructional Materials Section** is located on the second floor. It is in charge of distributing course syllabi, books, and handouts for the various courses of the MBA programs.
- The **APS Office of Health Services** is in charge of providing health services to the students, including Telemedicine Services, and ensuring proper implementation of health protocols for the different APS Campuses. Clinic operations of the APS Health Services are as follows:

TUESDAYS, WEDNESDAYS and SATURDAYS	9:00AM – 6:00PM (Tuesdays & Wednesdays)	Onsite and Online Medical Concerns/Consultations
	10:00AM – 2:00PM (Saturdays)	

Doctor on-duty (onsite)	8:00AM – 12:00NN (Mondays & Fridays)
Telemedicine Consultation Schedule	8:00AM – 12:00NN (Mondays, Thursday & Fridays) 10:00AM to 12:00NN

Email Address	healthservices.aps@ateneo.edu
Direct Line	(+63) 2 8400 9104
Mobile	(+63) 908 872 7725

- The **auditorium** is located in Basement 1.
- The **AGSB Amphitheater** is located on the ground floor. It is used for symposia and conferences.
- The **AGSB Student Council Office** is located on the ground floor. It is used for meetings by the AGBS Student Council members.
- The **parking area** is reserved for administrative officers, faculty, staff, and students of the professional schools on a fee basis. Outdoor and mall parking areas are also available for a fee.
- Two **elevators** are operative to service all floors.
- The **cafeteria** is located on the ground floor.
- **Washrooms** are located at strategic areas of the building.

PART IV APPLICATION AND ADMISSION

- A. Applicable Regulation.** Admission is the process by which the APS selects from among applicants those candidates it deems suitable for the different academic programs its schools offer. The Admissions Policies of the APS are guided jointly by the Mission and Vision of the University, and the various program standards and guidelines issued by the government regulatory agencies. How the different schools translate the Mission and Vision requirements into their respective admissions policies is seen in the additional requirements outside of the prescribed minimum requirements set in the various CHED Memorandum Orders. In particular, the following issuances govern the admission of students into the following programs and constitute the program's minimum admissions requirement. In AGSB, Graduate-Level Management Education is governed by the applicable provisions of CMO 15 s.2019.
- B. Admission Requirements.** In general, each school prescribes the required documents and information from applicants necessary to establish compliance with its admissions criteria. There are four types of admissions requirements. Basic requirements apply to applicants in all programs. Work Experience requirements vary among programs. There is a third set of requirements that apply to Foreign Students.
1. Applicants are required to meet qualifications that will ensure a successful completion of the MBA program. These qualifications are determined by the following basic requirements:
 - a. Adequate reading comprehension, verbal and written communication, and quantitative reasoning skills. This is evidenced by the results of standardized admissions tests, and grades obtained in college. Applicants are required to submit a copy of their college Transcript of Record. If an applicant has done or has completed post bachelors' studies (i.e. masteral, MD, or Law degrees), a copy of the TOR that reflects those studies is required as well.
 - b. The MBA program requires applicants to have some work experience. Applicants are required to submit a copy of their updated CV detailing positions held and their corresponding responsibilities from the time they earned their bachelors' degrees.
 - c. Applicants will need to completely fill out the online application form.
 - d. Applicants are required to submit a recommendation from the school last attended, or from their current employer.
 2. The different MBA programs also have specific work experience and other requirements.
 - a. The MBA Standard Program will accept applicant who have at least 2 years of post-bachelors' work experience. Experience earned from internships and other academic obligations do not count towards this requirement.
 - b. Applicant to the Middle Managers program should have at least five years of work

- experience, with at least 4 years in supervisory or managerial positions.
- c. Applicants to the Regis program require at least 5 years of work experience, all of which must be in high supervisory, highly professional, and/or managerial positions. Applicants who have established careers in their company (3 or more promotions over 10 years), or growth within the same industry (i.e 10 years or more in the banking, insurance or health industry) may be considered for the Regis program.
 - d. Applicants to the MBA in Health Program should have both academic degrees and a minimum of 5 years work experience related to the health industry.
3. Foreign student applicants are defined as those who hold a non-Philippine passport, or require a Philippine visa to remain in the country. In addition to those enumerated above, foreign student applicants have the following additional requirements:
- a. Transcript of records or documents showing academic accomplishments from the country of origin. If the original document is not in English, both the copy of the document and the English translation must be authenticated by the Philippine Embassy or Consulate in the country of origin, or by the originating country's Embassy or Consulate in the Philippines.
 - b. If the applicant is from a non-English speaking country, working English proficiency, both oral and written evidenced by IELTS Band 7 or higher. An English-speaking country is defined as one that uses English as a medium of instruction in the school system, and in government transactions.
 - c. Copy of passport
 - d. An approved visa valid for study in the Philippines. As a rule, foreigners in the Philippines under a 9(a) visa cannot study in the Philippines. That visa must be converted to a student visa (9(f). Other visas valid for study include:
 - i. 9(f) – Student
 - ii. 9(g) – Working, Missionary
 - iii. 13(a-g) - Immigrant
 - iv. 47(a)(2) – Special Non-Immigrant
 - v. Diplomatic Visa – extend to dependents
 - vi. SRRV – Retirees
 - vii. SIRV – Investors
 - e. Alien Certificate of Registration (ACR-I Card) issued by the Bureau of Immigration.
 - f. Certificate of Employment – for those under a 9(g) visa.
4. Admission Requirements for other types of Applicants
- a. **AUDIT Status.** Applicants who do not wish to earn academic units from the courses attended may apply for AUDIT status. They are allowed to attend classes but are exempt from examinations and other graded activities. They are entitled to a

Transcript of Record with AUDIT reflected in the grade column. No academic units are earned.

- b. Cross-Enrollees. AGSB allows cross-enrollment from students from other schools, including exchange students from abroad. They need to fill out the online application form and submit a letter from their current college indicating that they are allowed to cross-enroll, and that grades and units earned at the AGSB will be recognized towards the degree requirements of the home college.
- c. Transferees. Transfer students may be admitted into the MBA program following the same admission standards and requirements as detailed above. In addition to these, the transfer student must present a certificate of transfer credentials from his/her original school along with a copy of his/her graduate transcript of records for the evaluation of the Registrar. Transfer students may be given credit for courses already taken subject to the evaluation of the Dean.

C. Application Process

1. Online Application

All applications for admission are accomplished through the AGSB website at www.gsb.ateneo.edu. The applicant fills up all the required fields in the form and submits it for evaluation. Upon submission, the applicant receives a temporary access identification number to be used for monitoring the status of the application.

The application is reviewed and assessed by the Admissions Committee to ensure that the minimum admissions requirements are met. After evaluation, the Committee posts the result on the online facility, which the applicant can access using his/her temporary access identification number.

2. Payment of Processing Fees and Submission of Documents

If instructed to proceed, the applicant immediately pays the online processing and examination fees. These are indicated on the AGSB website and may be subject to approved regular increases from year to year. The applicant must also submit a copy of his/her Transcript of Records for evaluation purposes. The same procedure applies to foreign applicants.

3. Admission

After the applicant has completed the above steps, his/her application undergoes a final evaluation by the Admissions Committee. Upon the review of the online application and the completion of the documents, particularly the transcript of records and the appropriate visas for foreign students, the Committee approves the admission of those who substantively accomplish all the major requirements, including satisfactory examination results within the cutoff score.

The successful applicant is informed by Admissions staff online on the status of his/her admission into the specific program and the schedule of enrollment. The applicant must retain his/her temporary Identification number as the basis for his/her online registration

and enrollment.

D. THE ADMISSIONS COMMITTEE FOR APPEALS

Due to the nature of the adult practitioner market entering the MBA programs, a number of applicants may encounter unique problems with respect to their admission. The Admissions Committee for Appeals was constituted to handle such situations.

1. Composition

The Admissions Committee is composed of eight members selected by the Dean from among the faculty for a term of one year. The Committee reports to the Dean.

2. Responsibilities

- a. Processing the admission of students who appeal their admission into the MBA programs because of certain deficiencies in eligibility qualifications, especially in the results of their entrance examination;
- b. Evaluating and recommending the probationary acceptance of such students into the MBA program;
- c. Proposing and recommending appropriate changes in existing policies and regulations on admission requirements for the MBA programs;
- d. Coordinating with the Office of the Registrar on matters related to student admission and records; and
- e. Coordinating with The Fr. Jaime Bulatao, S.J. Center regarding the administration and updating of the AGSB entrance test.

3. Functions

- a. Evaluates the appeal for admission;
- b. Reviews the English proficiency of the appellant and, when necessary, conducts a listening skills test to assess his/her communication skills, especially if a foreigner;
- c. Formulates appropriate procedures for referring the appellant to English remedial courses when necessary;
- d. Meets the foreign applicant to provide information on certain requirements and qualifications before enrollment, including, among others, the Test of English as a Foreign Language (TOEFL) and Bridge programs;
- e. Implements a system of monitoring student-appellant performance in the pre-MBA phase of the programs;

- f. Meets with department heads on a regular basis to monitor the performance of student-appellants on probation and determines appropriate responses to address their difficulties;
- g. Advises student-appellants on areas of preparation for the MBA program, including pace, subjects, loads, among others; and
- h. Performs other tasks that the Dean may assign.

E. PROCEDURE FOR APPEALS

The following procedures are followed in an appeal for admission:

1. The appellant writes a letter to the Dean stating his/her desire to enter the MBA program and the reasons for his/her appeal for admission into the program.
2. The Admissions staff arranges the interview schedule of the appellant with the Admissions Committee. All documents related to the appeal, such as the appellant's letters, interview sheets, transcript of records, and result of examination, are to be presented to the Committee for assessment.
3. If foreign, the applicant is interviewed only upon the completion of all the documents required by government agencies and the AGSB. Documentation issues that arise shall be decided upon by the Dean.
4. The Committee members submit their recommendations to the Dean, who reviews and implements the decisions.
5. If accepted, the student is given at least one trimester as a probationary period and is required to enroll in at least two courses and obtain a grade of at least 2.5 in all enrolled courses. Failing this, the student's probationary period is terminated, and he/she is not allowed to continue in the program.
6. The Office of the Registrar prepares a list monitoring the QPI performance of the probationary student. The Admissions Committee is given a copy of this list for further action.

PART V
ENROLLMENT, REGISTRATION, AND STUDENT CLASSIFICATION

A. ENROLLMENT AND REGISTRATION

Enrollment and registration in the MBA programs for all students are accomplished online. Class schedules, room assignments, and section offerings are posted on the student's SIS account at least three days before enrollment.

For inquiries and assistance on matters of registration and enrollment, students can approach or email any staff members of the Office of the Registrar.

B. ENROLLMENT SCHEDULE AND LATE REGISTRATION

The registration period usually lasts for two to three days. Online registration runs from 8:00 a.m. to 7:00 p.m. daily. Registration closes at 7:00 p.m. for maintenance and resumes at 9:00 p.m.

Students who enroll later than the scheduled registration period incur late registration fees in addition to their tuition assessment. This includes students who request for change of schedule (i.e., transfer of classes, adding of courses, adding of slots) and other requests for direct registration (DR) made on the last day of registrations (this usually falls on a Saturday). Such requests shall be processed starting the first day of the late registration period.

C. ENROLLMENT OF NEW STUDENTS

Attendance to the Orientation Seminar (ORSEM) is required for all new students prior to initial enrollment.

Enrollment Requirements

All initial enrollments by new students are considered provisional until the Office of the Registrar receives the Transcript of Record from your previous school with the notation "FOR FURTHER STUDIES, COPY FOR THE ATENEO DE MANILA UNIVERSITY GRADUATE SCHOOL OF BUSINESS." This is a school-to-school transaction that is initiated by either of the following:

- The student submits to the AGSB Office of the Registrar the Transfer Clearance / Transfer Certificate / Honorable Dismissal issued by their previous school via their Registrar's Office, or
- All new students are provided with a copy of the Request for Transfer Credentials upon initial enrollment. They need to submit it to their previous school's Registrar, who will then issue and send the student's transfer credentials to the AGSB with the appropriate notation.

Copies of transcripts submitted upon application that contain other remarks, such as “For Evaluation,” “For Reference,” “For Employment,” are not valid for enrollment purposes.

AGSB also requires the submission of the following:

1. Original PSA Copy of the Birth Certificate. AGBS adheres to the requirements of Republic Act 6085 establishing the Birth Certificate as the basis of the name in our records. If the name in your Birth Certificate is different from the name in your TOR, please get in touch with the Registrar’s Office before proceeding, unless the difference results from a change in marital status (see item 3).
2. Copy of the Data Page of the Passport. AGBS uses the copy of a valid Philippine passport as proof of citizenship. Non-Filipinos are assessed an additional Foreign Student Fee every enrollment.
3. Original PSA Copy of the Marriage Contract (for married female students). This will clear questions arising from the differences between the name in the student’s TOR from her previous school, and the name currently used.
4. Original signed Data Processing Agreement required under the Data Privacy Law. A template of the DPA is provided with this Acceptance Letter. This must be printed and signed in ink.
5. A picture for the AGBS Student ID with the following specifications:

Format – JPEG
Resolution – 300 dpi
Size – 450 x 450 pixels (1.5 x 1.5 inches at 300 dpi)
Background – Red

The picture file should be sent to registrar.gsb@ateneo.edu with the subject heading ID APPLICATION <STUDENT’S NAME>.

Except for the TOR, items 1-4 must be sent to the AGBS Office of the Registrar not later than the first day of Pre-registration of your next enrollment.

Enrollment Process and Class Schedules

1. The registration and enrollment process is the same for old and new students. The process is made up of the following:
 - a. Pre-registration – scheduled a week before the start of enrollment. Students select classes.
 - b. Registration – Students confirm their selection and print their assessments.
 - c. Enrollment – Students pay via several options.

Confirmed enrollments can be viewed in the student portal.

2. A Memo covering the upcoming enrollment is issued by the Registrar’s Office two weeks before the start of the enrollment period. This memo is sent to all current and new

students, and is also posted on the AGSB Website. The memo details the actual pre-registration, registration, and payment processes, including dates and deadlines.

3. The course offerings and schedule of classes for the upcoming Trimester or Regis Term is released on the same day the enrollment memo is released.
4. All new students are only allowed to take 2 courses during their first 2 enrollments.
5. MBA Standard Program students are required to take and pass their pre-MBA courses first before being allowed to take core and major courses.
6. Once enrolled, new students are provided with OBF e-mail accounts which they will need to access the online learning platform (Canvas).
7. Certified Public Accountants are exempted from taking Financial Accounting which is one of the pre-MBA courses required in the MBA Standard program.
8. The student may visit the AGSB Website at <https://gsb.ateneo.edu/student-announcements/> for an instructional presentation of the pre-registration and registration process.

D. ENROLLMENT OF OLD STUDENTS

The student logs into the Online Registration page at www.gsb.ateneo.edu using his/her student ID number and password. Once the student has successfully accessed his/her personal account, he/she may proceed with the registration process. Upon completion, the student prints out the tuition fee assessment amount and pays his/her tuition.

E. PAYMENT METHODS

Students have the following options for paying their tuition fees:

1. APS Cashier

Payments are accepted at the Cashier's Office at the Rockwell Campus from 12 noon to 7 p.m. from Monday to Fridays and 10 a.m. to 2 p.m. on Saturdays. Credit card payments are also accepted.

2. Bank of the Philippine Islands (BPI) online payment

Students must register "Ateneo de Manila-GSB (ADMBUS)" as a merchant in their BPI check-free payment accounts in order to pay tuition fees through any of the three BPI portals: Express Phone Banking (89-100), expressonline.com, or through automated teller machines (ATM).

When paying through these facilities, students must use their student ID number as their reference number

3. BDO online payment

Students need to be enrolled in BDO Internet Banking before students can access this facility. To enroll, please visit <https://www.bdo.com.ph>. From the Enroll Merchants menu, select "Ateneo Business School". Input Student Number as the Subscriber Number, and Student Name as the Subscriber Name. Payments can also be made via ATM and Phone banking.

4. Visa / Mastercard Online Payment

Payment can also be made using Visa and Mastercard. In the registration portal, student can select the Visa / Mastercard payment options and redirects to the online payment facility site. Students needs to input their card details and proceed with the payment.

Whether payment is made at the APS Cashier or through banking facilities, it is important that tuition be paid before 7:00 p.m. of the day after online registration. Failure to do so cancels the registration, and the student shall have to repeat the online registration process.

F. OBTAINING AN OFFICIAL RECEIPT AND COURSE MATERIALS

After payment of the tuition fees, the student must obtain a validated tuition receipt from the APS Cashier regardless of where he/she made the payment.

Students shall then proceed to the Instructional Materials Section (IMS) and present their receipt to obtain their syllabi and course materials. Materials are not issued without the presentation of the tuition fee receipt issued by the APS Cashier.

Students can verify the subjects in which they are enrolled through their online student page.

G. STUDENT CLASSIFICATION/STATUS

Students in the MBA programs are classified as follows:

1. **Degree status.** These are students who have completed all preparatory and foundation courses proceeding to the degree requirements. Students under this classification are graded and earn units to satisfy the academic unit requirements of the program.
2. **Provisional status.** These are students who have not submitted all the required documents, particularly the official transfer credentials from his/her previous school, PSA/NSO-issued Birth Certificate, PSA/NSO-issued Marriage Certificate (for female married student), and a copy of his/her valid passport biopage. This standing is lifted once the Registrar receives the duly authenticated documents.
3. **Probationary status.** These are students who do not fully meet the established

academic requirements for admission or have received low entrance examination results. However, since they possess other evidence of capacity for graduate study, such as meaningful work experience, high positions in their company, or high recommendations, they are admitted on probation.

The probationary period extends until the student complies with all the probationary conditions.

4. **Cross-enrollees** are those admitted into the program to take courses as required by their respective school subject to the approval of the AGSB Dean. Cross-enrolling students must obtain authorization from their school to enroll in AGSB. They are credited for units earned, and their grades are forwarded to their school of origin. Because of the transient nature of the study, cross-enrollees are not required to undergo the admission requirements for regular students but they must fill out the AGSB Online Application Form so that they can be issued with a Temporary Access ID Number needed for them to be included in the Student Information System.
5. **Auditors** are those who enroll not to acquire academic credits but only to acquire or upgrade knowledge and skills. The Registrar approves audit status depending on the availability of class slots.

Non-degree students are those who enroll for academic credit without the intention to complete the MBA degree.

H. TRANSFER OF MBA PROGRAM

1. The student emails their request to the Dean, through the Registrar, attaching their curriculum vitae and summary of their grades from the current program.
2. The Registrar evaluates the request and forwards it to the Dean's Office for approval.
3. Upon approval/disapproval, the Dean's Office forwards the decision to the Registrar's Office, who then informs the student accordingly and updates the student's SIS record as needed.
4. A transfer of program request can only be made once.

I. TRANSFER OF CAMPUS

1. Student emails their request to the Registrar indicating the reason for their request to transfer.
2. The Registrar evaluates the request and approves/disapproves it.
3. Upon approval/disapproval, the Registrar's Office informs the student accordingly and updates the student's SIS record as needed.
4. A transfer of campus request can only be made once.

PART VI

STUDENT RIGHTS AND RESPONSIBILITIES

AGSB considers a student's registration as his/her expression of willingness to abide by all the School's prevailing rules and regulations. By joining the AGBS community, the student assumes the rights, responsibilities, and obligations of responsible members of the AGBS community and must be committed to the observance of these rules.

A. STUDENT RIGHTS

1. Exercise of Academic Rights

All students enrolled in the AGBS are entitled to the exercise of their academic rights guaranteed by the Philippine Constitution and the rules and standards of the Commission on Higher Education as written in the Manual of Regulations for Private Schools and by the rules and standards of AGBS.

Among these are the right to quality education and the right to complete their education subject to the observance and accomplishment of the course requirements and the compliance with required regulations prescribed by the School and by the Commission on Higher Education.

2. Student Advisory Services

Advisory services for students whether incoming, current, or graduating are available to guide them during the course of their studies. While face-to-face contact is valuable, students may also consult with their advisors through other modes of communication such as email for greater flexibility and efficiency.

Students are encouraged to use the library facilities and to consult regularly with their professors and, when necessary, with the Office of the Registrar and Campus Ministry.

- a. The **Office of the Dean** and the administrative staff provide information and advice on matters that are important to the students, including administrative matters.
- b. The **Registrar** and the staff members handle advice on programs being offered, school calendar, academic policies, and other student concerns provided for in the Student Guidebook.
- c. The **Program Director** of the corresponding MBA program handles advising on

program-related matters, such as, program design, program objectives, class schedules, among other concerns, including those of the returning students and transferees to the program from another program or school.

With respect to the syllabi, course work, and projects of respective classes, the respective teachers are the main advisors to their students. In case the students need a second opinion, the Department Chairs are also available for consultation.

- d. The **Office of the Campus Ministry** is available to give advice on personal and spiritual concerns.

B. STUDENT RESPONSIBILITIES

As working professionals, AGSB students are expected to be mature, socially responsible individuals who conduct themselves in a manner that promotes their continuing development as persons and professionals in an academic environment. At all times, the drive for academic excellence, respect for human dignity and authority, and unfailing courtesy are expected from them.

They assume full responsibility for knowing and observing the requirements, rules, and regulations of the School as indicated below:

1. Student Identification Cards

a. Use of the ID

Students must present their duly validated AGSB Identification Card (ID) when they enter AGSB campuses. Failure to do so may result in refusal of entry.

The ID must be worn at all times while on campus. In case of loss, students must report immediately to the Registrar for investigation and replacement.

b. Application procedure for a new ID

- i. The student obtains a request for a student ID from the Office of the Registrar. He/she accomplishes the form and attaches the required 2x2 photo with red background.
- ii. Once the Office of the Registrar has confirmed the student's enrollment, he/she pays the ID fee to the Cashier.
- iii. The student claims his/her requested ID from the Office of the Registrar.

c. Application procedure for a replacement ID due to loss

- i. The student presents an affidavit of loss to the Office of the Registrar for review. The circumstances of the loss must be described therein.

- ii. Upon the approval of the student's request, he/she proceeds to the Cashier to pay the required ID fee.
- iii. After payment, the student presents the official receipt to the Registrar's staff and claims his/her replacement ID.

2. New Student Orientation Program

All new students must attend and participate in the orientation for new students prior to the start of their first term in the AGSB. Failure to do so will disallow students from enrolling in the succeeding trimester/term.

3. Student Attire

Students must dress in a manner appropriate for the academic nature of the School and for professionals in the workplace. Those who are not in proper attire will not be allowed entry into the campus.

4. Smoking and Vaping

Smoking and vaping in the classroom and on campus is strictly prohibited. Students guilty of smoking on campus will be dealt with administratively in accordance with the school's disciplinary policies outlined in Part VIII, Rules of Conduct and Discipline.

5. Classroom Policy

Students must follow classroom policies and procedures set by the School and its professors. They must exhibit proper decorum both inside and outside the classroom. In case of misbehavior, students may be dismissed from the classroom and marked absent. They may also be investigated for violating the regulations found in Part VIII, Rules of Conduct and Discipline.

6. School Communications

Students must read and respond immediately to notices and memoranda posted on the Bulletin Boards, in the AGSB website, or on their individual message boards.

7. Care for School Property

Students must take care of school property such as, but not limited to, computers, library facilities, kiosks, audio-visual equipment, and books. Those found guilty of destroying, vandalizing, or mishandling such properties will be subject to disciplinary action.

8. Students' Communication and Information Technology (IT) Equipment

Electronic communication and IT equipment brought in by the student must be used solely as tools of learning in the classroom under the explicit permission of the professor. Gadgets such as mobile phones, laptops, and tablets must always be kept on silent mode so as not to disturb the class.

9. Students' Personnel

Students are responsible for the behavior of persons who enter the campus on their behalf. Bodyguards, drivers, or chaperones (where necessary) will be allowed inside the campus only after due representation from the student and upon presentation of proper identification cards and documents. The students will be subject to disciplinary action for the violations of such persons.

10. Use of the Name/Seal of the School

Students may not use the name and/or seal of the AGSB and/or the University without authorization from the Office of the Dean or the Office of the Registrar. This applies to presentation materials, printed programs, invitations, announcements, tickets, and similar materials.

11. News Releases on AGSB

Articles and news releases with references to the AGSB must be cleared through the Office of the Dean or the Office of the Registrar prior to publication.

12. Off-Campus Representation

Students are encouraged to participate in off-campus activities that enhance their academic and professional experiences. In such activities, they must compose themselves in accordance with the values and principles espoused by the university. Students officially representing the AGSB or any of its units in activities involving external groups must obtain approval from the authorized person of the concerned unit or from the Office of the Registrar.

**PART VII
STUDENT ACTIVITIES**

A. NEW STUDENTS ORIENTATION PROGRAM

All new students are required to attend the new students orientation program prior to the start of their first term in the AGSB. This orientation aims to align students with the mission

and vision of the AGSB in the light of its clarion call that “our country is our business.” This also serves as their introduction to academic life at the AGSB.

1. Academic Policy

The new students orientation program is one of the major requirements for academic compliance leading to the MBA degree. Thus, all incoming new students are required to participate in the program without exemption.

Failure to do so is a basis for disqualification from graduation.

2. Topics of the Orientation Program

The new students orientation program following topics:

- a. The AGSB’s roots and traditions, programs, and policies;
- b. Student Services, particularly the Library and Campus;
- c. Q&A and Campus Tour;
- d. Plenary, a session to synthesize the program; and
- e. Holy Mass, a culminating event to introduce the student to the life at a Catholic and Jesuit institution.

B. THE AGSB STUDENT COUNCIL

The AGSB Student Council is the representative student body of the School and is recognized by the Administration.

On-campus student organizations operate under the mantle of the Student Council. All applications to form organizations must first have a Student Council recommendation before the Director of Student Activities and Formation evaluates the application.

AGSB Chamber of Commerce, Magisine, Eagle Eye Photo Club, AGSB Football Club, AGSB Golf Club, AGSB Volleyball Club, AGSB Comelec, AGSB Sociale (Radio Station).

C. STUDENT ORGANIZATIONS

Each student has the right to form interest groups that will promote personal and professional development. After seeking the endorsement of the Student Council, interested groups should adhere follow the steps outlined in the Ateneo Graduate School of Business Student Club Formation Guidelines before they can be recognized as a group and eventually accredited.

D. ANTI-HAZING POLICY

All student organizations shall strictly adhere to RA 8049 as amended by RA 11053 (together with the “Anti Hazing Act of 2018”) and its Implementing Rules and Regulations.

It shall also follow supplementary rules and guidelines issued by the University in relation thereto.

E. THE STUDENT LEADERSHIP CONFERENCE

As part of its vision to train leaders for nation-building, the AGSB conducts the Student Leadership Conference. This two-day conference brings student leaders to an awareness of themselves as persons and as community leaders who have a responsibility to help build their country.

F. RELIGIOUS ACTIVITIES

Religious activity is a significant part of the AGSB's tradition. The School celebrates Catholic religious activities and holidays, as the Mass of the Holy Spirit at the beginning of the School year and the commencement of the feast of St. Ignatius. Members of the community are encouraged to participate in the School's spiritual life and to say a prayer at the start of each class.

Students are also encouraged to join Ignatian Spiritual Exercises that are offered in various forms such as in person retreats or online recollection sessions. These are provided by the Student Activities and Formation Office in cooperation with the Student Council and Campus Ministry Office.

E. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

To enhance social and cultural development, the AGSB students are encouraged to initiate and coordinate extra-curricular activities that will bring together the various members of the community.

When planning co-curricular and extra-curricular activities that take place outside the School premises, such as field trips, company tours, charity work, and other activities, students must seek the approval of their concerned faculty member as well as that of the administration.

The following procedures for undertaking outside activities shall be followed:

1. With the approval of their professor, the student group or class writes to the Director of Student Activities and Formulation describing the activity and its objectives. Should it align with the academic thrust of the School, the activity will fall under the School's responsibility and accountability. Thus, appropriate measures will be established to ensure the safety of the students and faculty members. No waiver of responsibility and accountability is required.
2. If the activity is independent from the academic thrust of the School and is undertaken to exercise a specific organization objective, e.g., group trekking, community-building excursions, and so forth, the responsibility and accountability will rest on the officers and leaders of the organization. Participants will be required to sign a waiver to the effect

that the School is not responsible and accountable for the consequences of the activity.

3. The Director of Student Affairs and Formation of the School will be responsible for ensuring the compliance with these procedures.

PART VIII RULES OF CONDUCT AND DISCIPLINE

A. MANUAL OF REGULATIONS

The Manual of Regulations for Private Schools provides that the objective of every academic institution is to seek, preserve, and communicate the truth.

The Ateneo Graduate School of Business upholds this ideal. In the event that a student has proven to be morally unfit to participate in the search for truth, AGSB may impose the extreme penalty of expulsion whether the offense occurs on- or off-campus.

B. VIOLATION OF SCHOOL POLICIES AND REGULATIONS

Violation of school policies and regulations may occur on- or off-campus in connection with school-sponsored activities. Such misconduct involves the individual's status as a student and affects the good name of the School.

Pursuant to the above principle, a student may be sanctioned for the following violations:

1. Assaulting a faculty member, staff, or fellow student;
2. Verbally abusing a faculty member, staff, or fellow student;
3. Smoking marijuana and using or peddling prohibited drugs;
4. Smoking, Vaping or use of similar gadgets on campus.
5. Committing sexual misconduct including sexual harassment;
6. Disregarding School Policies pertaining to Health and Safety;
7. Being convicted for a serious crime by a competent court;

8. Being drunk, disorderly, or obscene;
9. Using without authority and permission the name of faculty as coauthor of an article to assure its publication;
10. Using without authority and permission the name of the school for selfish motives;
11. Misrepresenting himself/herself as a student or graduate of AGSB;
12. Using falsified academic documents including identification cards;
13. Cheating during examinations;
14. Submitting spurious reports copied from previous materials other than his/her own;
15. Committing plagiarism and violating intellectual property rights;
16. Bringing unauthorized deadly weapons on campus;
17. Stealing, destroying, vandalizing, and manhandling school property; and
18. Other conduct unbecoming of an AGSB student including but not limited to inappropriate behavior and lack of proper decorum.

C. DUE PROCESS

In implementing the disciplinary procedures, due process will always be observed. The following minimum standards must be met to satisfy the demands of procedural due process:

1. The student must be informed in writing by the Discipline Committee of the nature and cause of any accusation against him/her.
2. The student has the right to answer the charges against him/her with assistance of counsel if desired.
3. He/she shall be informed of the evidence against him/her.
4. He/she has the right to adduce evidence in his/her own behalf.
5. The evidence must be considered by the Discipline Committee.

To carry out the due process for investigating the alleged misconduct of the student as described above, the following procedure must be followed:

1. The complainant must file a written complaint at the Office of the Dean detailing the time, circumstances, personalities involved, and the consequences of the alleged offense.
2. The complaint will be evaluated by the Dean to ensure that there is justifiable basis for the complaint in accordance with the School's policies. Should the Dean find merit in the complaint, he will refer the matter to the Discipline Committee for investigation.
3. The Committee shall investigate the complaint by calling the concerned parties and their witnesses to an administrative hearing.
4. The Committee shall then recommend appropriate action to the Dean.
5. Upon review, the Dean may approve, revise, or reject the recommendation based on his appraisal of the situation. If the Dean needs to clarify the recommendation or propose a revision of the Committee's decision, he shall call the members to a meeting to resolve the issue.
6. Once the recommendation has been approved, the Office of the Dean shall initiate the implementation of the decision.
7. The concerned parties will be informed of the results of the investigation and the recommendation of the Committee.

D. PENALTIES

Under the Manual of Regulations, AGSB may impose, subject to the gravity of the violations, the following penalties against students found guilty of violations:

1. **Suspension**, in which the student is denied or deprived of attendance of classes for a period not exceeding twenty percent (20%) of the prescribed class days for the trimester.
2. **Exclusion**, in which AGSB will exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials will be immediately issued.
3. **Expulsion**, in which the erring student will be excluded from admission to any public or private school in the Philippines. The expulsion of the erring student requires the approval of the Commission on Higher Education.

E. POLICIES AND PROCEDURES ON SEXUAL HARRASMENT

1. Policy Statement

Any administrator, faculty member, or employee who engages in sexual harassment is subject to disciplinary action, which may include termination of employment.

Any member of the AGSB community who is a victim of sexual harassment must file a complaint with the Office of the Dean who will constitute a committee to inquire into the complaint.

2. Coverage

These rules shall apply to officials and employees against whom a complaint is filed and students and applicants who complain of sexual harassment against an administrator, faculty member, or employee.

If the complaint is filed with the Office of the Dean, the Dean will refer the matter to the School's Committee on Anti-Sexual Harassment.

If the complaint is made against the Dean, the complaint must be filed with the Vice President for the Professional Schools.

3. Forms of Sexual Harassment

- a. Overt sexual advances;
- b. Unwelcome or improper gestures of affection;
- c. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purposes; and
- d. Any other act or conduct of a sexual nature for purposes of sexual gratification, which is generally annoying, disgusting, or offensive to the victim.

4. Committee on Anti-Sexual Harassment

The AGSB Committee on Anti-Sexual Harassment will be composed of the Registrar, a Faculty Member who should be a lawyer, and a Student Representative.

The Committee shall receive any complaint, investigate and hear the sexual harassment cases, and prepare and submit reports with corresponding recommendations for the decision of the Dean.

5. Procedure

- a. The complaint must be filed in writing, detailing the full names of the complainant and the respondent, the specification of the charge or charges, and a brief statement of relevant and material facts. If the complaint does not comply with these conditions,

the Committee shall require complainant to comply in writing within five (5) days of receipt of notice; otherwise, the complaint shall be dismissed.

- b. The complainant may submit any evidence he/she possesses, including affidavits of witnesses and pertinent documents.
- c. The Committee may require the complainant to specify the acts complained of as sexual harassment in writing within five (5) days of receipt of notice; otherwise, the complaint shall be dismissed. A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.
- d. The respondent shall file his/her answer personally or through legal counsel within ten (10) days of receipt of the complaint in writing, subscribed and sworn to. He/she may also submit any evidence he/she possesses including affidavits of witnesses and pertinent documents. Failure of respondents to file an answer within the specified time or to appear in the investigation shall be construed as a waiver of the right to present evidence in his/her behalf.
- e. The complainant may file a reply within (5) days of receipt of the answer of the respondent.
- f. On the basis of the pleadings and evidence submitted, the Committee shall submit its report and recommendation to the Dean.
- g. The Dean may suspend any respondent for not more than thirty (30) days pending an investigation if there is strong reason to believe that the respondent is guilty of charges that warrant his/her dismissal from the service. When the case against the respondent who is under preventive suspension has not been decided within thirty (30) days after the date of suspension, he/she may be reinstated in the service, or the preventive suspension may be extended subject to the payment of salaries during such extension. If the delay in the disposition of the case is due to the fault, negligence, or petition of the respondent, the period of delay shall not be counted in computing the period of suspension.
- h. After all the pleadings have been submitted, the Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days of receipt of the answer, if any, and shall terminate the hearing within thirty (30) days of the filing of the charges. However, the Committee may extend the period of hearing if it deems necessary. Any member of the Committee may propound questions to the parties and their witnesses for clarification.
- i. Any party to the case may avail of the assistance of a lawyer if he/she desires.
- j. No postponement shall be granted except in meritorious cases.

- k. The parties shall be required to submit their respective memoranda within ten (10) days of the hearing of the case.
- l. The Committee shall submit its report and recommendation to the Dean whose decision shall be executory upon expiration of the period to appeal or if no motion for reconsideration is filed or no appeal is made.
- m. Either party may file a motion for reconsideration with the Dean within ten (10) days of receipt of the copy of the decision on any of the following grounds:
 - i. New evidence has been discovered that materially affects the decision;
 - ii. The decision is not supported by the evidence on record; or
 - iii. The decision is contrary to law or based on an incorrect appreciation of the facts.

Sexual harassment shall be punishable with a reprimand, suspension without pay for a maximum period of six (6) months or dismissal, taking into consideration the seriousness of the offense in the light of the facts and circumstances of the case.

The decision of the Dean may be appealed within ten (10) days to the Vice President for the Professional Schools. The period during which a motion for reconsideration is pending shall suspend the running of the period to appeal.

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

The proceedings of all sexual harassment cases shall remain private and confidential.

F. POLICIES AND PROCEDURES ON PLAGIARISM

The Mission of the Ateneo Graduate School of Business compels adherence to academic excellence and academic integrity as it “forms, develops, and nurtures leaders and managers who are guided by principles, imbued with a sense of service, and equipped with fundamental skills.” The AGSB believes that “expertise without integrity is empty, integrity without expertise is ineffectual, and expertise and integrity without service is irrelevant.” (Excerpt from the AGSB Mission Vision Statement)

These policies and procedures on plagiarism concretely embody the values of academic excellence and integrity that our Mission enunciates.

1. Statement of Policy

It is the policy of AGSB to promote academic excellence and integrity in the exercise of its mission and vision as a Graduate School of Business and to encourage its faculty and students to adhere to these standards in all their intellectual and research activities

in pursuit of learning.

This policy covers faculty and student rights, duties and responsibilities, standards and practices, and processes and procedures for governing the inquiry, evaluation, and disposition of plagiarism cases in the pursuit of academic truths.

In line with this policy, AGSB invested resources for both software and hardware to immediately spot and identify plagiarized materials by testing them against published information on the web and other sources.

Violations of this policy are subject to penalties and sanctions as prescribed in the Student Guidebook on Manual of Discipline and the provisions of these policies as detailed also below.

2. Definition

Random House Dictionary (1995) defines plagiarism as “the use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.”

In other words, plagiarism occurs when a writer duplicates the language or ideas of an owner of intellectual property and then calls the work his/her own without giving credit to those from whom he/she borrows and quotes.

Such an act is fraudulent, like forgery and piracy, in violation of intellectual property rights and laws (IPR).

3. Forms of Plagiarism and Academic Dishonesty

The forms of plagiarism take on various characteristics. The following forms may be used to spot plagiarism:

- a. Appropriating as one’s own a written source verbatim and directly using it without enclosing it in quotation marks and giving credit to the original author or making references to sources in a footnote or in-text reference;
- b. Taking words or paragraphs from a written source and paraphrasing a written source by changing one or two words or sentences without a direct quotation or giving credit;
- c. Copying the work of another and changing the structure of the sentences from active to passive or vice-versa without quoting or giving credit;
- d. Re-arranging the structure of the paragraphs of the copied material and passing it off as his/her own without giving credit;
- e. Summarizing the copied material in his/her own words without giving proper credit;

- f. Adopting formulae, graphics, or pictures without acknowledgment;
- g. Borrowing facts, statistics, and illustrative materials without acknowledgement;
- h. Appropriating as one's work the project output of a team of which he/she is a member without acknowledgement; and
- i. Manipulating and deliberately changing facts and figures from previous material and presenting them as new information.

4. Coverage

The plagiarism policy covers all facets of intellectual and academic work of all AGSB students, including but not limited to the following:

- a. Strategic Management Papers
- b. Term Papers
- c. Group Analysis and Reports
- d. Individual Reports and Reflection
- e. Individual and Group Projects
- f. Research Papers
- g. Speeches

All Strategic Management Papers are, by policy, submitted in soft copy. These soft copies will become the bases for comparison of the suspected plagiarized material by the IT Manager.

All other submitted materials in pursuance of course requirements, i.e., term papers, group reports, individual reports, group projects, and research papers, will be compared with Internet data by the IT Manager using the plagiarism software.

The use of common knowledge in these papers is not considered plagiarism even if it is not acknowledged in the papers.

5. Student Responsibilities

For an effective implementation of the rules on plagiarism, it is incumbent upon all students to:

- a. Understand and respect the policy on academic integrity as described in the various syllabi of the MBA Program;
- b. Be familiar with laws, practices, and regulations involving intellectual property rights

and, in particular, proper and sound referencing techniques;

- c. Avoid all temptations to commit acts that may be considered as plagiarism or academic dishonesty of any type; and
- d. Know the rights and obligations under this policy so that fair and consistent application of procedures can be expected.

6. Committee on Academic Integrity and Plagiarism

A committee on Academic Integrity and Plagiarism shall be constituted composed of three faculty members and one student representative. One of the Faculty members will be appointed Chair of the committee.

The major functions of this Committee are to introduce, develop, and recommend policies and procedures in implementing the academic integrity and the policy on plagiarism. It will also act as the body that inquires into plagiarism cases brought to it and make recommendations to the Dean for appropriate disciplinary action.

7. Procedures

The following procedures will be required in all plagiarism and academic integrity cases (see Appendices for a flowchart on the procedures):

- a. The faculty member or student who has knowledge of plagiarism purportedly committed by another student must submit a written document to the Dean concerning the charge of plagiarism and academic dishonesty against a student after assessing the solid and firm evidence of the act complained about.

The evidence that he or she may adduce and present are:

- i. A report of the IT Manager on the extent of plagiarism based on his analysis using the AGSB's software for detecting plagiarism cases, or
 - ii. A comparison of submitted written work with original material already published or earlier submitted, as in the case of Strategic Management Papers and other term papers.
- b. The Dean shall refer the complained material to the Committee for proper action and disposition.
- c. The Committee shall convene and summon in writing the student concerned, advising him/her about the charge and to submit his/her written explanation in a hearing.
- d. The Committee shall hear the response of the student during the hearing and collates and considers the evidence.

- e. After the hearing, the Committee shall decide on the nature of the alleged violation and, where applicable, propose an appropriate disciplinary action to the Dean.
- f. The Dean shall based on the recommendations of the Committee and implement the action through the Registrar.

All records of the case will form part of the student file.

9. Procedure for Appeals

Appeals on the decision of the Dean must be made in writing by the student within ten (10) days of the promulgation of the decision. Failure to observe this deadline will make the decision final and executory. The Dean may, at his behest, constitute another committee to review the appeal or affirm or reverse the decision on his own. No further appeals will be entertained.

10. Standards to Impose Action

The Committee will be guided by the following standards in assessing the evidence adduced and obtained during the hearing and recommending appropriate action:

- a. Intent to deceive and to commit academic dishonesty,
- b. Extent of the plagiarism or severity of the dishonesty,
- c. Poor referencing technique amounting to gross negligence, and
- d. Student history and academic performance.

The level of intent to deceive and commit academic dishonesty will be construed from two vantage points: the apparent basis or justification for the act and the extent or severity of the plagiarism.

The extent of plagiarism or the severity of the dishonesty can be deduced from how scantily or massively it was committed by the student, based on the results of the tests done by the IT Manager. The software is capable of determining the extent of the plagiarism, i.e. 10%, 20%, 30%, 40%, or 50%. The judgment will be made by the Committee looking into the complaint.

Poor referencing technique that might have caused the severity of the plagiarism charge might not necessarily provide guilt of plagiarism, per se, unless it constitutes gross negligence. In such a case, the Committee will make a judgment based on the records.

To a certain extent, the history of the student will also be inquired into to determine his or her predilection and tendency to commit academic dishonesty. The committee will review student records for additional insight.

11. Penalties and Sanctions

A formal warning is given to a student who has amply justified his/her position during the hearing based on evidence. This may be imposed in the case of poor referencing technique only. The student may be allowed to re-submit the material after sufficient referencing.

If the paper was evidently plagiarized, the student will be penalized with any of the following sanctions based on the extent to which the plagiarism was committed:

- a. An automatic failing mark of 0.0 in the assignment or project and a formal warning;
- b. A failing mark of 0.0 in the course subject and a formal warning;
- c. An honorable dismissal from AGSB if there is ample proof of deliberate intent to deceive, but the student admits guilt and appeals for compassion; or
- d. Expulsion or separation from AGSB if there is ample proof of deliberate intent to deceive, and the student refuses to admit guilt.

In arriving at any of these sanctions, due process shall always be undertaken.

References

2005, Indiana University Code of Students Rights, Responsibilities and Conduct
2002, University of Newcastle, Australia

PART IX
STUDENT RECORDS AND ACCESS TO INFORMATION

A. TRANSFER DOCUMENTS, TRANSCRIPT OF RECORDS, AND OTHER ENROLLMENT REQUIREMENTS

All students are required by CHED and AGSB to submit their official transfer credentials and original transcript of records indicating “for transfer to the Ateneo Graduate School of Business,” issued by their previous school normally within one trimester after their admission into the MBA program. Also, they need to submit a PSA/NSO-issued Birth Certificate, PSA/NSO-issued Marriage Certificate (for female married student), and a copy of his/her valid passport biopage. For as long as these requirements are not completed, the student remains under provisional standing and will not be entitled to credits and to a degree.

For purposes of accomplishing the transfer credentials, the following procedures shall be followed:

1. For all students, a signed copy of request for transfer credentials from the Office of the Registrar must be obtained and accomplished. Students must send the request to their respective schools. Schools are advised to forward the official transcript of records directly to the Office of the Registrar. In certain cases, the Office of the Registrar may authorize students to submit their official transfer credentials in person so long as these remain sealed by their previous school.
2. For foreign students, admission is conditioned by their submission of their school records officially translated into English and authenticated by the Philippine Embassy or its consular office at their country of origin. Such documents are also required for the granting of a student visa by the Bureau of Immigration. In the absence of their studies covered by a valid visa, AGSB can cancel the enrollment.
3. Notice is given to all foreign students that all their transfer documents must be in order

and authentic. Violation of this rule will serve as grounds for immediate expulsion from the School and deportation by the Bureau of Immigration.

B. ACCESS TO STUDENT INFORMATION

All student information, data, and records kept by the Office of the Registrar are privileged information and are therefore protected by the right to privacy and confidentiality, unless the student concerned explicitly gives permission that the information may be shared.

C. CHANGE OF DATA IN STUDENT RECORDS

In order to safeguard the integrity of student records and ensure the authenticity of the recorded data, all student information originally submitted to the Office of the Registrar, such as name, birth date, place of birth, and other permanent data, shall not be changed, altered, revised, or erased from the records without appropriate authorization and documentation procedures.

Changes in a student's name may occur on the following conditions:

1. Change of status from single to married, where the student wants to append her spouse's surname to her name or to take her spouse's surname as her official surname; or
2. Change of status from married to separated/divorced, or where the case is under litigation, and the student wishes to delete her spouse's surname from her registered name.

The following procedure shall be followed to make authorized changes in the student data in the Office of the Registrar:

1. Only the Registrar is authorized to order changes in any permanent student data recorded in the Office of the Registrar. Staff members and site assistants may not change the student data registered in the Office of the Registrar without approval from the Registrar.
2. A request for change of name or other permanent information previously registered with the Office of the Registrar must be explained in writing and submitted to the Registrar for his approval before the change can be implemented. It must be accompanied by certified true copies of documents from duly constituted legal authorities, such as marriages certificates, court orders ordering the change, court orders for dissolving the marriage, and certificates of live birth issued by the National Statistics Office (NSO)/Philippine Statistics Authority (PSA).
3. The Registrar reviews the request and the accompanying documents and, if the change

is approved, instructs the Record Officer to implement the change as requested. A proof of change shall be filed in the Office of the Registrar to form part of the Student's records and information.

D. ONLINE ACCESS TO STUDENT INFORMATION

The online facilities of the School provide students direct access to their personal record through the use of their username and password. Under the system, students can view and print their transcript of records, class courses and schedules, current grades for the trimester or term, and other information. They are advised to keep their usernames and passwords confidential to avoid unauthorized access to their records.

E. SECURITY AND BACK-UPS

In order to safeguard the integrity of the student records, data is secured through levels of authority, and access is kept by the Registrar. To ensure no loss of data, the Office of the Information Technology Manager regularly conduct onsite and offsite back-ups.

F. REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS, CERTIFICATE OF TRANSFER, AND OTHER CERTIFICATIONS AND RECOMMENDATIONS

Students and alumni may request their official transcript of records, transfer credentials, and other certifications and recommendations by filling out a request form from the Office of the Registrar and paying the required fee at the Office of the Cashier. The requested documents will be ready for release at the Office of the Registrar within two (2) weeks after payment of the required fee barring unusual circumstances.

PART X ACADEMIC POLICIES AND PROCEDURES

A. ACADEMIC CALENDAR AND HOLIDAYS

The academic calendar of AGSB generally follows the University academic calendar.

The School observes all national holidays, school holidays, and special holidays declared by the government. These holidays are already factored into the academic calendar.

When a special holiday is declared by the government or force majeure requires suspension of classes, it is the policy of the School to make up for the sessions lost on account of these declarations. The Registrar issues guidelines on the schedule of make-up classes for those affected by the declarations.

If a faculty member foresees his/her absence for a particular session, it is his/her responsibility to inform the Department Chair so that a faculty member from the same department can take over the session, thus avoiding the need for a make-up session.

B. TRIMESTER AND TERM SCHEDULES

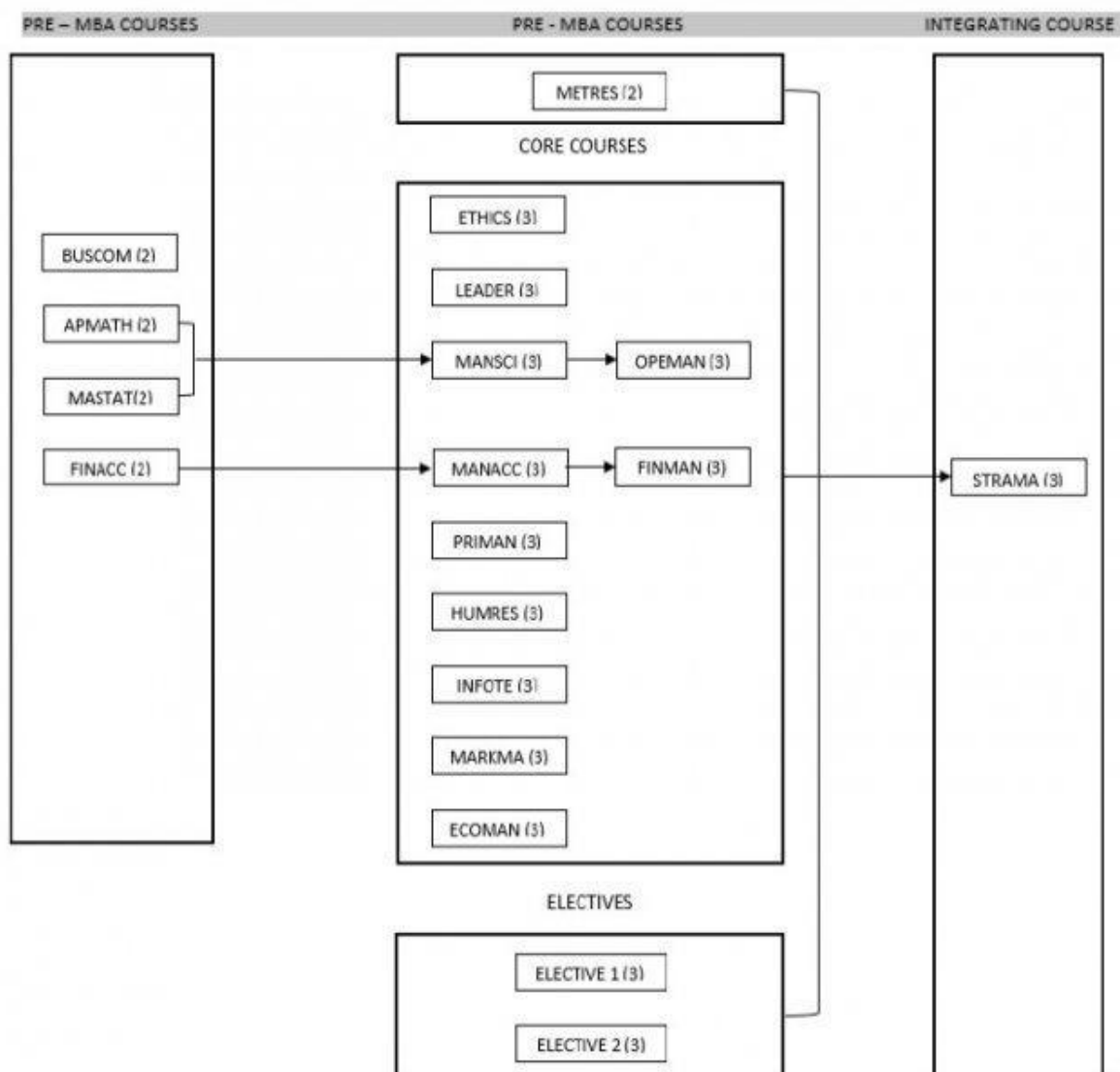
The MBA Standard and Middle Manager Programs require fifteen (15) weeks of sessions per trimester, with each session lasting three (3) hours.

The MBA-Health requires fourteen (14) weeks of sessions per trimester, with each session lasting three (3) hours.

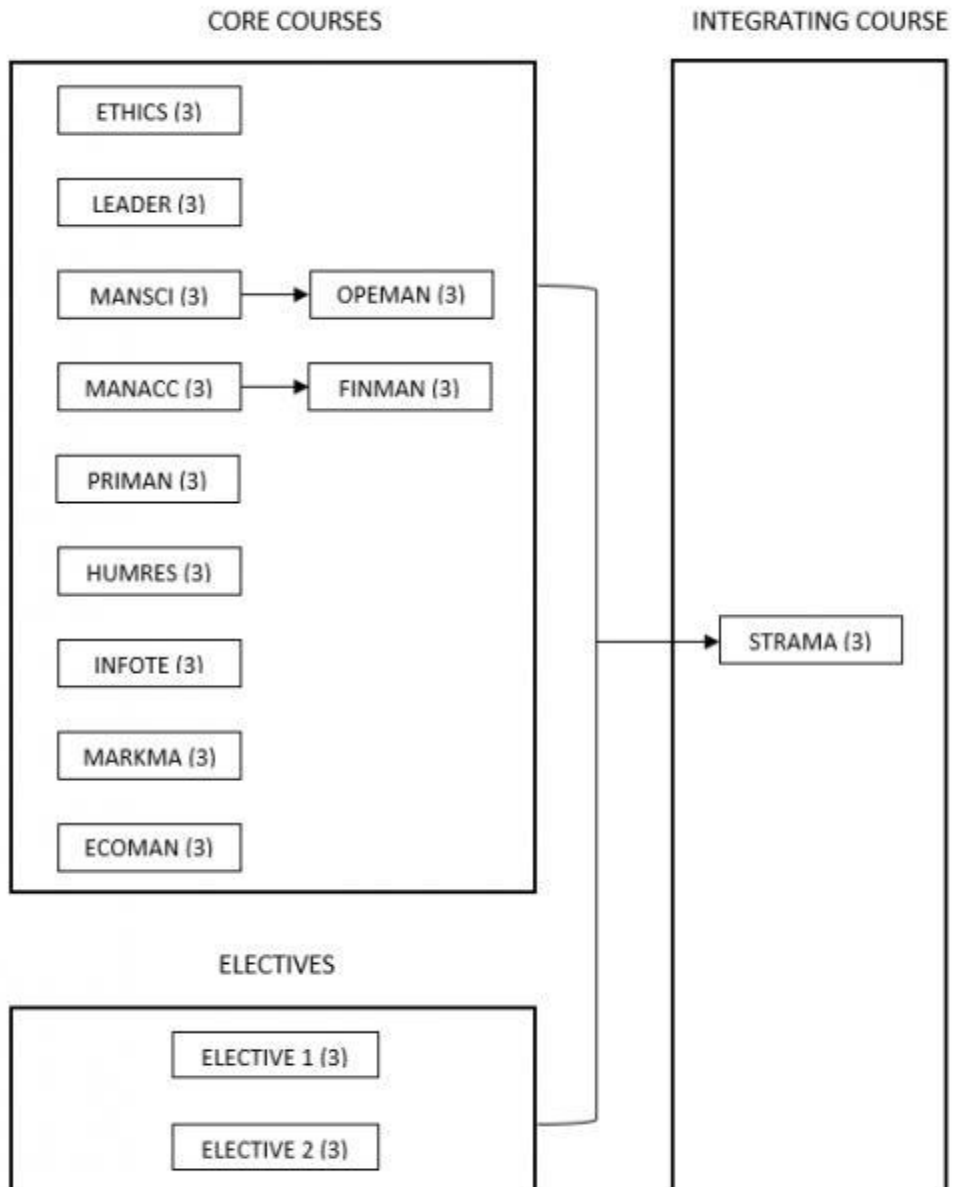
The Ateneo-Regis program requires eight (8) weeks of sessions per term, with each session lasting four (4) hours.

C. COURSE SEQUENCES

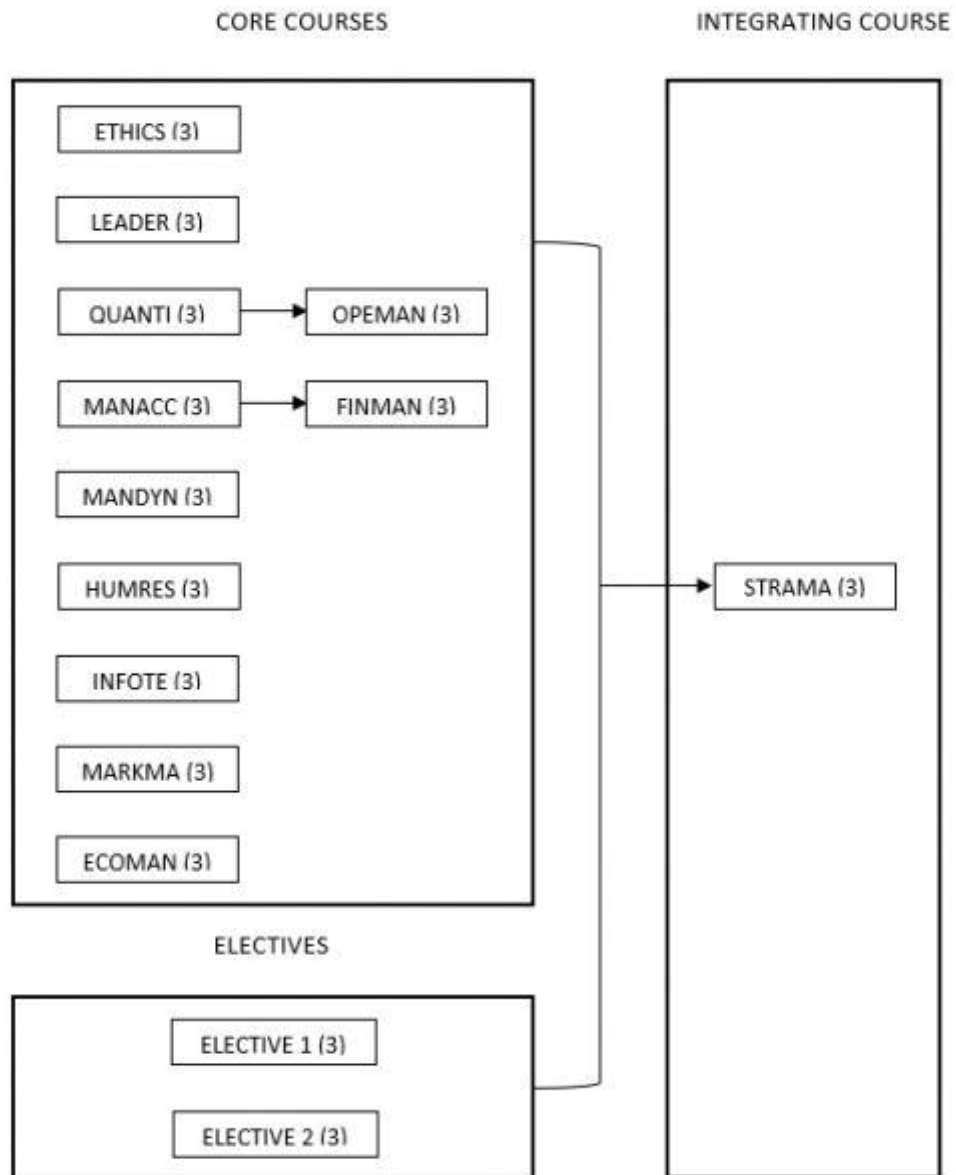
MBA STANDARD PROGRAM



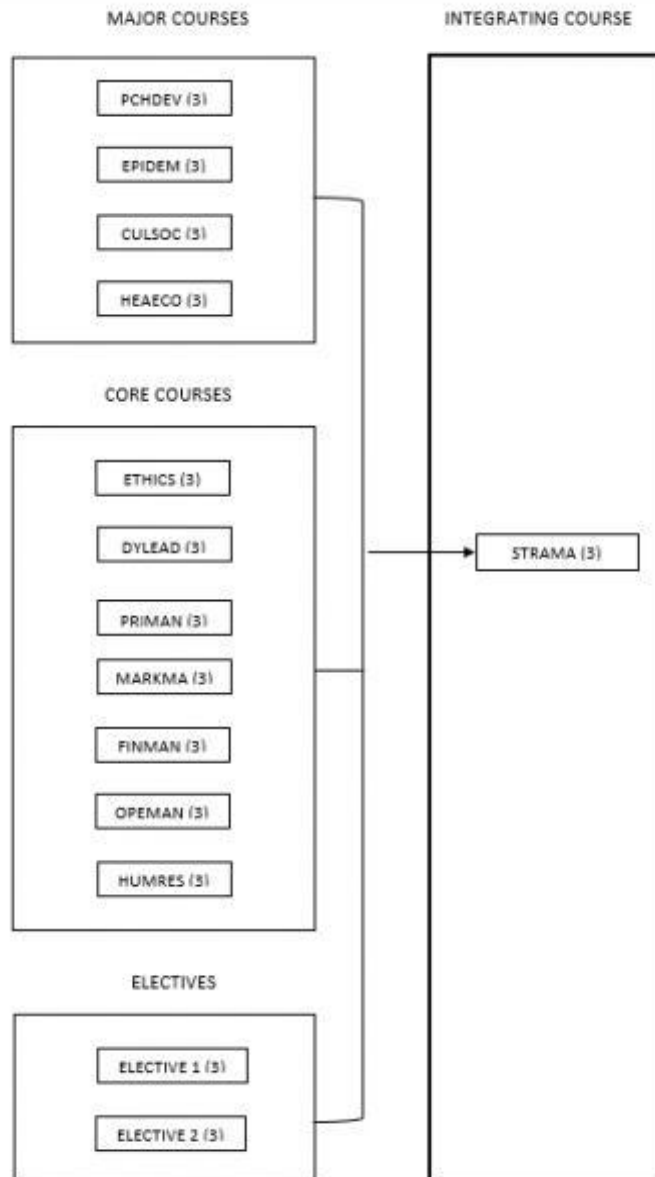
MBA MIDDLE MANAGER PROGRAM



ATENEO – REGIS MBA PROGRAM



MBA in HEALTH PROGRAM



D. PROGRAM REQUIREMENTS

The curricula of the various MBA programs require the completion of prerequisite courses, foundation courses, core courses, and integrating courses, including electives.

The final requirement for the MBA degree conferment is the completion and defense before a duly constituted faculty panel of the student's Strategic Management Paper, which he/she completed during the course.

E. PREREQUISITE COURSES OF THE MBA STANDARD PROGRAM

The prerequisite courses for the MBA Standard Program are Business Communication (BUSCOM), Financial Accounting (FINACC), Managerial Statistics (MASTAT), Applied Mathematics (APMATH), and Methods of Research (METRES).

Units earned in an undergraduate degree program may generally not be used to satisfy the course requirements of the MBA programs.

F. TRANSFER OF CREDITS

1. Intra-University

AGSB grants advanced credit units for courses already taken by the students in any of the University's graduate programs, subject to the evaluation and approval of the Dean/Program Director.

The number of units to be credited will vary according to the degree taken and courses completed, the professional experience of the student, and the extent of the correspondence and equivalency of the courses taken with those of the MBA program.

The procedure for credit transfer is as follows:

- a. The student applying for the desired program consults with the Dean*.
- b. The Dean* reviews the application and transcript of records, including the qualifications of the student.
- c. The Dean* approves the number of units for credit transfer and advises the student on the required subjects to be taken in order to complete the desired program.

**Note: The Dean may delegate this responsibility accordingly.*

2. Continuing Education Program (CCE)

a. Rationale

The Ateneo Center for Continuing Education (CCE) supplements and complements the AGSB MBA program offerings through certain courses that can be credited as MBA electives.

b. General Guidelines for CCE Course Credits as MBA Electives:

Registered MBA Standard, Middle Managers, Regis, and MBA Health students who would like to have CCE courses credited towards their MBA must write a letter of intent addressed to CCE's Executive Director subject to CCE's approval.

Ateneo CCE shall submit a list of course offerings (at least one CCE course per term/trimester) to the Registrar's Office one week prior to enrollment of MBA Standard, Middle Managers, Regis, and MBA Health programs. Selected CCE programs will be uploaded at the appropriate time.

Along with the course offerings per term/trimester, CCE shall provide the Registrar's Office with the list of students per course, which the Registrar in turn shall pre-enlist into the system.

Ateneo CCE shall determine the number of elective units based on the training hours of the chosen CCE course for MBA elective credits.

MBA students should render the minimum training hours and fulfill the course requirements. Failure to comply with attendance AND course requirements will incur an incomplete (INC) grade. Make-up and deferment policy of CCE shall apply.

The following CCE courses below will be open for MBA credit:

1. Certification

Course Code	Course	Training Days	Number of Units
SIGMABLACK	Six Sigma Black Belt Certification	16	6
SIGMAGREEN	Six Sigma Green Belt Certification	6	3

Diploma

Course Code	Course	Training Days	Number of Units
DIPFIN	Diploma Program in Corporate Finance	25	6
DIPMARK	Marketing Diploma Program	20	6
DIPLEADER	Leadership & Management Development Program	22	6
DIPROJMA	Diploma in Applied Project Management	20	6
DIPLOGMA	Diploma in Strategic Execution for Logistics Management	20	6

Grades for the chosen CCE courses will be uploaded in the AGSB website at least one week after the registered term ends. Ateneo CCE will upload the final grade upon completion. Ateneo CCE shall not consider appeal for grade adjustments. Uploaded grade for MBA students are final.

Full payment to CCE courses is a requirement before release of the grade. No payment means no grade.

3. Inter-University

A maximum of twelve (12) course units earned from graduate programs from other universities may be validated towards the AGSB MBA programs, subject to the evaluation and approval of the Registrar. The courses should have been taken no more than five (5) years ago, and the student should have obtained at least an above average grade in each of the courses. The Strategic Management class must be taken at the AGSB.

Students must apply in writing for the credit of subjects taken in another university and present a certified official transcript of records, as well as course descriptions of the subjects sought to be credited.

Application for credits can only be done within the first trimester/term.

G. SUBJECT LOADS

The recommended course loads per trimester/term are:

1. MBA Standard Program – Three (3) courses
2. MBA Middle Manager Program – Two (2) courses

3. Ateneo-Regis MBA Program – Two (2) courses
4. MBA in Health Program – Two (2) courses

Students may take more than the recommended load subject to the approval of the Dean/Program Director.

H. CHANGE OF COURSES OR LOAD

Change of courses or load for the MBA Standard, Middle Manager, and MBA-Health programs is allowed only within the first two (2) weeks of classes and is subject to the approval of the Registrar.

Change of courses or load for the MBA Ateneo-Regis Program is allowed only within the first week of classes.

A processing fee is charged for change of courses or load.

The following procedure for change of courses or load is implemented:

1. The student fills out the Change Schedule Form obtained from the Office of the Registrar.
2. The Registrar approves the change if it is found to be in order.
3. The student pays the processing fee at the Cashier.
4. The student presents a copy of the Proof of Payment to the Registrar's Office.
5. The Office of the Registrar records the change in the student records.

I. OFFICIAL CLASS LISTS

Official class lists are issued to the faculty members as records of those officially enrolled in the class. Only students officially enrolled in classes are allowed to participate in, fulfill requirements of, and receive credit for said classes. Students will not earn any credit for attending a class in which he/she is not officially listed, and the student may be subject to disciplinary action.

Students who are officially enrolled in the School are bona fide students, and may not be unilaterally or arbitrarily excluded from the class without due process. Faculty members are not authorized to exclude students from their official lists even if such students are allegedly violating class decorum or administrative or academic policies.

J. CLASS ATTENDANCE

Students are expected to be present and on time for all their classes including online sessions. They are allowed a maximum of three (3) absences from a class for the Standard, Middle Manager, and MBA-Health programs. Only one (1) absence is allowed for the Ateneo-Regis Program.

Students who exceed the limit of allowed absences will be given a grade of W (unauthorized withdrawal), which is equivalent to a failing mark of 0.0. However, should they have a valid reason for exceeding the maximum number of allowable absences (e.g. prolonged sickness or unforeseen out-of-town or out-of-country work assignments), they may request to receive a grade of WP (withdrawal with permission) instead of W, with the approval of the Department Head upon the endorsement of the faculty member.

In such cases, students must write a letter of appeal to the faculty member detailing the situation. If their absences are due to a health issue, a medical certificate must be attached to the letter of appeal. If they are due to a temporary work assignment, a letter from the supervisor attesting to such assignment must be attached to the letter of appeal.

K. WITHDRAWAL AND CHANGE OF STATUS

Students are deemed enrolled for the entire trimester or term and as such are not permitted to withdraw from the course or change to audit status without prior approval of the Registrar.

1. Policies

- a. Withdrawal or change to audit status is permitted up to the seventh week of the trimester for the MBA Standard, Middle Manager, and MBA-Health programs, subject to the approval of the Registrar.
- b. Withdrawal or change of status to audit is permitted up to the fourth week for the Ateneo-Regis program.

If the student files an official intent of withdrawal by completing the required form, he/she will not be given credit for the class, and a mark of "WP" (officially withdrawn) will be given and entered into the transcript of records.

If the student does not file an official withdrawal and drops the course/s without notice and approval, the student shall be given a mark of "UW" (unauthorized withdrawal). A UW is equivalent to a failing mark of 0.0 and is entered into the transcript of records.

2. Procedure

The following procedure is followed for withdrawal or change of status to audit:

- a. The student fills out the Withdrawal and Change Status Form available at the Registrar.
- b. The Registrar approves the withdrawals or change of status based on meritorious grounds. Where withdrawals allow refunds or tuition deferments, the Registrar notes it on the form.
- c. The student pays the processing fee to the Cashier.
- d. The Office of the Registrar then enters the withdrawal or change of status in the student records.

L. TUITION REFUND FOR APPROVED WITHDRAWALS

Tuition refunds are allowed for approval withdrawals as follows:

- a. MBA Standard, Middle Manager, and MBA-Health Programs:

Ninety per cent (90%) of the tuition fee will be refunded if withdrawal is made within the first week of classes.

Eighty per cent (80%) of the tuition fee will be refunded if withdrawal is made within the second week of classes.

No refund is given for withdrawal after the first two (2) weeks of classes.

- b. Ateneo-Regis MBA Program:

Eighty per cent (80%) of the tuition fee will be refunded if withdrawal is made within the first week of classes.

No refund is given for withdrawals after the first week of classes.

Students who opt for change to audit status are not entitled to tuition refunds. They have the right, but not the obligation, to attend classes and are not given grades nor credit units.

M. TENURE OF COMPLETION AND LEAVE OF ABSENCE

The MBA programs are designed for completion within two years and one term for the Accelerated MBA Ateneo-Regis Program and two (2) to three (3) years for the MBA Standard, Middle Manager, and MBA-Health Programs.

The MBA programs must be completed within five (5) years from the initial enrollment.

In case of work exigencies, health concerns, or other unforeseen circumstances, the student may file an official leave of absence from the MBA program. The student may accumulate a maximum of two (2) years of leaves of absence.

A duly-filed leave may be retracted in writing addressed to The Registrar before the pre-registration period of the term/trimester of effectivity. Requests may also be sent via the official email address of the Registrar's Office.

The following procedure for taking the official leaves shall be followed:

1. The student writes to the Registrar of his/her intention to go on official leave citing the reasons and the expected duration of his/her absence.
2. The Registrar reviews and approves the official leave of absence and puts it on record.

Leaves of absence from the MBA program shall not be counted in reckoning the five (5) year tenure for completing the program.

N. RETURNING STUDENTS

1. Policy

Because of the nature and work responsibilities of the workplace-based student, it is possible that he/she cannot complete the requirements of the programs within five (5) years. To assist the student complete the degree, an assessment and re-accreditation process is carried out by the Registrar within the framework of the curriculum in place upon the student's return.

2. Process of Appeal and Re-accreditation

The returning student submits a letter of appeal to the Dean, thru the Office of the Registrar, expressing his/her desire to complete the requirements of the program. He/she must also submit the following documents:

- a. An updated professional resume detailing his/her career progress since leaving the MBA program and the training and development seminars that he/she had since attended
- b. Any transcript of records of academic achievement from another school he/she may have attended since leaving the AGSB program

3. Requirements for Completion of a Program by a Returning Student

- a. If the appellant has completed all the academic requirements excluding the Strategic Management (STRAMA) course and has been away from the school for no more than six (6) years, he/she must enroll in STRAMA, write the paper, obtain a grade, and successfully defended the paper within one (1) trimester.
- b. If the appellant has completed all the academic requirements excluding STRAMA and has been away from the school for more than six (6) years but less than ten (10) years, he/she must again enroll in the functional core courses and STRAMA for a total of at least fifteen (15) units and complete the requirements within three (3) consecutive trimester or terms, at the discretion of the Dean.
- c. If the appellant has completed all the academic requirements excluding STRAMA and has been away for more than ten (10) years, he/she must again enroll in the functional core courses, STRAMA, and electives for a total of at least eighteen (18) units and complete the requirements within three (3) consecutive trimester or terms, at the discretion of the Dean.
- d. All other appeals to complete the MBA program outside of the scope of the aforementioned conditions will be evaluated and decided upon by the Dean.

PART XI

GRADING SYSTEM, RETENTION POLICIES, AND AWARDS

A. THE GRADING SYSTEM

The AGSB is committed to producing graduates who are proficient in basic and analytical skills and who are imbued with a passion for excellence in the service of others.

The grading system is a critical component of this vision as it provides a mechanism for assessing the quality of performance of the students and also of the quality of applied knowledge and pedagogical skills of the faculty members.

The AGSB uses the Quality Point Index (QPI) system that allows for:

1. Uniformity that enhances easy implementation and diminishes variability of practice
2. Coherence that provides logical explanation for grades obtained
3. Fairness that provides justice and equity within the grading system
4. Objectivity of judgment based on verifiable measurement data

At the end of the term, the students are entitled to receive their grades for the course/s they enrolled in.

The QPI, or weighted average, is the measure of the quality of a student's academic performance for a regular term. A student's promotion, honors, and graduation are determined by whether or not the QPI requirements have been reached.

Quality Point Value Description Numerical Equivalent

4.0	Excellent/Outstanding	98-100
3.5	Superior	95-97
3.0	Very Good	92-94
2.5	Above Average	89-91
2.0	Minimum Pass	86-88
0.0	Fail	

The following may also be reflected in the grading sheet of the students:

UW Unauthorized Withdrawal
WP Withdrawal With Permission
INC Incomplete
EXE Exempt
AUD Audit

The QPI is calculated by:

1. Multiplying the quality point value of the grades in each course by the number of units of credit in the course
2. Adding these products
3. Dividing the result by the total number of units taken

The grades for the five (5) prerequisite courses in the MBA Standard Program are excluded from calculation in the QPI system. Though excluded, these prerequisite courses shall be graded with a quality point.

B. RETENTION POLICY AND “FAIL” GRADES

To maintain tenure in the graduate program, the student must fulfill the following requirements:

1. Maintain a QPI of at least 2.0 in each trimester/term
2. Must not incur three (3) or more 0.0 (FAIL) grades in any of the courses, including pre-MBA and elective courses.

If the student fails in either of these two criteria, he/she will not be allowed to continue in AGSB but may be allowed to transfer to another school of his/her choice.

If the student receives a 0.0 (FAIL) grade in a course, the student must re-take the course in the next term.

A grade of “UW” or Unauthorized Withdrawal is reckoned as 0.0 (FAIL) and is included in the calculation of the QPI.

A grade of “WP” for students who have withdrawn from a class will not affect the computation of the QPI.

C. GRADE OF “INCOMPLETE”

A grade of “Incomplete” (INC) is a temporary grade given to the student who fails to:

1. Take the final examination on the scheduled date, or
2. Submit a major requirement on the scheduled submission date. (A major requirement is defined as one that constitutes at least twenty-five per cent (25%) of the final grade for the course.)

An INC is not given for a student’s failure to comply with other routine course requirements such as reports, midterm examinations, quizzes.

A student who receives an INC is given three weeks from the release of grades to

complete the course. This is done by taking a special examination or by submitting/completing the major requirement within the said three-week period.

A student who misses the final examination or fails to submit its equivalent may be given a special examination subject to the approval of the faculty member concerned. If the request is approved, an examination fee must be paid and the examination taken on the scheduled date and time.

In case of prolonged illness, hospitalization, prolonged out-of-town trips, and other unforeseen circumstances, a student may be allowed to take the special examination up to the following trimester/term, provided that he/she notifies the teacher in writing within the three-week period after the final grade has been released.

A student who fails to comply and does not fulfill requirements to complete the course within the stipulated three-week period shall automatically receive a grade of 0.0 (FAIL.). The Registrar is authorized to change the INC grade to 0.0 (FAIL) without further notice to the student.

D. APPEAL FOR CHANGE OF GRADE

Professors are responsible for the grades that they give to their students and administration does not interfere in the exercise of their judgment. To allow for questions that could be raised by students regarding their grades, the following policies and procedures are to be followed:

1. Students who have questions regarding their grades must raise the matter with their professor within thirty (30) days after the grades have been posted online. If the professor agrees to a change of grade for valid reasons, the faculty member will be asked to fill up a Change Grade form, which will have to be approved and signed by the faculty concerned, the Department Chair, and final approval by the Dean or whoever he/she delegates it to. Generally, the only justified reason to change a grade is an error in the calculation of the final mark or an error in encoding. Grades may not be changed because of additional work or perfect attendance.
2. If the professor refuses to change the grade, the student may file an appeal with the concerned Cluster Chair who will then look into the matter and come up with a decision. The decision will be final and executory.
3. No change of grade is allowed after the thirty-day period stipulated above, except for meritorious cases subject to the approval of the Cluster Chair and the Dean

E. RECOGNITION AND AWARDS

1. Dean's List

The Dean's List is prepared by the Office of the Registrar at the end of each trimester/term to honor students who have performed exceedingly well during the trimester/term. The Dean's List is approved by the Dean, and the students on the Dean's List receive a certificate.

To qualify for the Deans List, a student must, during the trimester/term:

- a. earn a QPI of at least 3.65,
- b. have been enrolled in at least two (2) courses, excluding pre-MBA courses
- c. receive no grade lower than 3.0 in any course, and
- d. not have withdrawn in any of the courses enrolled in.

2. Commencement Day Medal Awards

When the student has consistently maintained outstanding performance while enrolled in the MBA programs, he/she becomes eligible for medal awards upon graduation.

There are two major awards for outstanding performance: the gold award and the silver award.

3. Honors and Awards Committee

The Honors and Awards Committee is chaired by the Dean and has at least two members from the academic faculty. The functions of the committee include:

- a. determining criteria for honors and awards,
- b. promulgating appropriate procedures for processing nominations, *and*
- c. recommending honors and awards to be given for approval by the Dean.

4. Criteria for Honors and Awards

The following are criteria for the evaluation of honors and awards:

- a. To qualify for honors, the student should have completed all the academic requirements of the program within four (4) calendar years from initial enrollment regardless if they filed for any leaves of absence or not.
- b. The student should have taken at least 80% of all courses for the degree at the AGSB. No more than 20% of all courses should have been validated from other schools.

- c. The student should have earned a cumulative QPI of at least 3.75 to merit the gold medal award.
- d. The student should have earned a cumulative QPI between 3.6500 and 3.7499 to merit the silver medal award. No rounding-off will be allowed.
- e. The student should have no grade lower than 3.0 in any course, including the pre-MBA courses, during the residency period. A grade lower than 3.0 in any subject, even if the resulting QPI is within the requirement for awards, will disqualify the student from the awards.
- f. The student should not have more than five (5) authorized withdrawals during the four-year period. More than five (5) withdrawals will disqualify the student from the awards even if the resulting QPI is within the requirement for awards.
- g. The student should have addressed all INCOMPLETE (INC) grades by fulfilling the requirements as prescribed (see Section XI.E.) If the grade of INCOMPLETE remains in the record as outstanding and the student is forced to repeat the course, the student will be disqualified even if the resulting QPI is within the requirement for awards.
- h. CCE courses credited as electives of the MBA program are included in QPI calculations for honors purposes.
- i. The student should not have been found guilty of any serious violations of the school's academic and administrative policies or found guilty of a crime involving moral turpitude that would demean his/her standing as a graduate student of the Ateneo Graduate School of Business.

5. Evaluation of Candidates for Honors and Awards

The following procedure governs the processing and evaluation of honors and awards for outstanding performance to be given during the commencement exercises:

- a. The deadline for the clearance and the evaluation for honor awards are announced by the Dean at least one month before the commencement exercises.
- b. The Office of the Registrar initiates the review and evaluation of the records of the candidates for honors and awards.
- c. The Office of the Registrar prepares a list of candidates for honors and awards to be submitted to the Committee on Honors and Awards. Supporting documents such as transcripts, grading sheets, withdrawal forms, if any, will be made available to the committee.

- d. The Committee reviews the list and may, if necessary, interview the candidates.
- e. The Committee recommends and submits a List of Honorees and Awardees to the Dean for approval.

PART XII

TERMINAL REQUIREMENTS FOR GRADUATION

A. STRATEGIC MANAGEMENT PAPER (STRAMA)

Candidates for MBA degree are required to write and defend a comprehensive Strategic Management Paper (STRAMA) after they have completed all their other academic requirements.

STRAMA tests the ability of the MBA candidate to put together an actual corporate strategy paper that demonstrates the candidate's analytical and synthetic skills, as well as the integration of ethical dimensions and nation-building in management decisions.

After the paper is completed and approved for defense by the respective faculty member and the candidate has obtained the required clearance from the Office of the Registrar (see Section XII.E), the candidate defends the paper before a duly constituted faculty panel that will test him/her on the logic, analysis, and synthesis of the paper.

B. CRITERIA FOR EVALUATION OF THE STRAMA

The STRAMA is evaluated on both the written document and the oral defense. The grade received will be a composite average of the grade received for the written document and the grade received for the oral defense.

1. Written Document

The written document must achieve the following standards:

- a. Completeness and technical correctness (40%) - the degree to which the prescribed content requirements of the paper have been met and the degree to which the STRAMA concepts, theories, and tools have been correctly applied
- b. Critical thinking (40%) – the student's ability to use and integrate information and ideas and carry out a rational and in-depth analysis and the ability to identify key strategic management issues and produce substantive, creative, logical, and well-thought-out strategy recommendations
- c. Organization/writing skills (20%) – the degree to which the topics have been logically sequenced within chapters and sections, as well as the student's mastery of grammar, spelling, language used, formats of tables and figures, and his/her overall written communication skill.

2. Oral Defense

The candidate demonstrates mastery of the subject through an effective oral defense that meets the following standards:

- a. Stimulating presentation – the degree to which the written material is delivered in a convincing and engaging way, projecting credibility and confidence
- b. Effective summary – the degree to which the presentation integrates and synthesizes key major issues in a rational and intuitive manner
- c. Deft handling of questions – the manner by which questions from the panel are substantively and critically answered, including the student's ability to accept opposing views and use them to improve the process of rational discourse.

C. THE ORAL DEFENSE

The oral defense will take one (1) hour. The professor of the course serves as Chair of the panel and manages the defense according to acceptable standards. At the end of the defense, the candidate is asked to step out in order for the panel to deliberate.

The results of the panel deliberation as well as the numerical equivalents for the STRAMA grade are recorded in the evaluation and approval sheets. The panel may require minor or major revisions to the paper before it is accepted. The panel sets the timetable for revision within thirty (30) days after the oral defense. Once the student has revised the paper, it is submitted to the Chair of the panel for approval. Then, the corresponding grade will be given by the panel. If the student fails to submit the revisions within 30 days, she/he will be given a failing mark.

If the student has passed the oral examination, there is no need for a second sitting of the oral defense ("re-oral") of the revised paper.

In the event that the candidate fails to show mastery of the written material, the panel will require a second sitting for the oral defense ("re-oral") within sixty (60) days after the first oral defense. If the candidate fails the re-oral, then he/she will be given a failing mark. If he/she fails to have the re-oral within sixty (60) days, he/she will also be given a failing mark.

The evaluation and approval sheet is signed by the members of the panel and the candidate and is then sent to the office of the Registrar for record purposes.

D. SECOND SITTING OF THE ORAL DEFENSE (RE-ORAL)

In case the student fails the first sitting of the oral defense, the panel members shall re-

schedule a second and final sitting for the oral defense, subject to the accomplishment of recommended revisions on the paper. The second sitting is conducted following the same procedures outlined for the oral defense in Section XII.C.

If the faculty panel judges that the candidate fails in the second sitting of the oral defense, then the student shall be ineligible for graduation and excluded from the roster of graduates.

There is no recourse for appeal.

E. APPROVAL SHEET

The Approval Sheet are then submitted by the Professor to the Office of the Registrar.

The Office of the Registrar disposes of the documents in the following manner:

1. A senior staff assistant files the approved Clearance Form.
2. On the face of the Approval Sheet, it is noted whether the student has satisfactorily complied with all requirement and qualified to graduate or whether he/she has conditionally complied and there is a “hold” until further notice. Reasons for a “hold” status include incomplete student transfer documents, incomplete units or grades, among others.
3. All Approval Sheets with satisfactory compliance are given to another senior staff member in charge of the graduation roster. Approval Sheets on “hold” are retained until the conditions to remove the “hold” have been met.

F. CLEARANCE FOR GRADUATION

The candidate must be cleared of all accountabilities to the School. These include clearance of accountabilities from the Library, the Accounting Office, the Cashier’s Office, and the Office of the Registrar.

Upon receipt of the final grade in STRAMA, the Candidate secures a Clearance Form from the Office of the Registrar, fills it out, and obtains the signatures of clearance in order:

- First, from the Library;
- Second, the Accounting Office;
- Third, the Cashier’s Office; *and*
- Fourth, the Office of the Registrar.

PART XIII

STUDENT EVALUATION OF FACULTY PERFORMANCE

In order to provide effective feedback and measurement to determine the performance of the faculty members in the delivery of their courses and to improve not only the delivery system but also the caliber of faculty teaching, the students are required to evaluate the performance of every faculty member every term/trimester based on an approved evaluation instrument designed for such purpose.

The evaluation is a serious activity that assesses course content, manner of delivery, classroom management, organization skills, and interaction in the classroom between and among faculty and students.

The students are expected to provide an objective assessment of faculty performance as they are the direct observers and beneficiaries of the learning transaction that happens in the classroom and other venues.

The evaluation is normally conducted on the second to the last week of the term/trimester.

The results are collated and, at the start of the new trimester or term, the faculty member is given feedback on his/her performance during the preceding trimester or term. The respective department chairs meet with the professors in their group and discuss the results of the evaluation for appropriate action.

Students are encouraged to be honest and objective in their evaluations. They should not hesitate to comment on faculty performance that did not meet their expectations. Students are assured that reprisal by faculty members against those giving critical evaluations or low ratings is not tolerated and may result in disciplinary action against the concerned faculty member.

The results of the evaluation, including any comments of the students, are held in strict confidence. Only authorized administrators have access to them.

APPENDICES

**Excerpt from the Education Act of 1982:
Students' Responsibilities**

Section 15. Duties and Responsibilities of Students

In addition to those provided for under existing laws, every student shall:

1. Exert his/her utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
3. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.
5. Exercise his rights responsibility in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

**Students' Rights Against
Unreasonable Searches and Seizures**

Except for the following instances, no search and seizures of students shall be deemed valid:

- a. Searches made at the point of ingress and egress in the University and in the buildings of the University by authorized personnel of the school
- b. Searches and seizures of the illegal articles as defined by the Revised Penal Code and other related penal laws and the Student Handbook
- c. Searches and seizures of articles falling in plain view of duly authorized personnel;
- d. Searches made when the student is attempting to commit, is committing, has just committed, or has been committing a crime or a serious infraction of the school's rules and regulations
- e. Searches made with a valid search warrant;
- f. Searches under any circumstance conducted on reasonable grounds.

NOTES

- a. U.S. v. Arceo, 3 Phil. 381
- b. Revised Penal Code and Pertinent Penal Statutes
- c. Roan v. Gonzales, 145 SCRA 687 and People v. Alfonso, 219 SCRA 102
- d. People v. Delos Santos, 200 SCRA 431, and People v. Gerente, 219 SCRA 756
- e. Alvaro v. Dizon, 76 Phil. 837; Rules of Court, Rule 113
- f. Terry v. Ohi

**Excerpts from the
Comprehensive Dangerous Drugs Act of 2002
[Republic Act No. 9165]**

AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

Section 1. Short Title. – This Act shall be known and cited as the “Comprehensive Dangerous Drugs Act of 2002.”

Section 2. Declaration of Policy. – It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today’s more serious social ills. Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning and implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs. It is further declared the policy of the State to provide effective mechanism or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

**Article I
DEFINITION OF TERMS**

Section 3. Definitions. – As used in this Act, the following terms shall mean:

- a. **Administer** – Any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
- b. **Board** – Refers to the Dangerous Drugs Board under Section 77, Article IX of this Act.
- c. **Centers** – Any of the treatment and rehabilitation centers for drug dependents referred to in Sec. 34, Article VIII of this Act.

...

- f. **Confirmatory Test** – An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- h. **Controlled Precursors and Essential Chemicals** – Include those listed in Tables I and II of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances as enumerated in the attached annex, which is an integral part of this Act.
- ...
- j. **Dangerous Drugs** – Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.
- n. **Drug Dependence** – As based on the World Health Organization definition, it is a cluster of physiological, behavioral and cognitive phenomena of variable intensity, in which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the substance and the difficulties in controlling substance-taking behavior in terms of its onset, termination, or levels of use.
- ...
- v. **Cannabis** or commonly known as “Marijuana” or “Indian Hemp” or by its any other name. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis americana*, *hashish*, *bang*, *guaza*, *churrus* and *ganjab*, and embraces every kind, class, and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.
- w. **Methylenedioxymethamphetamine (MDMA)** or commonly known as “Ecstasy”, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- x. **Methamphetamine Hydrochloride** or commonly known as “Shabu”, “Ice”, “Meth”, or by its other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- y. **Opium.** – Refers to the coagulated juice of the opium poppy (*Papaver somniferum L.*) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium puppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.
- z. **Opium Poppy.** – Refers to any part of the plant of species *Papaver somniferum L.*, *Papaver sentigerum DC*, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.
- aa. **PDEA** – Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.
- bb. **Person.** – Any entity, natural or juridical, including among others, a corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture or other unincorporated organization or group capable of acquiring rights or entering into

obligations.

- ee. **Protector/Coddler.** – Any person who knowingly and willfully consents to the unlawful acts provided for in this Act and uses his/her influence, power or position in shielding, screening or facilitating the escape of any person he/she knows, or has reasonable grounds to believe on or suspects, has violated the provisions of this Act in order to prevent the arrest, prosecution and conviction of the violator.
- ff. **Pusher** – Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.
- gg. **School.** – Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.
- hh. **Screening Test.** – A rapid test performed to establish potential/ presumptive positive result.
- jj. **Sell.** – Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.
- jj. **Trading.** – Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, email, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as broker in any of such transactions whether for money or any other consideration in violation of this Act.
- kk. **Use.** – Any act of injecting, intravenously or intramuscularly, of consuming either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, any of the dangerous drugs.

Section 5. Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals. – The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any dangerous drug, including any and all species of opium poppy regardless of the quantity and purity involved, or shall act as a broker in any of such transactions.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any controlled precursor and essential chemical, or shall act as a broker in such transactions.

If the sale, trading, administration, dispensation, delivery, distribution or transportation of any dangerous drug and/or controlled precursor and essential chemical transpires within one hundred (100) meters from the school, the maximum penalty shall be

imposed in every case.

For drug pushers who use minors or mentally incapacitated individuals as runners, couriers and messengers, or in any other capacity directly connected to the dangerous drugs and/or controlled precursors and essential chemical trade, the maximum penalty shall be imposed in every case.

If the victim of the offense is a minor or a mentally incapacitated individual, or should a dangerous drug and/or a controlled precursor and essential chemical involved in any offense herein provided be the proximate cause of death of a victim thereof, the maximum penalty provided for under this Section shall be imposed.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred (P500,000.00) pesos shall be imposed upon any person who acts as a “protector/coddler” or any violator of the provision under this Section.

Section 11. Possession of Dangerous Drugs. – The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

1. 10 grams or more of opium;
2. 10 grams or more of morphine;
3. 10 grams or more of heroin;
4. 10 grams or more of cocaine or cocaine hydrochloride;
5. 50 grams or more of methamphetamine hydrochloride or “shabu”;
6. 10 grams or more of marijuana resin or marijuana resin oil;
7. 500 grams or more of marijuana; and
8. 10 grams or more of other dangerous drugs such as, but not limited to methylenedioxymethamphetamine (MDMA) or “ecstasy”, paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxybutyrate (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

1. Life imprisonment and fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or “shabu” is ten (10) grams or more but less than fifty (50) grams;
2. Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but

less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or “shabu”, or other dangerous drugs such as, but not limited to MDMA or “ecstasy”, PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five hundred (500) grams of marijuana; and

3. Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to four hundred thousand pesos (P400,000.00), if the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroine, cocaine or cocaine hydrochloride, marijuana resin, or marijuana resin oil, methamphetamine hydrochloride or “shabu” or other dangerous drugs such as but not limited to, MDMA or “ecstasy”, PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

Section 12. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs.

– The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body; Provided, That in the case of medical practitioners and various professionals who are required to carry such equipment instrument, apparatus and other paraphernalia in the practice of their profession, the Board shall prescribe the necessary implementing guidelines thereof.

The possession of such equipment, instrument, apparatus and other paraphernalia fit or intended for any of the purposes enumerated in the preceding paragraph shall be *prima facie* evidence that the possessor has smoked, consume, administered to himself/herself, injected, ingested or used a dangerous drug and shall be presumed to have violated Section 15 of this Act.

Section 13. Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.

– Any person found possessing any dangerous drug during a party, or at social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in the Section 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

Section 14. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs During Parties, Social Gathering or Meetings.

– The maximum penalty provided for in Section 12 of this Act shall be imposed upon any person who shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing, any dangerous drug into the body, during parties, social gatherings or meetings, or in the proximate company of at least two (2) persons.

Section 15. Use of Dangerous Drugs. – A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years to one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): Provided, That this section shall not be applicable where the person tested is also found to have his/her possession such quantity of any dangerous drug provided under Section 11 of this Act, in which case the provisions stated therein shall apply.

Article III
DANGEROUS DRUGS TEST AND RECORD REQUIREMENTS

Section 36. Authorized Drug Testing. – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes. The following shall be subjected to undergo drug testing:

c. Students of Secondary and Tertiary schools. – Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses whether in private or public schools under this Section will be borne by the government;

Article IV
PARTICIPATION OF THE FAMILY, STUDENTS, TEACHERS
AND SCHOOL AUTHORITIES IN THE ENFORCEMENT OF THIS ACT

Section 41. Involvement of the Family. – The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. Student Councils and Campus Organizations. – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. School Curricula. – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

1. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
2. Preventive measures against drug abuse;
3. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
4. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and;
5. Misconceptions about the use of dangerous drugs such as, but not limited to, the

importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

Section 45. Publication and Distribution of Materials on Dangerous Drugs. – With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to students, the faculty, the parents and the community.

Section 46. Special Drug Education Center. – With the assistance of the Board, the Department of Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children. Such Center which shall be headed by the Provincial Social Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

Approved on: June 7, 2002

CHED Statement on Fraternities

The Commission on Higher Education (CHED) strongly condemns any form of violence committed in the name of establishing fraternal bonds. Hazing, and all other forms and/or kinds of violence must be banned.

Fraternities must serve to forge not only brotherhood among their members but must establish brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities. Their talents and energies must be channeled and utilized for development of the larger collectively and beyond their immediate small groups.

The universities and all other institutions must fully assume authority and responsibility in dealing with fraternities and all other student aggrupation. The CHED supports firmly this position of universities and all institutions of higher education.

Towards this, the CHED would make available to these organizations fora to harness their potentials as development agents in campuses, specifically, and in society generally. These fora would similarly serve to discuss, settle difference, and differing organizations and students' views to transform these organizations into constructive and productive entities.

Ateneo de Manila University Presidential Regulations on Organization and Societies

Whereas, in the history of Jesuit schools there is a tradition of organization or societies whose goals include the promotion of excellence on Christian life and various lines of endeavor;

Whereas, there are organizations or societies in the Philippines school system which have the practice of making prospective members undergo initiation rites entailing physical or moral violence on the person of neophytes or affronts on the dignity of the human person;

Whereas, such organizations or societies constitute a serious obstacle to the attainment of the goals of Jesuit and Christian education;

NOW THEREFORE, after having assessed the potential obstacles to the implementation of a regulation on the subject and confident in the moral strength and support of the Ateneo de Manila University community, I hereby promulgate the following disciplinary regulation:

1. After the promulgation of this regulation, any student who knowingly and be overt acts becomes a member, or remains a member of, or recruits prospective members for any organization or society, whether open or secret, which requires tolerant acts of violence or affronts to personal dignity in any form on any person as part of the initiation rites or of other organization or society activities, or which maintains a tradition which requires or tolerates such acts or affronts as part of initiation rites or of other organization or society activities, shall be dismissed from the Ateneo de Manila University or denied re-enrollment.
2. Every faculty or staff member of the University is expected, as part of his or her responsibility, to respect this regulation and assist in its faithful implementation.
3. Nothing in this regulation shall be interpreted as a restriction on the right of the students to form unions, associations or societies for purposes not contrary to laws and to the ideals and regulations of the University.
4. The school unit heads are hereby instructed to formulate whatever supplemental regulations

they may deem needed for purposes of faithful and effective implementation.
This regulation shall take effect today, February 28, 1991.

Code of Discipline

Furthermore, pursuant to Article 63, Code of Discipline of the College Students handbook, which is quoted below, activities of fraternities and sororities are strongly prohibited:

The activities of groups organizations such as fraternities/sororities which:

- a. make use of violence, or*
- b. maintain secrecy of existence and of activities, or*
- c. are by nature cliquish or expressed through disrespect for non-members are prohibited in campus from using school property for their activities such as recruitment, initiation, etc., and from using the University's name in any manner.*

The Anti-Hazing Law [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 menial, silly, foolish and 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 corps of the Citizen's Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedure and practice 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 the 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 purpose of this Act.

Section 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.

Section 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 maybe, 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.

Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof the officer 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 lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engage.
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 been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of *prision mayor* (10 years and one day to 12 years) in its maximum period 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 more than thirty (30) days.
6. The penalty of *prision 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 of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall required medical attendance for the same period.
7. The penalty of *prision 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 of 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 attendance for the same period.
8. The penalty of *prision correctional* in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing 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 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 intimidations;
 - d. when the hazing is committed outside of the school or institutions; 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.

Officers or members of an organization, group, fraternity, or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat 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 any 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 a 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.

Section 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.

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

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

Approved: June 7, 1995

The Anti-Sexual Harassment Act of 1995
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:

Section 1. Title. – This Act shall be known as the “**Anti-Sexual Harassment Act of 1995**”.”

Section 2. Declaration of Policy. – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment is hereby declared unlawful.

Section 3. Work, Education or Training-Related, Sexual Harassment Defined. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, request 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 of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any 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;
 - 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, or consideration; or
 - d. 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.

Section 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 conclusion with the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

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 subsection (1) 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 maybe, with 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 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, instructors, professors or coaches and students or trainees, as the case may be.

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

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution. –

The employer or head of office, educational or training institution shall be solitarily liable for damages 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 actions is taken.

Section 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.

Section 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 (P10,000.00) nor more than Twenty thousand pesos (P20,000.00), or both, such fine and imprisonment at the discretion of the court.

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

Section 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.

Section 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.

Approved:

(Sgd.) EDGARDO J. ANGARA
President of the Senate

(Sgd.) JOSE DE VENECIA, JR
Speaker of the House Representatives

This Act is a consolidation of House Bill No. 9425 and Senate Bill No.1632 was finally passed by the House of the Representatives and the Senate on February 8, 1995.

(Sgd.) EDGARDO E. TUMANGAN
Secretary of the Senate

(Sgd.) CAMILO L. SABIO
Secretary General, House of Representatives

Approved: February 14, 1995
(Sgd.) FIDEL V. RAMOS
President of the Philippines

Ateneo de Manila University
Human Resources Management Office Policies and Procedures Manual

Section title: Rules and Regulations
Sub Title: Anti Sexual Harassment Policy
Coverage: All Employees Concerned
Approval Date: May 11, 2006

1.0 OBJECTIVE

To create and maintain a community where all persons who participate in activities and programs of the University can work and learn together in an atmosphere free from all forms of harassment, exploitation and intimidation. To make each member of the University community aware that the University is strongly opposed to any form of sexual harassment and that such behavior is prohibited by law and University policy. To provide a process for reporting and responding to complaints of sexual harassment in order to prevent, to correct, and if necessary, to discipline any member of the University community who violates this policy.

2.0 SCOPE

All members of the University community at all Ateneo de Manila University campuses, activities, programs, project offices/sites, or venues of official functions, or while representing the University in an official capacity.

3.0 POLICY GUIDELINES

3.1 The Ateneo de Manila University is committed to maintaining a positive learning, working and living environment. The University will not tolerate any act of sexual harassment or retaliation against any complainant or witness by any member of the University community (e.g., faculty, student, administrator, employee or any other person who has dealings/transactions with the University).

3.2 The University's Anti-Sexual Harassment Policy provides a general definition of sexual harassment and retaliation and sets out a procedure to follow when a member of the University community believes that a violation of this policy has occurred.

3.2.1 Sexual Harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favor(s), and other physical or verbal conduct of a sexual nature when:

3.2.1.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, educational evaluation, living

conditions or a business transaction;

- 3.2.1.2 Submission to or rejection of such conduct by an individual is used as a basis for tangible employment, educational or business decisions affecting such individual; or
- 3.2.1.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.
- 3.2.2 It is also considered a violation of the University's Anti-Sexual Harassment Policy to retaliate against a person who reports an alleged incident of sexual harassment or who testifies, assists or participates in any proceeding, investigation or resolution of a sexual harassment report. Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or any adverse action related to employment, education or a business decision.
- 3.2.3 Sexual harassment may include incidents between members of the University community including administrators, faculty, office, technical or maintenance staff, students, trainees and non-students or non-employee participants in University activities and programs such as, but not limited to, vendors, contractors, consultants, partners, recipients, patients or visitors.
- 3.2.4 Sexual harassment may occur in hierarchical relationships, between peers, or between persons of the same or opposite sex.
- 3.2.5 Consensual romantic relationships between members of the University community are not subject to this policy. However, while romantic relationships between members of the community may begin as consensual, they may evolve into situations that lead to charges of sexual harassment that will then be subject to this policy.
- 3.2.6 It is also considered a violation of the Anti-Sexual Harassment Policy for anyone to make a false complaint/report of sexual harassment or to provide false information regarding a complaint/report of sexual harassment.
- 3.2.7 When an incident of sexual harassment has been referred to the University Administration for proper disposition, all concerned parties are enjoined to ensure the confidentiality of the issue and all matters related to the incident and guarantee the utmost respect for individual privacy.
- 3.2.8 It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination for cause.
- 3.2.9 Any administrative/disciplinary action is not a bar to the filing of a criminal/civil case for acts of sexual harassment.

- 3.3 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 liable under this policy.
- 3.4 The Human Resources Management Office together with Unit Heads shall be responsible in disseminating this policy to the University Community while immediate superiors will be responsible in ensuring that this policy is read and understood by all employees within their respective units and disclosed to third parties who have dealings/transactions with their offices.

4.0 PROCEDURE

- 4.1 An employee who believes that he/she has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to his/her immediate superior, Unit Head, the Human Resources Management Compliance Officer or the Director of the Human Resources Management Office. Any other party who is a victim of sexual harassment may report the incident to the Human Resources Management Compliance Officer, Director of the Human Resources Management Office or any University Official who shall, in turn, refer the matter to the Human Resources Management Office.
- 4.2 Any immediate superior who receives a complaint/report of sexual harassment or related retaliation or witnesses such an incident is required to promptly report it to the Human Resources Management Office. Professionals, who due to the nature of their work become privy to such information, are exempted from this provision based solely on the confidentiality of all matters discussed between the doctor/counselor and patient/client.
- 4.3 Action/investigation of the sexual harassment complaint/report shall commence within fifteen (15) days from receipt of complaint/report. The investigation shall be concluded and reports including recommendations submitted to the President within ninety (90) days from receipt of complaint/report.
- 4.4 The Director of the Human Resources Management Office shall be responsible for coordinating and consulting with the Unit Head of the complainant/affected party and/or respondent to determine the most appropriate means for addressing the complaint/report as follows:
- 4.4.1 Investigating the complaint/report in accordance with Procedure 4.6, 4.7 and 4.8 of this policy;
- 4.4.2 With the agreement of both parties, attempt to resolve the complaint/report through the form of an alternative dispute resolution process (e.g., mediation);

- 4.4.2.1 The Director of the Human Resources Management Office, in consultation with the Unit Head of the complainant may designate another individual from within or outside the University to conduct or assist in the investigation or to manage the alternative dispute resolution process.
 - 4.4.2.2 Anyone so designated must adhere to the provisions of the University's Anti-Sexual Harassment Policy and must confer with and inform the Director of the Human Resources Management Office about his/her progress. The designated party must submit a report within the timetables prescribed in this policy.
- 4.4.3 If it is determined by the Director of the Human Resources Management Office and Unit Head that the complaint/report does not constitute sexual harassment, a summary report indicating the findings shall be submitted to the President while the complainant/reporter shall be duly informed of the result of the preliminary investigation.
- 4.5 All complaints or reports shall be made as promptly as feasible after its occurrence. A delay in complaining/reporting a sexual harassment incident may be reasonable under some circumstances on a case-to-case basis. However, an unreasonable delay in complaining about or reporting any alleged sexual harassment incident shall be an appropriate consideration in evaluating the merits of the complaint/report.
- 4.6 When an investigation is conducted, both the complainant and respondent shall have the right to:
 - 4.6.1 Receive written notice of the complaint/report including a statement of these allegations; and
 - 4.6.2 Present relevant information to the body conducting the investigation.
- 4.7 The President, the respondent 's Unit Head and immediate superior shall be notified that an investigation is ongoing. The Director of the Human Resources Management Office shall advise the respondent's Unit Head if there is a need to relieve the respondent of any duties and responsibilities or authority during the investigation. If the Unit Head declines, he/she shall submit a letter of explanation to the President detailing his/her reasons with a copy provided to the Director of the Human Resources Management Office.
- 4.8 The investigation shall be conducted by a committee to be constituted by the Director of the Human Resources Management Office in consultation with the Unit Head. Whenever practicable, a peer from the same employment classification as the complainant shall be included in the committee.
 - 4.8.1 The Investigating Committee shall submit a recommendation to the President.

4.8.2 Disciplinary action shall be imposed if warranted and only after compliance with the requirements of due process.

4.8.3 All records and proceedings shall be considered as confidential.

4.8.4 The complainant and respondent shall be informed of the results of the investigation and the resolution of the complaint/report.

THE UNIVERSITY ADMINISTRATION IN THE EXERCISE OF ITS SOLE AND EXCLUSIVE PREROGATIVE, MAY ADD, AMEND, REVISE AND/OR DELETE THIS POLICY.

THIS SUPERSEDES ALL POLICIES, CIRCULARS AND MEMORANDA INCONSISTENT WITH THOSE CONTAINED IN THIS DOCUMENT.

IN THE EVENT ANY PORTION OF THIS POLICY IS REPEALED BY PROVISION OF LAW, IT SHALL NOT AFFECT THE REMAINING PROVISIONS NOT INCONSISTENT WITH THE LAW.

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Flowchart on Procedures for Cases of Plagiarism and Academic Integrity

