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# **Student Handbook**

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**A College Student's Guide to the  
University of Batangas**

# STUDENT HANDBOOK

This is to acknowledge receipt of the  
University of Batangas Student Handbook for  
Academic Year 2021-2024 on \_\_\_\_\_ (Date)

As a bona fide student of UBBC/UBLIC, I, therefore, understand my  
responsibility in reading and understanding all the information contained  
in the UB Student Handbook and that it is my duty to abide by the  
University's rules and regulations.

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(Signature over Printed Complete Name)

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College/Degree Program/ID No

Conforme:

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(Signature over Printed Complete Name)  
Parents/Guardian

*Note: Please submit this Acknowledgement Form at the Guidance  
Counseling and Health Office. Thank you and have a great learning  
experience with UB!*

The Student Handbook Committee gratefully acknowledges the invaluable assistance of the Deans, Directors, Principals, Chiefs of Offices, Faculty Members and Employees during the revision of this handbook.

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## COLLEGE DISCIPLINE BOARD MANUAL

# Foreword

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Welcome to University of Batangas!

The College Student Handbook will guide the students of this institution as they experience college life. Upon acceptance to the collegiate program applied for, and for as long as they are duly enrolled in UB, students are expected to acknowledge and follow the rules and regulations of the school.

As young individuals, you are encouraged to explore and develop your own strengths and capabilities using opportunities that are available in your new environment to help you effectively pursue academic excellence, skills competitiveness and behavior development.

While ALL students assume responsibility for their behavior, including personal relations with fellow students and all other members of the academe, the institution reserves the right to limit, exclude or suspend participation in co-curricular activities that interfere with their studies or pose other problems. Since curricular programs are development-oriented and pro-active, the school policies contained herein are reviewed regularly to be relevant and applicable.



## **Message**

Dear Ubians,

It gives me such great pleasure to welcome you as new members of the UB family.

The past years have challenged all of us in the different aspects of our lives, but the University has remained unwavering and steadfast in providing you with high quality education and services. It continues to upgrade capabilities and expand horizons as we take pride in the use of innovative educational pedagogy that is adaptive to different cycles of learning modes. The entire administration, along with your highly esteemed faculty, respected industry practitioners and accommodating personnel, will make sure that you shall be experiencing a campus life filled with opportunities – opportunities that you will enjoy and will challenge you to step outside your comfort zones.

As you journey with us, do not be afraid to confront difficult challenges and embrace new opportunities as this will enable you to go far and beyond your dreams and be a great steward of your God-given talents and abilities. And, in the coming years, you will definitely be added to the roster of admired and successful alumni with deepened spirituality, broadened intellect and strengthened purpose.

Congratulations on your wise, life-changing decision to enter into partnership with the University of Batangas!

  
**ATTY. JESUS V. MAYO**  
Chairman, Board of Regents

## **SECTION I. INTRODUCTION**

### **University Profile**

The University of Batangas (formerly Western Philippine Colleges), was established from the shared vision of its six noble founders: Mr. Juan Y. Javier, Atty. Jesus Arguelles, Rev. Father Vicente R. Catapang, Atty. Francisco G. Perez, Mayor Roman L. Perez and Atty. Pablo C. Umali. Their mission was to bring affordable tertiary education to the people of Batangas City and its surrounding towns and municipalities. They firmly believed that higher education can inspire the Batangueno youth to be intellectually prepared and more competitive in skills and technical capabilities to be able to attain a better future for themselves and their families.

From an initial enrollment of 48 college freshmen in 1946, the institution's student population has steadily grown since then. Blessed with loyalty and trust from the community, the institution became the first university in the Province of Batangas that offered a wide range of academic and professional programs to a diverse student body of more than 10,000. It was also the first institution certified by the Commission on Higher Education to offer the Expanded Tertiary Education Equivalency and Accredited Program (ETEEAP).

The institution's commitment to academic excellence, research and community service was inspired by the values and vision of its founding fathers, successfully guiding it to be counted among the more reputable educational institutions in the country. Guided by their principles, the University has earned and maintained its Autonomous Status; Deregulated Status (for the College of Business and Accountancy since 2009); awarded by the Commission on Higher Education as a Center of Excellence for Teacher Education; sustains continual development through its ISO 9001:2015 Certification; and very recently was given formal recognition by the Philippine Association of Colleges and Universities - Commission On Accreditation (PACUCOA), for having the 3rd highest number of accredited programs in the country and the highest number of accredited programs for Region IV.

The students of University of Batangas comprise a select academic community whose individual personalities are molded by more than 400 full-time faculty members and part-time faculty who are active industry practitioners. Batangas City, being a port city and industrial melting pot, provides unlimited prospects for industrial immersion, professional

experience and growth after graduation. Being home to a widely diversified student population, the mixture of religious, cultural, and socio-economic backgrounds from CALABARZON (Region 4-A) and MIMAROPA (Region 4-B) also provide a blending of co-curricular activities. To acknowledge the trust and loyalty bestowed on the school now celebrating its 76th founding anniversary, the institution continues to support disadvantaged students by providing Free High School Education (evening sessions) and sponsoring financially-challenged but deserving Student Assistants in the collegiate level as part of its corporate social responsibility and outreach program.

This tradition of academic excellence is complemented by a strong commitment to community responsibility and service. The university's faculty, office personnel and volunteer students cooperate with local and provincial agencies in various community outreach activities that include Community Health Services, the Legal Aid Clinic, Environment Awareness and Protection campaigns, and even offering temporary shelter and assistance to employees and faculty members whose very home and livelihood were adversely affected by the recent series of Taal Volcano phreatic eruptions. The university's "Alalay Kita" Outreach Program has already aided some indigent communities within Batangas City by involving faculty members and office staff assisted by various student organizations who share their time and expertise by giving free informative lectures, basic financial and budgeting techniques, and actual skills training to help these people appreciate the benefits of sustainable growth for their own welfare instead of depending on random donation from good Samaritans.

Many students of University of Batangas consider their membership in Tanghalan Dal'wa Singko, Teatro Anino, the UB Dance Company, UB Chorale and varsity groups as the best avenue to create a healthy balance between serious study and showing off their might, be it in the milieu of culture and the arts, and even in sports events. The institution is also home to the Batangas Heritage Center which aims to promote the rich cultural history of the province, depicted through a wide collection of folk songs, dances, colorful costumes and other historical artifacts native to Batangas and its people.

Through educational excellence, responsive community leadership, service and opportunities for lifelong learning, the University of Batangas continues to link with its graduates in many other ways aside from the degree and diploma received. When an alumna finds gainful employment anywhere in the global village, they proudly embody the proper moral and social attitude, professionalism and competitive skills that their Alma Mater has empowered them. It is hoped that such values

will inspire these individuals throughout their personal lives and professional careers.

### The Campuses

The University maintains 6 campuses, namely:

1. Hilltop Campus - houses collegiate courses and Junior High School
2. Millennium Campus – home to the Senior High School, Graduate Studies, College of Law and ETEEAP
3. Lipa Campus - offers collegiate programs, Graduate Studies, College of Law, Junior and Senior High School
4. Downtown Campus - for the Pre-Elementary and Elementary Levels
5. Pallocan East Campus
6. Pallocan West Property

Expansion in nearby communities and future locations is never far-fetched and will always be a possibility when all of the current campuses are already utilized to its full potential.

### UBian and Brahman: A Distinction

A **UBian** is defined by his devotion to live by the school's core values: Faith in God (Spirit), Love of wisdom (Intellect), and Service to fellowmen (Purpose). They conscientiously participate and involve themselves in socio-civic and political activities that will benefit the Filipino community now and for the generations to come. They are empowered with sufficient knowledge and skills taught at school, so they can confidently address the challenges that the future may bring. In essence, when a **UBian** graduates and explores the professional world, He possesses the unique traits instilled in him through the values on which the University of Batangas was founded.

A **Brahman**, on the other hand, refers to students, employees and faculty members of the institution who participate and represent the entire institution in various academic, sports and cultural competitions or any similar engagements here and abroad. A true **Brahman** personifies bravado, wit, determination and fortitude in any battle... precisely the general distinguishing traits of Batanguenos.

### Who is the UB Brahman?

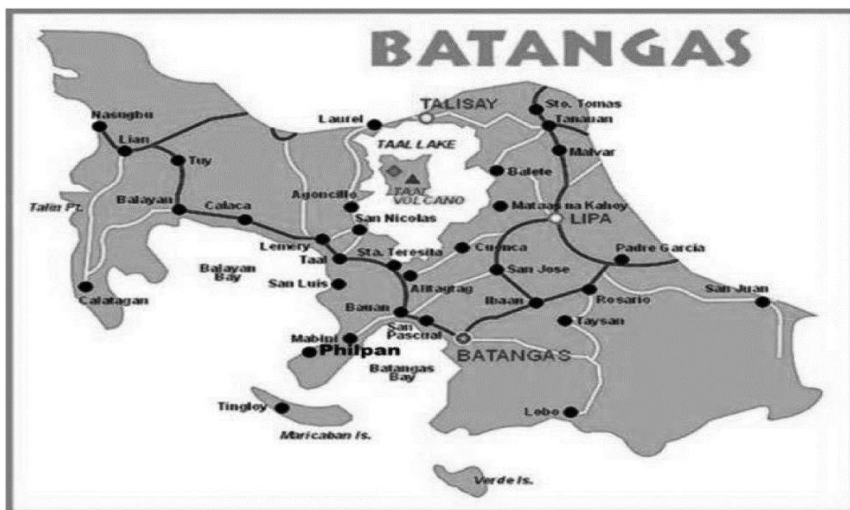
If you consult the dictionary to look up the definition of the word "Brahman", it may mean any of the following:

1. A member of a scholarly, social and cultural elite;

2. A member of the highest of the four Hindu social classes or Varnas;
3. Any of several breeds of Indian cattle; especially the large American heat-resistant, grayish, humped breed Indian cattle used chiefly for crossbreeding.

## What has this got to do with UB?

Take a look at the map of the Province of Batangas. It is a widely accepted romantic notion that the map looks like a galloping bull with its horned head at right, where the town of **San Juan** is located, angled at attack-mode. Its curved, tensed hump is where **Talisay**, **Sto. Tomas** and **Tanauan** are. Its physical center, said to be the fire of its spirit, is where Taal Volcano is strategically situated. The front legs, balancing the bull as it lunges forward, is where the town of **Mabini** can be found; while the rear legs, seemingly suspended in mid-run, are represented by the towns of **Lian** and **Calatagan**. **Nasugbu** represents the flailing tail of the bull.



Thus, it must be divinely ordained that Batangas would also be known for its robust livestock industry. Cattle from Batangas are widely sought throughout the country. In fact, the term “bakang Batangas” is actually synonymous to the best species of cattle in the Philippines. Indeed, the cattle industry in Batangas is so famous, that every Saturday there is a cattle auction in the Municipalities of **San Juan** and **Bauan**, and every Thursday and Friday in the renowned municipality of **Padre Garcia**. Not surprisingly “bulalo” and “goto” are famed culinary beef delicacies of Batangas.

Hence, the “UB Brahman”, as coined by former Batangas Governor and Chairman Emeritus, Atty. Vicente A. Mayo, represents a person of a distinguished order from a proud land of heroes, (according to historian Maria Kalaw Katigbak, a Batanguena and a distinguished former Philippine senator) who faces challenges with strength, courage, and forges on undeterred and unfettered by any force of circumstance in his pursuit of spirit, purpose, and intellect.

### **Philosophy**

The University of Batangas, a stock non-sectarian, private educational institution, believes in the pursuit of knowledge, values and skills necessary for the preservation and improvement of the Philippine society. It has faith in the dignity of the human person, in the democratic process, in the reward for individual excellence, and in the freedom of a person to worship God according to his conscience. Thus, the institution believes that the development of the individual as a person and worker is an effective means in building a better family, community and nation, and a better world.

### **Vision**

We envision the University of Batangas to be a center of educational excellence committed to serve the broader community.

### **Mission**

The University of Batangas provides quality education by promoting personal and professional growth, thus enabling the person to participate in a global, technology and research-driven environment.

### **Institutional Objectives**

The University of Batangas aims to:

1. Pursue educational excellence in traditional and other modes of instructional delivery
2. Promote well-being through an integrated process that will enhance human character and dignity
3. Engage in community services through varied educational, health, economic and environmental projects
4. Ensure institutional improvement through dynamic programs for human, physical, financial and technology resources

5. Adopt global perspective to achieve international competitiveness
6. Commit to productivity and innovation in research, scholarly and creative activities relevant to national development
7. Maintain student leadership in academic and co-curricular activities in South Luzon

## **UB Attributes (BEST):**

The University of Batangas seeks to bring out the BEST version of each student.

Builder and Innovator of Knowledge

Efficient professional and effective communicator

Social, moral and global-minded citizen

Transformed lifelong learner

## **CORE VALUES**

Every UBian is expected to possess the UB Core Values.

FAITH IN GOD (*SPIRIT*)

LOVE OF WISDOM (*INTELLECT*)

SERVICE TO FELLOWMEN (*PURPOSE*)

## **SECTION II. PROGRAMS OFFERED**

### **UBBC Colleges and Program Offerings**

#### **COLLEGE OF LAW**

The College of Law is one of the premier law schools in Region IV. Established in 1949, the College aims to produce lawyers imbued with social, ethical and moral responsibilities of the legal profession. Since its re-opening in 1993, the College has made significant inroads in surpassing the national passing rate in the bar examinations. True to its commitment to provide unparalleled legal education, the College has produced graduates who have excelled in the bar examinations and have distinguished themselves in different areas of the legal profession.

Training in the College is thorough and tough, the kind of training that develops and hones every law student's mental faculties. This helps the students navigate the academic rigors of the different courses until they graduate. From their first day in school, students' are taught to think, speak and act like lawyers. The creative learning environment in the College of Law rigorously prepares the students for the bar examinations and competitive future practice of law. Training

goes beyond the classroom where co-curricular activities complement the learning process and form a vital part of the students' academic and social life. To every UB College of Law student, the experience is unparalleled.

### **Program Offering**

To date the College of Law has one (1) program offering

Juris Doctor	
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*For inquiries, you may reach UB College of Law at 723-1446 loc. 107 or you may send email at [lawschool@ub.edu.ph](mailto:lawschool@ub.edu.ph)*

## **GRADUATE SCHOOL**

From its opening in academic year 1969-1970 to date, the Graduate School (GS) has remained true to its commitment. It has consistently grown through the years keeping up the tradition of truth and relevance. It has become a significant member of the graduate education system and it continues to upgrade its resources to reflect contemporary professional environment.

The GS is committed to a learner-centered approach in its program offerings to serve enrollees preparing for technical, administrative and managerial positions. Each program has a set of objectives that a student is expected to achieve. The knowledge and skills taught in the program might be introduced in some courses, while in other courses, students are asked to apply knowledge by practicing skills and demonstrating their abilities. Within the program, the values and dispositional attributes important for individuals practicing the profession are emphasized.

### **Program Offerings**

To date, UB GS has 16 programs wherein seven are accredited by PACUCOA.

PROGRAM	ACCREDITATION STATUS
Master of Arts in Education	Level III 1 <sup>st</sup> RA
Master in Business Management	Level III 1 <sup>st</sup> RA

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Master in Public Administration	Level III 1 <sup>st</sup> RA
Master of Science in Mathematics	Level II 1 <sup>st</sup> RA
Master in Early Childhood Education	
Master in Physical Education and Sports Science	
Master in Engineering Management with Specialization in Construction Management	
Master in Public Safety Administration and Law Enforcement	
Master in Psychology	
Master in Clinical Psychology	
Master in Guidance and Counseling	
Master in Information Systems	
Ph.D in Education	Level II 1 <sup>st</sup> RA
Ph.D in Business Management	Level II 1 <sup>st</sup> RA
Ph.D in Public Administration	Level II 1 <sup>st</sup> RA
PhD in Psychology	

*For inquiries, you may reach UB –Graduate School at 723-1446 loc. 110 or you may send email at [graduate\\_studies@ub.edu.ph](mailto:graduate_studies@ub.edu.ph)*

## COLLEGE OF ALLIED MEDICAL SCIENCES

The College of Allied Medical Sciences was created to offer various paramedical courses designed to prepare each graduate to function as an auxiliary medical personnel and professional health care provider.

In order to cater to these health-related professions, the college provides a competent academic setting reinforced by laboratory and clinical practice in order to equip students with professional skills required for the practice in their field of endeavor.

The College offers the following courses: Physical Therapy (PT), Occupational Therapy (OT), Respiratory Therapy (RT). All courses are programmed to prepare students in their respective chosen field by emphasizing the utilization of an effective method of evaluating the dysfunction and the selection and application of appropriate therapeutic methods in order to provide optimum health care at the same time producing ethical and socially responsible health care providers.

For further details, you may call (043) 723-1446, 723-0693 loc 403 or e-mail [cams@ub.edu.ph](mailto:cams@ub.edu.ph)

**COLLEGE OF ARTS AND SCIENCES**

The College of Arts and Sciences is the general education provider of the entire University. It provides general courses designed to develop students' capacities for critical thinking, problem solving, communication, computation and analytical reasoning across academic disciplines. It is devoted to develop students' skills and competencies in areas of Communication, Political Science, Psychology, Legal Management, Multimedia Arts, and Human Services to make them responsive to social changes, current issues and technological and developmental trends.

Currently there are ten (10) departments under this College tasked to oversee the implementation of its plans and offerings. These include the Languages, Mathematics, Science, Social Science, Physical Education, NSTP, Multimedia Communications, Legal Management, Political Science, and Psychology departments. Likewise, there are five (5) student organizations recognized by the College namely the Young Communicators' Guild (YCG), Political Science Circle (PSC), Organization of Psychology Students (OPS), the Association of Legal Management Majors (ALMM) and the Future Multimedia Artists Society (FMAS), which help the College in implementing its Instruction, Research, Extension and Marketing programs as well as its other co-curricular and extra-curricular plans.

**Program Offerings**

To date, the College of Arts and Sciences has 7 programs being offered.

PROGRAM	ACCREDITATION STATUS
Bachelor of Arts in Communication	Level II 1 <sup>st</sup> RA
Bachelor of Science in Legal Management	Level I
Bachelor of Multimedia Arts	
Bachelor of Arts in Political Science	Level IV 1 <sup>st</sup> RA
Bachelor of Arts in Psychology	Level IV 1 <sup>st</sup> RA
Bachelor of Science in Psychology	Level I
Bachelor in Human Services	

For inquiries, you may reach UB College of Arts and Sciences at 723-1446 loc. 602 or you may send email at [cas@ub.edu.ph](mailto:cas@ub.edu.ph)

## COLLEGE OF BUSINESS AND ACCOUNTANCY

The University of Batangas (formerly known as Western Philippine College) was founded in April 28, 1946. It is situated at the heart of Batangas City. The Western Philippine Colleges saw its first day classes on April 28, 1947 in a small rented house on Rizal Avenue with a roster of 48 students. The first courses offered were Education, Liberal Arts and Commerce.

The Bachelor of Science in Business Administration program of the University of Batangas College of Business and Accountancy awarded by the Commission on Higher Education (CHED) as Center of Development in Business Education and recognized as the Delivering Higher Educational Institution (DHEI) for Business Analytics. The college continues to commit itself in providing quality degree programs designed to train students to become globally competitive business leaders and professionals and producing quality graduates who have grown to hold successful positions in all aspects of society not only in Batangas but in the country and the rest of the world. . It signified that the institution has the essential and desirable features of quality professional education.

### Program Offerings

To date, UB CBA has 11 programs wherein three (3) are accredited by PACUCOA.

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Accountancy	Level III 1 <sup>st</sup> RA
Bachelor of Science in Management Accounting	
Bachelor of Science in Internal Auditing	
Bachelor of Science in Real Estate Management	
Bachelor of Science in Entrepreneurship	
Bachelor of Science in Business Administration major in	Level 4 1 <sup>st</sup> RA
Business Management	
Marketing Management	
Financial Management	
Human Resource Development Management	

Specialized Track in Business Analytics	
Bachelor of Science in Office Administration	Level 1 1 <sup>st</sup> RA

*For inquiries, you may reach UB\_College of Business and Accountancy at 723-1446 loc.508 or you may send email at [cba@ub.edu.ph](mailto:cba@ub.edu.ph)*

## **COLLEGE OF CRIMINAL JUSTICE EDUCATION**

The mission of the College of Criminal Justice Education is to produce graduates who are professionally capable, physically fit and morally upright to deliver the essential services in the criminology, law enforcement administration, correctional administration, industrial security management and forensic sciences profession.

It aims to 1) inculcate in their students the value of service to God and Humanity; 2) foster the values of leadership, discipline, honesty, integrity, accountability, and responsibility while serving their fellowmen, community and country; 3) prepare the students for careers in criminology, law enforcement administration, correctional administration, industrial security management and forensic sciences profession; 4) develop students' understanding in the constitutional, special and other public laws in order to grow and form as valuable citizens; and 5) encourage research and inquiry on the rapid changing and interdisciplinary fields of criminal justice. At present, the College offers \*BS Criminology (BS CRIM) and BS Industrial Security Administration (BS ISA).

For more information you may call the department at 723-1446 loc. 110 or email [ccje@ub.edu.ph](mailto:ccje@ub.edu.ph)

## **COLLEGE OF EDUCATION**

The College of Education was one of the first colleges to open when the then Western Philippine Colleges, now University of Batangas opened in 1946. Through the years, it has remained committed to its mission - producing globally competitive professional teachers who are inspired by the teachings of the Divine Teacher. It has produced successful alumni who are working in the Philippines and in other countries. It has also produced successful LET passers and board toppers.

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The Center of Excellence in Teacher Education award was given by the Commission on Higher Education to the College of Education. The programs have undergone accreditation and have reached the fourth level of accreditation under PACUCOA. Being a Center of Excellence and having an accredited status, the college became a service provider of regional and national training under the Department of Education and the Commission on Higher Education.

## Program Offerings

To date, the College of Education has 8 programs being offered.

PROGRAM	ACCREDITATION STATUS
Bachelor of Elementary Education	Level IV 1 <sup>st</sup> RA
Bachelor of Secondary Education Major in: Filipino, English, Science, Social Studies, and Mathematics	Level IV 1 <sup>st</sup> RA
Bachelor of Early Childhood Education	
Bachelor of Special Needs Education	
Bachelor of Physical Education	
Bachelor of Culture and Arts Education	
Certificate in Teaching Program	
Post Baccalaureate Diploma in Alternative Learning System	

*For inquiries, you may reach UB College of Education at 723-1446 loc. 603 or you may send email at [educ@ub.edu.ph](mailto:educ@ub.edu.ph)*

## COLLEGE OF ENGINEERING

The College of Engineering was founded in 1978 with the commitment to produce well-disciplined and highly competent engineers. It serves as an agent in realizing and answering the social and technological needs of man. It prepares its students who will provide leadership in their field of endeavor by making use of wise decisions, innovative ideas and proper communication. It trains its students to show respect to people and his profession and to manifest proper understanding of human life problems.

Dubbed as the “Home of the Champions”, the College has been filled with numerous achievements since its founding. It has consistently been a top performer in the region in terms of the number of passers for the various engineering board examinations and has also won championships in several local and national competitions. Led by a

dynamic faculty and administration, the College is equipped with the facilities and proper curriculum that have, through the years, produced some of the most successful engineers in the country that have made their mark both here and abroad.

### **Program Offerings**

The college has 6 program offerings with different accreditation levels awarded by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA).

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Civil Engineering	Level III
Bachelor of Science in Computer Engineering	Level I
Bachelor of Science in Electrical Engineering	Level II
Bachelor of Science in Electronics Engineering	Level I
Bachelor of Science in Industrial Engineering	Level II
Bachelor of Science in Mechanical Engineering	Level I

*For inquiries you may reach UB-CENG at (043) 723-1446, local 401 or 406.*

### **COLLEGE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**

The College of Information and Communications Technology (CICT) serves as a gateway for students eyeing dynamic careers in the world of Information Technology. The college offers five programs equipped with relevant curricula, designed in cooperation with industry partners, alumni and IT professional organizations. CICT programs adhere to the Commission on Higher Education (CHED) mandates and are constantly subjected to the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) standards, exemplifying the college's commitment to continuous quality improvement.

The college is home to qualified faculty members, equipped with industry certifications and well-trained in their area of specialization. True to its vision to produce industry-ready graduates, programs are

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laced with local and international industry and product certification opportunities for all its students. The college commits itself to molding its students into knowledgeable, skilled, ethically sound individuals, geared and ready to join the local and international workforce.

## Program Offerings

To date, CICT has five programs accredited by PACUCOA.

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Computer Science (BSCS)	Level III 1 <sup>st</sup> RA
Bachelor of Science in Information Technology (BSIT)	Level II 1 <sup>st</sup> RA
Bachelor of Science in Information Systems (BSIS)	Level III 1 <sup>st</sup> RA
Bachelor of Library and Information Science (BLIS)	
Associate in Computer Technology (ACT) *	

*\* Two-year program ladderized to BSCS, BSIT or BSIS*

*For details, you may call the department at (043) 723-1446, 723-0693 local 112 or e-mail [cict@ub.edu.ph](mailto:cict@ub.edu.ph)*

## COLLEGE OF NURSING AND MIDWIFERY

The College of Nursing and Midwifery of the University of Batangas was established in June 1994, and is dedicated to be cognizant to the continuing improvement necessary to meet the changes that consistently challenge the health care professions. Steadfast to the vision, mission and objectives, the College of Nursing and Midwifery is resolute on providing quality education responsive to the needs of the students and expectations of the industry.

The College of Nursing and Midwifery assists students in the realization of the expected persona of a well-rounded future health care professional. The students will acquire a comprehensive and quality education with emphasis on achieving program outcomes. CNMD is committed to excellence by developing health care providers with the necessary competencies to assume first level entry positions in any health care setting.

**Program Offerings.**

To date UB-CNMN has 4 programs being offered.

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Nursing	Level II 2 <sup>nd</sup> RA
Diploma in Midwifery	
Health Care Services NC II	TESDA-registered for Flexible Learning
Caregiving Newborn to Preschooler NC II	TESDA-registered for Flexible Learning

*For inquiries, you may reach UB –CNMD at 723-1446 loc. 607 or you may send email at [nursing\\_midwifery@ub.edu.ph](mailto:nursing_midwifery@ub.edu.ph).*

**COLLEGE OF TOURISM AND HOSPITALITY MANAGEMENT**

The academic machinery and instruments propel towards gaining unparalleled achievements in the realms of both tourism and hospitality industry. The unwavering commitment is exemplified in the varied programs it carries all leading to the enhancement of knowledge, skills, attitude and values of the students through affordable, high-quality and relevant academic growth experiences, continuous improvement and utilization of the best teaching practices. Worth citing is its infusion of technology in its curriculum by partnering with Amadeus, the first to offer ladderized BS Hotel and Restaurant Management course duly recognized by CHED and TESDA in Region IV. It is likewise noteworthy that most of its instructors are NCII and NCIII passers and holders of masteral and doctorate degrees.

The College of Tourism and Hospitality Management offers three (3) courses namely: \*Bachelor of Science in International Hospitality Management (formerly BS HRM, Level II accredited, Dual Diploma Program), Bachelor of Science in Tourism Management (Dual Diploma Program) and Bachelor of Science in Travel Management. It also offers Associate in International Hospitality Management, Associate in Tourism Management and short-term courses particularly in Commercial Cooking NCIII (Culinary Arts). CTHM takes pride to announce that it is embarking on internationalization by offering dual diploma courses after concluding our agreement. This initiative is in line with its intended partnership with an Australian university where students will receive two diplomas upon graduation, one from UB and another one from an Australian partner, pursuant to its commitment of making UB-CTHM graduates more employable perceived from a

growing job market globally.

For more information the following number (043) 723-1446 loc. 505 may be called or e-mail at [cthm@ub.edu.ph](mailto:cthm@ub.edu.ph)

## TECHNICAL EDUCATION DEPARTMENT

The Technical Education Department has provided a wide range of career and training programs for transferable technical skills needed to keep up with the rapid pace of innovation, technological change, and advanced workforce skills requirements. For continuous development, education, and employment, the UB Technical Education department has become a feasible option for learners. It is committed to building local and international connections and partnerships to maintain competitiveness and global quality through its diverse competency-based programs to meet the growing needs of the industry.

The UB Tech Ed department competency-based curricula are implemented through Blended Learning - a combination of face-to-face and online learning. They generally include learning outcomes, contents, conditions, methodologies, and assessment methods. The specified outcomes are consistent with the requirements of the workplace as defined in the TESDA Training Regulations (TRs) as well as based on industry or community consultations. The Tech Ed department also seeks to help students achieve their highest potential in intellectual, social, ethical, and physical aspects of human development. It also provides broadly balanced technical programs that provide a learning environment where faculty, staff and students can discover, review, preserve and share knowledge, wisdom and values.

### Program Offerings.

To date, UB Tech Ed Department has five (5) Bundled programs, all of which are TESDA accredited.

PROGRAM	ACCREDITATION STATUS
Electrical and Instrumentation Technology	TESDA-registered for Full F2F and for Flexible Learning Delivery
<ul style="list-style-type: none"><li>• Electrical Installation and Maintenance NC II</li></ul>	
<ul style="list-style-type: none"><li>• Instrumentation Control Servicing NC II</li></ul>	

<ul style="list-style-type: none"> <li>• Electrical Installation and Maintenance NC II</li> </ul>	
Instrumentation and Control Technology	
<ul style="list-style-type: none"> <li>• Mechatronics Servicing NC II</li> </ul>	
<ul style="list-style-type: none"> <li>• Instrumentation Control Servicing NC II</li> </ul>	
Industrial Automation Technology	
<ul style="list-style-type: none"> <li>• Electrical Installation and Maintenance NC II</li> </ul>	
<ul style="list-style-type: none"> <li>• Mechatronics Servicing NC II</li> </ul>	
Automotive Technology	
<ul style="list-style-type: none"> <li>• Automotive Servicing NC I</li> </ul>	
<ul style="list-style-type: none"> <li>• Automotive Servicing (Electrical Repair) NC II</li> </ul>	
Drafting Computer Aided Design Technology	
<ul style="list-style-type: none"> <li>• Mechanical Drafting NC I</li> </ul>	
<ul style="list-style-type: none"> <li>• Technical Drafting NC II</li> </ul>	

*For inquiries, you may reach Technical Education Department at (043) 723-1446 loc. 601 or you may send email at [teched@ub.edu.ph](mailto:teched@ub.edu.ph)*

**EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP)**

The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is a comprehensive program of identifying, assessing, validating, and assigning equivalent undergraduate level of prior learning from formal, non-formal and informal training and relevant work experiences and completion of competency enrichment and other program requirement/s toward the final granting of appropriate academic degrees. In 1999, the Commission on Higher Education (CHED) awarded the first endorsement and deputization of University of Batangas for the implementation of ETEEAP in BSE & BSED, AB Political Science, BS Computer Science, Engineering and Commerce. Additional programs under ETEEAP are continuously applied in collaboration with the College department to greatly provide quality education to deserving Filipino citizen/workers.

UB ETEEAP shall provide the personal and professional growth of the competent, deserving and qualified Filipino workers to have access to formal higher education system and acquire their academic degree and participate in a global, technology and research-driven

environment. It aims to provide enrichment and supplementary program/subjects to individuals for enhancement and development of competencies; Promote equal access to quality education for Filipino workers regardless of gender and place of work (local or abroad).

## Program Offerings.

To date, UB - ETEEAP has 13 programs

Bachelor of Arts in Political Science (AB PolSci)
Bachelor of Arts in Psychology (AB Psych)
Bachelor of Elementary Education (BEED)
Bachelor of Secondary Education (BSED)
Bachelor of Library and Information Science (BLIS)
Bachelor of Science in Computer Science (BSCS)
Bachelor of Science in Information Systems (BSIS)
Bachelor of Science in Information Technology (BSIT)
Bachelor of Science in Business Administration (BSBA)
Bachelor of Science in International Hospitality Management (BSIHM)
Bachelor of Science in Computer Engineering (BSCpE)
Bachelor of Science in Industrial Engineering (BSIE)
Bachelor of Science in Electrical Engineering (BSEE)

*For inquiries, you may reach UB – ETEEAP at 723-1446 loc. 105 or you may send email at [eteep@ub.edu.ph](mailto:eteep@ub.edu.ph)*

## COMPETENCY ASSESSMENT CENTER (CAC)

The UB – Competency Assessment Center (CAC) is duly accredited and authorized by the Technical Education and Skills Development Authority (TESDA) to provide quality-assured assessment services focused on ensuring quality outcomes. Competency Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The TESDA accredited Competency Assessor (CA) conducts the assessment of candidates for National Certification. UB – CAC caters and facilitates the request of academic department and non-UB clientele/candidates.

## Program Offerings:

To date, UB - CAC has 16 programs/qualifications.

Automotive Servicing (ATS) NC I
Automotive Servicing (ATS) NC II
Bartending (BAR) NCII
Bookkeeping (BKP) NC III
Bread and Pastry Production (BPP) NC II
Caregiving (CGV) NC II
Commercial Cooking (ComCok) NC III
Cookery NC II
Electrical Installation and Maintenance (EIM) NC II
Front Office Services (FOS) NC II
Food and Beverage Services (FBS) NC II
Health Care Services (HCS) NC II
Housekeeping (HSK) NC II
Mechanical Drafting (DFT) NC I
Mechatronics Servicing (MECH) NC II
Technical Drafting (TECH) NC II

*For inquiries, you may reach UB – CAC at 723-1446 loc. 105 or you may send email at [cac@ub.edu.ph](mailto:cac@ub.edu.ph)*

## **DISTANCE EDUCATION**

The University of Batangas Distance Education is established to offer every and any learner equal access to quality learning and skills acquisition in a flexible distance education. Upholding the brand of University of Batangas, it aims to provide Filipinos everywhere access to quality higher education through innovative methods of teaching and learning that are designed to be responsive to their needs with a University experience.

At the forefront of academic excellence, the institution aims to holistically develop the students and prepare them to be globally competent in an educational set up with goals achievable anytime, anywhere and anyhow.

Inquiries regarding admission requirements may be made at telephone number (043) 723-1446 loc. 155 and ask for Ms. Glorie Ann B. Montalbo – DE Secretary or e-mail [ubde@ub.edu.ph](mailto:ubde@ub.edu.ph).

## **UBBC Basic Education Departments**

**THE UNIVERSITY OF BATANGAS SENIOR HIGH SCHOOL  
DEPARTMENT**

# STUDENT HANDBOOK

From the Academic Year 2016-2017, the UBBC Senior High School has aligned all its actions to the DEPED Mission to protect and promote the right of every Filipino to quality, equitable, culture based and complete education in an environment that is student friendly, gender sensitive, and motivating. In UBBC Senior High School, students are required to undergo a curriculum with Core, Specialized, Applied, and Institutionalized subjects all under a track/strand of their choice.

The Senior High School Department of the University of Batangas as part of the K to 12 program is ultimately committed to produce graduates that are holistically developed, equipped with the 21<sup>st</sup> century skills focused in the areas of learning and innovation, life and career, communication and information media and technology. Furthermore, UBBC SHS finishers of UB are trained to be self- assured individuals based on the track/strand they belong to, highly equipped to face academic and life challenges, abiding global citizens for God and country, have adaptive skills for national and international affairs, and efficient and effective communicators. In the end, the department prepares its students for the future, be it for eligibility for higher education, mid-level employment, or entrepreneurship.

## Program Offerings:

To date, UBBC offers:

<p>ACADEMIC TRACK</p> <ol style="list-style-type: none"><li>1. STEM – Engineering Strand</li><li>2. STEM – Allied Health Sciences</li><li>3. Humanities and Social Sciences Strand</li><li>4. Accountancy and Business Management</li><li>5. General Academic Strand</li></ol>	<p>DEPED APPROVED</p>
<p>TECHNICAL AND VOCATIONAL TRACK</p> <ol style="list-style-type: none"><li>1. Home Economics (Bread and Pastry Production, Cookery, Food and Beverage Services, Front</li></ol>	<p>DEPED APPROVED</p>

<p>Office Services, Housekeeping, Local Guiding Services, Tourism Promotion Services, and Travel and Wellness Massage)</p> <p>2. Information and Communications Technology (Technical Drafting, Computer Hardware Servicing, Animation, and Computer Programming)</p> <p>3. Industrial Arts (Mechatronics Servicing, Electrical Installation, and Maintenance and Automotive Servicing)</p>	
<p><b>ARTS AND DESIGN TRACK</b></p> <p>1. Performing Arts</p> <p>2. Arts Production</p>	<p><b>DEPED APPROVED</b></p>

*For inquiries, you may reach UBBC SHS – at 723-1446 loc. 731 or you may send email at seniorhigh.ubbc@ub.edu.ph*

**THE UNIVERSITY OF BATANGAS JUNIOR HIGH SCHOOL**

The UBBC - JHS department has a highly remarkable history. From its initial graduates of fourteen (14) high school students, it has now produced hundreds and thousands of young Batanguenos who are currently making names in their chosen fields of endeavors. Despite the many challenges the department has faced throughout the years, it remained steadfast in its mission of providing quality education to the youth of Batangas and those in the nearby towns and provinces. True to its mission of the UBBC - JHS department has created an undeniably best learning environment which offers opportunities for students to strengthen their faith in God, fortify their love for wisdom and enhance

# STUDENT HANDBOOK

their service to fellow – elevating at all costs the very core principles and values which flow in the veins and spirit of a full-blooded JHS UBian.

Founded on the core values of spirit, intellect and purpose, the UBBC-JHS department offers premium education which is geared toward preparing the students to become globally competitive, successful and the best professionals/practitioners they are bound to be. To actualize these endeavors, each UBBC-JHS' program is carefully planned and has specific set of objectives to maximize and realize the holistic development of its students and further achievement of their educational and career goals; thus, JHS UBians becoming successful, lifelong and the best learners.

### Program Offerings:

As of this date, the UBBC-JHS Department has three (3) educational programs/curricula—two of which have been highly recognized and accredited by the PACUCOA. Please refer to the tabular presentation of the programs and the accreditation status to date.

PROGRAM	ACCREDITATION STATUS
Science High School	Level I Formal Accredited Status
Junior High School Program	Program Level III Reaccredited Status
Basic Education Curriculum Evening	

*For inquiries, you may reach UBBC--JHS Department at 723 1446 local 509 or you may send your inquiries via email at [juniorhighschool@ub.edu.ph](mailto:juniorhighschool@ub.edu.ph)*

## UBLC Colleges and Program Offerings

### COLLEGE OF BUSINESS, ACCOUNTANCY AND AUDITING

The College of Business, Accountancy, and Auditing (CBAA) is guided by the University's philosophy, vision, mission, goals, and objectives in providing quality education to the broader community. It is committed to providing quality business and accounting education designed to

develop students to become globally competitive business leaders and professionals. The degree programs include specialization in the essential areas of management in business such as accountancy, financial management, human resource development management, and marketing management.

The programs it offers provide timely and innovative management training and technology that are relevant in molding the students to become holistic individuals - competent, innovative, creative, business-minded, articulate, active, adaptive, ethical, and socially responsible. These are qualities that business leaders and professionals should possess in order to overcome the challenges of the ever-changing local, national, and global business environment. With its curricula aligned with the industry needs and demands; a highly competent workforce, extensive training in all aspects of business and leadership; and a conducive learning environment, the college believes that there will be no limit to the success of the accountancy and business graduates in the real world of business.

**Program Offerings:**

To date, CBAA has 4 programs wherein all are accredited by PACUCOA.

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Accountancy	Level I
Bachelor of Science in Business Administration major in Financial Management	Level I
Bachelor of Science in Business Administration major in Marketing Management	Level I
Bachelor of Science in Business Administration major in Human Resource Development Management	Level I

*For inquiries, you may reach UBLC – College of Business, Accountancy, and Auditing at 723-1446 loc. 832 or you may send email at [cbaa@ub.edu.ph](mailto:cbaa@ub.edu.ph)*

## COLLEGE OF CRIMINAL JUSTICE EDUCATION

Crime is a phenomenon that is present in every advanced society, and there is always a demand for competent, intelligent, creative and innovative individuals whose job is to look out for the security of many. The College of Criminal Justice Education shall be working in partnership with various criminal justice and law enforcement agencies to assist its students for on-the-job training and immersion; and to further enhance the skills, competencies, and professional network of our students to help them jumpstart their criminal justice careers. The College is also equipped with highly sophisticated and state-of-the-art crime laboratory facilities and equipment to support the skills training and development of future law enforcers, public safety officers and criminal justice agents.

Bachelor of Science in Criminology is a four-year program designed to prepare students for careers in Law Enforcement Administration, Scientific Crime Detection and Correctional Administration. This program may be used as a preparatory course for Bachelor of Laws and Letters (LLB) or Doctor of Jurisprudence (JD) (as Criminal Lawyer). The graduates are entitled to all the privileges and opportunities embodied under RA 6506 (An Act Creating the Board of Criminology in the Philippines). As such, graduates are required to take and pass the Licensure Examination for Criminologists to allow them to practice the profession as Criminologist.

For more information, the college can be reached by phone at (043) 723-1446 loc. 833 or by email at [ccje.ublc@ub.edu.ph](mailto:ccje.ublc@ub.edu.ph).

## COLLEGE OF EDUCATION, ARTS AND SCIENCES

The College of Education, Arts and Sciences (CEAS) is one of the colleges existing in UBLC which plays its role as a service provider of General Education across all disciplines. It aims to help students develop the GE core competencies such as intellectual competency, social and civic competencies and practical skills which will serve as foundation for their respective area of specialization, hence the first two years of studies of the students in the tertiary level are focused on the GE courses.

Moreover, CEAS offers programs such as Bachelor of Science in Psychology, Bachelor of Secondary Education major in English and

Social Studies, Bachelor of Early Childhood Education, Bachelor of Science in Legal Management and Bachelor of Science in Social Work. CEAS is committed to its mission to provide quality education in order to produce graduates from all these programs who will serve the community and the larger society as builders and innovators of knowledge, effective and efficient communicators, socially – minded citizens and transformed lifelong learners.

CEAS supports the University’s vision and mission to produce highly qualified professionals in board courses who will contribute to the development of the society locally and globally as well.

**Program Offerings:**

To date, College of Education, Arts and Sciences has 6 programs wherein five are accredited by the PACUCOA

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Psychology	Level I
Bachelor of Secondary Education major in English	Level I
Bachelor of Secondary Education major in Social Studies	Level I
Bachelor of Science in Legal Management	Preliminary/Candidate Status

For inquiries, you may reach UBLC–CEAS at 723-1446 loc. 826 or you may send email at [ceas@ub.edu.ph](mailto:ceas@ub.edu.ph).

**COLLEGE OF ENGINEERING AND ARCHITECTURE**

Established in 2016, the College of Engineering and Architecture offers academic programs responsive to the needs of the industry as well as the community in areas of systems design and improvement, computer-based systems and networks, and building structures in an aesthetic and safe environment. It offers industrial and computer engineering courses. It is also the first to offer the architecture program in Lipa City in 2018. The college aims to provide total student development through varied learning approaches that prepares them to become competent professionals in the field of engineering and architecture. It promotes the proficient practice of practical and theoretical knowledge along with the

perspective of human values contributing to nation-building and sustainable community development.

For years, CENAR has continuously committed itself to developing students to become experts in their field and transforming them to become globally competitive, innovative, and socially responsible leaders. Equipped with relevant curricula adhering to standards along with a proficient and dynamic roster of mentors delivering quality education, the college plays a vital role to upskill students to perform their best as instruments to community development ready to face the local and global challenges of times.

### **Program Offerings:**

To date, UBLC CENAR has three (3) program offerings wherein two (2) are accredited by the PACUCOA:

PROGRAM	ACCREDITATION STATUS
Bachelor of Science in Computer Engineering	Level I
Bachelor of Science in Industrial Engineering	Preliminary / Candidate Status
Bachelor of Science in Architecture	

For inquiries, UBLC CENAR may be reached at 723-1446 local 821 or via email at [cenar@ub.edu.ph](mailto:cenar@ub.edu.ph).

### **COLLEGE OF ENTREPRENEURSHIP, TOURISM, HOSPITALITY AND REAL ESTATE MANAGEMENT (CENTHRE)**

CENTHRE is one of the premier colleges in the University of Batangas Lipa City. It believes in the holistic approach to student development through experiential learning and transforms students into socially responsible leaders and professionals. Its mission is to provide quality education in entrepreneurship, tourism, hospitality, and real estate management through standard-based teaching, research, and community-wide services designed to produce globally competitive professionals.

The BS in Tourism Management and BS in International

Hospitality Management programs beam an outstanding reputation among many companies both in the Philippines and abroad due to the quality of the graduates it produces. It also holds the distinction of being the fastest-growing hospitality school in Region IV, owing to a relevant and intensive curriculum that is supported by competent and skilled faculty members. These programs will equip students with competencies that are needed to execute operational tasks and management functions in food production (culinary), accommodation, food, and beverage service, tourism planning and product development, events planning, transportation services, travel and tour operations, and other emerging sectors of hospitality and tourism industry. The newest additions to the program offerings are BS in Entrepreneurship and BS in Real Estate Management. The former will help aspiring entrepreneurs acquire the necessary skills, values, and attitudes for their start-up companies, which will stimulate new employment and accelerate economic development. The latter prepares the graduates to be proactive and responsive to the total environment by providing technical, interpersonal, and conceptual skills in the areas of salesmanship, brokerage, appraisal, and consultancy, including government practice. The theory is blended with practicum activities to give the students a broad and enriched base for a real estate service practice career.

**Program Offerings:**

PROGRAM	ACCREDITATION STATUS
BS in International Hospitality Management	
BS in Tourism Management	PACUCOA Level 1 accredited
BS in Entrepreneurship	
BS in Real Estate Management	

For inquiries, CENTHRE may be reached at 723-1446 loc. 814 or via email at [centhre@ub.edu.ph](mailto:centhre@ub.edu.ph).

## **COLLEGE OF INFORMATION TECHNOLOGY, ENTERTAINMENT AND COMMUNICATION (CITEC)**

Founded in 2018, The College of Information Technology, Entertainment and Communication considers its existence as producer of competent and competitive individuals equipped with strong analytical and technical skills in pursuance to the demands of the modern age. It sets the foundation in building a future professional with innovative visions, sound decisions and communication.

Considered to be one of the youngest Colleges in the University, CITEC offers programs that are designed to address business and industry needs when it comes to technology utilization through quality education and advanced curriculum. Priding itself with a league of highly qualified and dynamic leadership and faculty, the College is ever evolving to keep up with the changing demands of the times.

### **BSIT- Bachelor of Science in Information Technology**

This course aims to produce graduates who are competent enough to help organizations in utilizing software and hardware technologies providing solutions to the needs of an organization. This program prepares graduates to contribute to the country's national development through their innovative visions related to information and technology.

### **BMMA- Bachelor of Multimedia Arts**

The Bachelor of Multimedia Arts program aims to produce graduates who are technically-skilled in the field of media technologies as they develop digital concepts in delivering media across a range of forms. This program includes the study of the multimedia arts core competencies including conceptual, technical, aesthetic and professional as a response to the needs of creative industries.

For inquiries, UBLC CITEC may be reached at 723-1446 local 835.

## **SECTION III. ACADEMIC POLICIES AND PROCEDURES**

### **ACADEMIC POLICIES**

The University of Batangas offers curricular programs that are in consonance with the regional and national development thrust of the government. All curricular programs are subject to periodic assessment and accreditation by the proper accrediting bodies to ensure quality and excellence of said programs.

Consistent with its statement of mission and vision, the University welcomes all students interested in the pursuit of scholarly learning, regardless of race, religion or personal circumstances.

### **ADMISSIONS AND SCHOLARSHIPS OFFICE**

The Admissions and Scholarships Office is a forefront department tasked with the initial evaluation and reception of student documents for enrollment purposes. Similar to these purposes is the promotion of scholarships to assist deserving and qualified students. In sum, the office aims to abide by reasonable and just requirements for admission of students anchored on social and constitutional grounds.

### **ONLINE ADMISSION POLICY**

The applicants will go to the UB website ([www.ub.edu.ph](http://www.ub.edu.ph)). They will choose online admission: UBBC for those enrolling in UB Batangas Campus and UBLC for those enrolling in UB Lipa Campus. They will fill-out all the necessary information. After they have filled-out all the required information, the applicants will click “Register”. In case they need to repeat filling-out the form, the applicants will click “Reset”. An application ID number will pop out on the screen. This number should be copied by the applicants to facilitate enrollment. They may print the application form by clicking “Print”. If the printer is not available, they may print it in the Admissions Office. They shall now proceed to the Admissions Office.

### **PROCEDURES FOR ADMISSION**

#### **PROCEDURE 1**

**ADMISSION PROCEDURE BATANGAS CAMPUS  
(For College Freshmen)**

The Admissions Office, at the outset, receives inquiries from parents and students, and these inquiries may range from entrance examination scheduling to course offerings and requirements. Upon payment of the entrance examination fee and release of the entrance examination result, the student will then be required to submit the rest of the requirements. The student will then be referred to the Registrar's Office for submission of other requirements and for issuance of the Enrollment Assessment Form. The student will then go to the Cash Management Office for payment or may remit payment through any authorized offsite payment channels (banks, SM Batangas City, or SM Lipa). Upon payment, the next step would be to go to the Clinic for medical and dental evaluation. After the said evaluation, the student must visit the Bookstore for uniform measurement and ID picture taking. Finally, the student must register for E-Brahman at the Information Technology Center.

## **PROCEDURE 2**

### **ADMISSION PROCEDURE BATANGAS CAMPUS (For College Transferees)**

The Admissions Office handles inquiries from transferees. The office will then issue a Transferee Interview Form where the remarks coming from the Admission Officer and Deans/Department Heads will be indicated. The student will then be required to take an entrance examination administered by the Counseling and Psychological Wellness Center or the Engineering Department if the student intends to take up an Engineering course. Upon release of the entrance examination result, the student will then be required to follow procedure number 1 (For College Freshmen).

## **PROCEDURE 3**

### **ADMISSION PROCEDURE LIPA CAMPUS (For College Freshmen)**

The Admissions Office conducts an initial interview and answers the queries of parents or the students. The student/applicant will then be scheduled for entrance examination upon payment of the entrance examination fee. Upon release of the result, the student is then required to submit the requirements for admission. Thereafter, the student is directed to submit other requirements required by the Registrar's Office. An Enrollment Assessment Form will then be issued to the student. Further, the Director for Academic Affairs checks the said Enrollment Assessment Form. The student will then be required to go to the Cash Management Office for payment or the student may remit payment

through any authorized offsite payment channels (banks, SM Batangas, or SM Lipa). Upon payment of fees, the student undergoes dental and medical evaluation at the Clinic. After the said evaluation, uniform measurement and ID picture taking shall be conducted at the Bookstore. Finally, a student must visit the Information Technology Center for E-Brahman Registration.

#### **PROCEDURE 4**

##### **ADMISSION PROCEDURE LIPA CAMPUS (For College Transferees)**

The Admissions Office handles inquiries from transferees. The office will then issue a Transferee Interview Form where the remarks coming from the Admission Officer and the Director for Academic Affairs will be indicated. The student will then be required to take an entrance examination administered by the Counseling and Psychological Wellness Center. Upon release of the entrance examination result, the student will then be required to follow procedure number 3 (For College Freshmen).

#### **ADMISSION REQUIREMENTS**

##### **A. COLLEGE FRESHMEN**

- Grade 12 High School Card (original and photocopy)
- Certificate of Good Moral Character (original)
- PSA Birth Certificate (original and 2 photocopies)
- Marriage Contract (if married; original and 2 photocopies)
- Online Application duly filled up and printed ([www.ub.edu.ph](http://www.ub.edu.ph))
- Examination Result
- 2 pcs 2x2 pictures with name tag
- 3 Long Brown Envelopes
- Drug Test for TESDA programs

##### **B. COLLEGE TRANSFEREES**

- Honorable Dismissal and TOR (original and photocopy)
- Certificate of Good Moral Character (original)
- PSA Birth Certificate (original and 2 photocopies)
- Marriage Contract (if married; original and 2 photocopies)
- Online Application duly filled out and printed ([www.ub.edu.ph](http://www.ub.edu.ph))
- Examination Result
- 2 pcs 2x2 pictures with name tag
- 3 Long Brown Envelopes
- Drug Test for TESDA programs

Those transferees having 2 or more failures in consecutive semesters are allowed to enroll subject with the following conditions:

A. That during his or her first year in UB, he or she shall be placed under probation;

B. That the terms of the probation shall be, to wit:

- a) That the student must not fail two (2) subjects during his or her first semester in UB; and
- b) If the student fails two (2) subjects during the first semester, a failure in any subject in the succeeding semester would mean expulsion from the University.

## C. DEGREE HOLDERS AND CTP

- Transcript of Records (original and photocopy)
- PSA Birth Certificate (original and 2 photocopies)
- Online Application duly filled out and printed ([www.ub.edu.ph](http://www.ub.edu.ph))
- Marriage Contract (if married; original and 2 photocopies)
- 2 pcs. 2x2 pictures with name tag
- 3 Long Brown Envelopes

## D. CROSS-ENROLLEE

- Permit to Cross-Enroll (original and photocopy)
- PSA Birth Certificate (original and 2 photocopies)
- Marriage Contract (if married; original and 2 photocopies)
- Online Application duly filled out and printed ([www.ub.edu.ph](http://www.ub.edu.ph))
- 2 pcs 2x2 pictures with name tag
- 2 Long Brown Envelopes

## E. POSTGRADUATE

### E. 1. For New Enrollees in the Graduate Degree

- Official Transcript of Records
- Recommendation Letter
- 4 pcs ID picture (passport size)
- Photocopy of Birth Certificate
- Photocopy of Marriage Contract; if married

### E.2. For Transferees (additional to the requirements)

- Certificate of Eligibility to Transfer
- Graduate course taken from other school in official transcript of records for GS evaluation

## F. LAW STUDENTS

- Transcript of Records of Pre-Law Course
- Form CEL-1 (Certificate of Eligibility for Admission into the Law Course)
- Photocopy of Marriage Contract; if married
- Recommendation Letter
- 4 pcs ID pictures (passport size) with name indicated at the back
- Philippine Law School Admission Test result

### G. INTERNATIONAL STUDENTS

- Accomplished and signed International Student Application Form (F-IASPO-02)
- Letters of recommendation from any two (2) of the following:
  - o Principal
  - o Guidance Counselor
  - o Professor
- Transcript of Records / Scholastic Records duly authenticated by the Philippine Embassy in your country of origin
- Notarized Affidavit of Support and Proof of Adequate Financial Support to cover expenses for the student's accommodation and subsistence, as well as school fees and other incidental expenses
- Birth Certificate
- Medical Certificate issued in your country of origin
- Passport
- Evidence of Medical Insurance
- Photocopy of the passport showing the bio-data page, latest visa stamp and Quarantine page in four (4) copies
- Police Clearance or Court Clearance from country of origin
- Four (4) copies of 2x2 ID pictures with white background
- Four (4) copies of 1x1 ID pictures with white background
- Two (2) long folders with plastic and fastener
- Three (3) long brown envelopes
- Letter of Intent
- If Transferee, Transfer Credentials
- If applicable, CHED Endorsement for transfer and shifting of course

### H. Exchange Students

- Approval documents from International Organizations or its equivalent (2 copies)
- Photocopy of passport (bio page, 2 copies)
- Two (2) copies of 2x2 ID picture with white background

- Two (2) long brown envelopes

## I. ETEEAP

- Biography
- Accomplished ETEEAP Application form- 2 copies (for ETEEAP & CHED copy)
- Comprehensive Resume/ Curriculum Vitae
- Certificate of Employment with JOB DESCRIPTION and Previous Employment
- Certificate of Proficiency
- Transcript of Records (T.O.R.) / F137
- Certificate of Trainings, Seminars, Awards, Professional Organization, Community Service, Scholarships, Professional License, Eligibility
- Projects/Improvements (Technical report certified by the HR/Manager or certificate)
- Company/Department Organizational Chart (Personnel Chart) – Certified by the HR/Manager
- PSA Birth certificate - 2 photocopies
- PSA Marriage certificate - 2 photocopies for FEMALE / 1 photocopy for MALE
- Brgy/Police/NBI Clearance or Passport – any of this
- Long brown envelope
- 2 pcs. 1 x 1 picture
- Photocopy of valid ID and company ID.
- Photocopy of Community Tax Certificate (Cedula)

## J. Caregiving NCII Trainee

- can communicate both in oral and written form
- physically and mentally fit;
- with good moral character; and
- can perform basic mathematical computation.
- Form 138 (High school Report Card)
- Birth Certificate (Original /Photocopy)
- 2x2 ID picture
- Transfer credentials from school last attended for transferees

## K. Health Care Services NCII Trainee

- 16 years old and above
- Must pass the trainability/aptitude test;
- Can communicate effectively both orally and in written form
- Physically, emotionally and mentally fit
- Can perform basic mathematical computation
- Transfer credentials from school last attended
- Photocopy of Birth certificate (original copy to be presented)

- Photocopy of marriage contract (if married)
- List of subjects taken with grades duly certified by the Dean or registrar for evaluation purpose
- Interview by any member or representative of the Admission committee

### L. Bread & Pastry Production NCII Trainee

#### Trainee Entry Requirements:

- can communicate in basic English either oral and written;
- at least high school graduate;
- physically and mentally fit;
- with good moral character; and
- can perform basic mathematical computation
- with pleasing personality
- good moral character; and
- Form 138 (High school Report Card)
- Birth Certificate (Original /Photocopy)
- 2x2 ID picture
- Transfer credentials from school last attended for transferees

### M. Commercial Cooking NCIII Trainee

#### Trainee Entry Requirements:

- can communicate in basic English in both oral and written form
- physically and mentally fit
- with good moral character
- can perform basic mathematical computation
- must be competent in the entire Commercial Cooking NCII qualification either through training, experience or certification
- Form 138 (High school Report Card)
- Birth Certificate (Original /Photocopy)
- 2x2 ID picture
- Transfer credentials from school last attended for transferees

### N. TESDA PROGRAMS UNDER THE TECHNICAL EDUCATION DEPARTMENT

Aside from the University's admission requirements for College freshmen and college transferees, trainee entry requirements listed on the Training Regulation, section 3.3 are added, depending on the qualification the student will be taking.

#### Note:

Consistent with the provisions of the Dangerous Drugs Act of 2002, a student may be subjected to random drug testing by the university with the consent of the parents or a guardian. For this purpose, a parent or a

guardian is considered to have given consent to the said testing by affixing his signature on the admission/enrollment procedure checklist issued to students during enrollment.

A student who had been charged and convicted for violation of the Comprehensive Dangerous Drugs Act of 2002 shall NOT be eligible for re-admission to the university unless:

1.) He is a user who had been rehabilitated by a center accredited by the government and a certification was issued stating the fact of rehabilitation and that the student can again assume student life. This notwithstanding, the student shall be placed under probationary status for a period of one (1) semester for College students and one (1) grading period for High school students. Any minor or major offense as defined by this Handbook committed while the student is under probation and proven by the university's committee shall be sufficient cause for expulsion and shall BAR further re-admission to the university.

A student is covered by the afore-stated rules during his stay in University of Batangas and whether he is a returnee, a transferee, or a cross-enrollee.

## **For PVA, USVA, etc**

*In addition to those required above, the following shall be submitted:*

**PVA-USVA Student Awardees** - Certificate of Eligibility for Veterans Benefits

**PESFA Grantees** - Approved Notice of Award from the CHED/TESDA

## **ADMISSION POLICY ON PERSONS WITH DISABILITY**

The Admissions Office anchors its policy on Republic Act No. 9442 or the Magna Carta for Persons with Disabilities. As such, no student/applicant shall be denied admission to university programs offered on account of a handicap or disability or additional requirements be imposed upon them. Further, special enrollment assistance shall be accorded them bearing in mind their special needs such as, but not limited to, priority in admission services.

## **POLICY ON THE ENTRY OF STUDENTS TO UB ACCESS SYSTEM**

Entry to the University requires a student's access using their Identification Card (ID) for monitoring purposes. Upon entry to the University, students are obliged to use their ID into the UB Access System. For validation purposes, the following will be seen on the monitor:

- Student's picture with Student Number for those who are enrolled on the current semester;
- For students who are assessed but not yet enrolled, Student's picture with Student Number and the message, "Please proceed to the Registrar's Office for finalization of your enrollment. Thank you." will appear;
- Student's picture with Student Number and the message, "Not included in the Student Roster, \_\_\_\_\_ semester, AY \_\_\_\_\_" will be prompted for those who are not enrolled on the current semester;
- those who have outstanding obligation or account balance, Student's picture with Student Number and the message "Please proceed to the Accounting Office for Verification/Validation. Thank you." will be displayed.

Students with messages will proceed to the guard on duty for the corresponding visitor's ID to be used.

### STUDENT NUMBER GENERATION

Upon submission of requirements to the registrar's office, a student number is issued to him. A student number (SN) is the permanent identification of a student upon enrollment at the University of Batangas. It is composed of 7 numeric characters indicating the first two digits as the year enrolled and the sequence

Example:

99 99999

Sequence Year  
Entry Year

Should he/she continue to study at the graduate level; student number would be the same.

### ONLINE REGISTRATION POLICIES

Online registration/reservation is applicable to Regular old students without any unpaid financial obligations to the University. The following are policies and guidelines to be followed:

- A student must have activated his/her e-Brahman account.
- Online registration/reservation starts the day after the uploading of grades and will end in seven days (1st Semester) and three

days (2nd Semester). A student can only register on the designated schedule.

- Open class schedules are available online
- Students should register/reserve for classes during the online registration period; otherwise, they will proceed to their respective colleges/department for registration.
- After registration/reservation online, students are given three days (from registration date) to report to their respective College/Department for printing of EAF and final enrollment, otherwise, reservation/ registration will be invalidated. Final copy of EAF will be available in the College/Department as soon as the student reports. For those who are not able to register online, colleges/departments are open to entertain registration on the specified dates.
- Regular students shall reserve/register in the block section. The maximum subjects/courses to take shall be in accordance with the approved curriculum for each program.
- Registration becomes official after the following processes are completed:
  - a.)Registration/reservation
  - b.)Assessment
  - c.)Payment of Required Tuition Fees
- In case, the student opted to pay online, the following are to be observed:
  1. A minimum/required Down or Cash payment is necessary to complete the process.
  2. After successful online payment, the student has to proceed to the Colleges/Department for printing of Enrolment-Assessment Form (EAF), where the payment method and officially Enrolled mark are reflected. Second copy of the EAF will be forwarded to the Accounting Office for post-enrollment checking of the completeness and accuracy of the assessed fees. Any errors found shall be subject to adjustment/correction to be reflected in the student's ledger.
    - EAF printed on their College/Department can pay online. After successful online payment, he/ she has to present the EAF to the Cash Management Office for validation of official enrollment.

## ACADEMIC LOAD

There is a maximum number of units or load that a student is allowed to take per semester. He or she however may obtain permission to carry extra load for as long as it does not conflict with any existing CHED

policies and upon recommendation of the Dean and with the permission of the University Registrar. There is no minimum load prescribed for a student. Maximum overload is six (6) units.

A student may be allowed to pursue his/her majors once he/she has earned all his/her prerequisites as stated in the curriculum. In cases wherein there is a minimum grade requirement for a subject, the student may be allowed to retake the subject once in order to meet the required grade. If a student is unable to meet the prescribed minimum grade, he/she may be advised to shift to another major more suited to him/her.

A student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in prerequisite and advanced classes when the prerequisite is a repeated subject or if a student has superior scholastic standing.

A graduating student may be allowed additional subject-loads of not more than six (6) units in excess of the normal load prescribed by the last school term of the curriculum. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE) courses and NSTP in a semester.

## **LOAD REVISIONS (CHANGING / ADDING / DROPPING OF SUBJECTS)**

### **ADDING SUBJECTS**

Adding/Changing of subjects is allowed at a specified period indicated in the Academic Calendar of the year, usually week after the start of classes until the last day of enrolment.

### **DROPPING SUBJECTS**

Dropping subjects can be done anytime but not after taking the final exam. The student has to undergo an official dropping procedure by securing Adding/ Dropping Form from the Registrar's Office. Once completed he/she has to inform his/her teacher about the dropped subject to avoid a mark of 5 or failed.

### **CHANGING SUBJECTS**

Changing of time (schedule) is allowed only if the subject is dissolved.

## SUBJECT OFFERINGS

Course/Subject offerings should be based on the CHED/TESDA approved curriculum. Only the specific subjects of the current semester per year level should be offered.

In case there are other subjects to be offered not included in the approved curriculum for each semester, the approval from the VPAA is necessary upon the recommendation of the Dean, provided that the number of students to enroll in a particular subject meets the required minimum class size.

The minimum number of students enrolled per class (block section) is as follows:

- Twenty-three (23) students for every class.
- Lecture subjects/courses with class size of more than sixty (60) will be divided into two (2) separate sections. For laboratory subjects, the maximum number of students is forty (40), TESDA lab is 25.
- In case the minimum required number of students is not reached, the class can be considered as a tutorial and the corresponding charges will be computed accordingly.
- Class lists can be seen at the individual Ebrahim account of faculty members.
- Changing subject, time or schedule is allowed only on the official scheduled dates.

## SUBSTITUTION OF SUBJECTS

Every substitution of subjects must be based on at least one of the following:

1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new curriculum.
2. When the required subject is not offered in college, every request for substitution:
  - a. Must involve subjects within the same department, if possible and if not, the two subjects concerned must be allied to each other.
  - b. Must be between subjects with the same number of units.
  - c. Must be recommended by the departments' heads concerned.

3. No substitution shall be allowed for any subject prescribed in which the student has failed or received a grade of 5.
4. Crediting of courses/subjects previously taken is usually done upon acceptance and enrollment. The following are to be observed:
  - credited courses/subjects should meet a minimum grade requirement.
  - credited course/subjects should have a similar course description and units to the course/subject required.
  - major or professional courses may be credited upon recommendation of the department head / Dean of the college.
  - PE and NSTP requirements are generally credited.

### **CROSS ENROLMENT**

#### **To another institution:**

Students of the University of Batangas maybe allowed to cross enroll in another institution, under the following conditions:

- a. the student is expecting to graduate during the term.
- b. the subject required for graduation is not offered
- c. the student shall be enrolled only in a school with accredited program or courses
- d. subject is not a major subject of the course
- e. maximum number of units allowed is 6 units per semester
- f. a written approval by the Vice-President for Academic Affairs and the Registrar on recommendation by the College Dean, specially describing the subject to be enrolled.

#### **From another Institution**

Students of other universities/colleges who desire to cross-enrol at the University of Batangas should have the written approval of the Dean/Registrar of the institution of origin. The permit shall state the total number of subjects the student is authorized to take in the university.

### **PREREQUISITES SUBJECTS**

No student shall be permitted to take any advance subject unless he/she passes the prerequisite subject/s.

#### **Waiver of Prerequisites**

A student who has previously enrolled and fully attended in a subject that is pre-requisite to another subject may be allowed to enroll and attend the latter subject for credit, without having passed or earned credit for the pre-requisite subject.

# STUDENT HANDBOOK

The student who is granted permission under these rules is required to enroll simultaneously the pre-requisite subject as well as the subject where it is the prerequisite. Alternatively, the pre-requisite subject should be enrolled immediately in the next semester.

## TRANSFEREES / WITHDRAWAL

When a student registers in the College, it is understood that he is enrolling for the entire semester or term. A student who changes the subject/course or transfers, the date indicated in Form 13 should be the date when the written notice is received by the Accounting Office.

Unreasonable changing of subject/s (changes not recommended by the Dean) is subject to charges based on a prescribed fee per subject. An additional fee shall be charged for the second copy of the Registration form. Changing from one course to another is not subject to this as this is considered as an extraordinary changing case unless proven otherwise.

### Charges for dropping:

A student shall be charged a certain percentage of school fees when he/she drops a subject or all subjects after the start of classes. The following rates shall be used:

	Per Subject *	All Subjects **
1st Week	10%	10%
2nd Week	20%	20%
3rd – 4th Week	40%	40%
5th Week - Midterm	75%	75%
After Midterm	100%	100%

\* % shall be applied to total tuition fees and lab fees of the subject dropped

\*\* % shall be applied to total assessed fees

In case of withdrawal before the official start of classes, the student shall be charged the Admission Fee and Registration Fee only.

**Cash Refunds**

A cash refund is allowed when a student has a negative balance in his account due to various reasons such as overpayment, discounts granted, dissolution of a class, dropping/changing of subject(s), adjustment of fees, etc. A negative balance in a student's account resulting from the granting of internal scholarships shall be allowed to be refunded to the student only if payment has been received partially or fully from the student and only up to the amount of actual payment received from the student.

**Procedures:**

1. Secure an Application for Cash Refund form from the Accounting Office.
2. Submit the accomplished form to the Accounting Office for processing. Present student ID for verification purposes. Wait for a text message advising on when the cash refund may be claimed.
3. Upon receiving a text message, proceed to the Cash Management Office and present a student ID to claim the cash refund. In case a representative shall claim the cash refund, present an authorization letter signed by the student and the student's ID to the Cash Management Office.

**Credit Memo**

Instead of a cash refund, a student with a negative balance in his account due to overpayment may transfer the excess payment to another student who is enrolled in the University. However, if the negative balance is due to the granting of internal scholarships particularly Student Assistance Program, Athletic, Cultural, UB Model and Dean's List Scholarships, the excess amount can be transferred only to a sibling enrolled in the University.

**Procedures:**

1. Secure a Credit Memo form from the Accounting Office.
2. Submit the accomplished form to Accounting Office for processing. Present student ID for verification purposes.

**ATTENDANCE**

Any student who, for unavoidable cause, cannot attend class must write an excuse letter stating the reason and date of absence/s, present the letter to the guidance office, and report to the instructor concerned no later than the second class session following the student's return. In addition, in case the absence is due to illness, a medical certificate must be presented. Excuses are for the time missed only. All work covered by

# STUDENT HANDBOOK

the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

When the number of hours lost by the absence of a student reaches 20% of the hours of recitation, lecture, laboratory or other scheduled work in one subject, he shall be dropped from the subject. If the majority of absences are not excused, he shall be given a grade of 5 upon being dropped. Time lost by a late-enrolment shall be considered as time lost by absence. Late arrival of 15 minutes is equivalent to one hour of absence.

## ACADEMIC CALENDAR

The University Academic Calendar conforms to the school calendar prepared by CHED. It consists of three (3) terms: Two semesters of 18 weeks each and one summer of six (6) weeks. The first semester usually begins in August, the second semester in January and the summer in June.

## SCHOOL CALENDAR

The University of Batangas observes and celebrates the following events during each Academic Year:

January 1	New Year's Day
January 16 (UBBC)	Batangas City Fiesta
February 20 (UBLCL)	Lipa City Fiesta
April 9	Araw ng Kagitingan
May 1	Labor Day
June 12	Independence Day
August 21	Ninoy Aquino Day
August (last Sunday)	National Heroes Day
November 1	All Saints Day
November 30	Bonifacio Day
December 25	Christmas Day
December 30	Rizal Day
December 31	Last Day of the Year

## SUSPENSION OF CLASSES

If typhoon Signal No.3 or No. 4 is up, classes in all levels are suspended and the school campus shall be closed. The President or his duly authorized representative makes an announcement for suspension of classes in all levels. The action is guided by the public

policies and evaluation of the functioning mass and vehicular transportation and access to university facilities. Suspension of classes will be announced on UB's Official Facebook Fan Page and on local radio stations.

## **EXAMINATIONS**

The schedule for major examinations is prepared by the University Registrar upon consultation with the Vice President for Academic Affairs. The examination schedule for the academic year is disseminated at least one week before the start of the first semester of the academic year. Instructors/Professors are not allowed to reschedule their examination without a valid reason and upon approval by the Dean.

Students taking examinations not within the examination schedule without valid reasons are charged with prevailing special examination fees per subject.

## **GRADING SYSTEM**

1. The eleven-point system of grading is being used with the following grade equivalents:

1.00	99-100	2.50	81-83
1.25	96-98	2.75	78-80
1.50	93-95	3.00	75-77
1.75	90-92	4.00	below 75 (conditional)
2.00	87-89	5.00	failed
2.25	84-86		

2. The grade of 4 is given only during midterm.
3. An incomplete grade automatically becomes 5 if not completed within a year.

GRADING SYSTEM shall be:

<b>AREAS</b>	<b>GENERAL EDUCATION COURSES</b>	<b>PROFESSIONAL COURSES</b>

# STUDENT HANDBOOK

	LECTURE ONLY COURSES	LECTURE AND LABORATORY COURSES	MAJOR COURSES (NOT SKILL-BASED)	SKILL BASED COURSES
WRITTEN WORKS	25%	20%	20%	20%
PERFORMANCE TASKS	45%	60%	50%	60%
MAJOR EXAMS	30%	20%	30%	20%
LECTURE AND LABORATORY RATIO		LECTURE: 40% LABORATORY: 60%		LECTURE: 40% LABORATORY: 60%
FINAL GRADE = MIDTERM AND FINALS	MT: 40% FINALS: 60%	MT: 40% FINALS: 60%	MT: 40% FINALS: 60%	MT: 40% FINALS: 60%

## COLLEGE GRADING SYSTEM

### GRADING SYSTEM FOR THE COLLEGE OF ENGINEERING

#### COURSE/SUBJECT TYPE

##### A. Lecture

Description	%	Lecture Assessment Task*
		Performance/Written Works
Major Examination	80%	Prelim Midterm S-Final Final

Total	100%	
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**B. Laboratory**

Description	%	Lecture
		Assessment Task*
Performance/Written Works	80%	Laboratory Experiments (Wet or Lab)
		Laboratory Practical Examination
		Laboratory Exercises
		Project
		Case Study
		Field Trip
		Research
Major Examination	20%	Quiz
		Recitation
		Attendance
Total	100%	

*Note:*

*\* For the Assessment Tasks, whichever is/are applicable (should be student centered learning-outcomes-based education).*

*\* Currently the College of Engineering is offering subjects which are pure lecture subjects and subjects with a laboratory.*

*\* The subjects with laboratories under the College of Engineering are currently offered separately as lecture and laboratory subjects, such as CE20E or CE20 Lecture and CE20L or CE20 Laboratory.*

*\* With this, the College of Engineering developed its own grading system that specifically to answer, how to compute the final grade of lecture and laboratory subjects*

*\* For Technical Education courses, an Incomplete (INC) grade will be given to students without the National Assessment. The Passing Grade is 75% which means that the student is **COMPETENT**; while a grade of 74% and below means the student is **NOT YET COMPETENT**.*

*\* For Bread and Pastry Production NC II and Commercial Cooking NC III, an Incomplete (INC) grade will be given to*

*students without the National Assessment. The Passing Grade is 75% which means that the student is **COMPETENT**; while a grade of 74% and below means the student is **NOT YET COMPETENT**.*

## **BASIS FOR GRADING**

The final grade or rating given to a student in a subject should be based solely on his scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance or misconduct shall not be allowed, except as may otherwise be explicitly provided for by an instructor in an appropriate issuance or publication and provided further that such adjustments are relevant to the subject content and requirements.

## **REQUIREMENTS FOR PROMOTION**

The following requirements in the promotion or graduation of a student should be followed:

- a. No student shall be given any school credit towards the completion of a course unless he has enrolled and satisfactorily fulfilled the admission requirements, faithfully and regularly attended classes, and acquired a reasonable proficiency in each subject or course of the approved curriculum.
- b. No student shall be permitted to take any advance subject until he has satisfactorily passed the basic prerequisite subject(s).
- c. The final grade or rating to earn school credits and for promotion is 75% which is equivalent to 3.0.
- d. The record of attendance and subject proficiency of students for each term should be kept by faculty members and submitted to the Dean's office, for reference or examination in case of any grievance or complaint.
- e. Completion of grades is allowed only up to 1 year. Grades not completed in the specified period are automatically changed in a failure or 5.0.

## **Grading and Promotion System**

The following rules shall be strictly observed in the promotion or graduation of students in the professional academic or technical education program:

- a. An incomplete grade and or blank grade given at the end of the semester or term for any course, which is still subject to conversion into another grade, shall not be allowed unless approved by the President.
- b. A faculty member may grant a final grade which does not earn credits but which does not indicate failure

either in cases where the student did not take the final examination in the subject and his performance was not considered satisfactory enough to merit a final passing grade, in spite of absence from the final examination.

As a general rule, the office will not confer a degree upon a student who has not completed the last curriculum year of the program. All incomplete grades must be completed prior to graduation.

The transcript should indicate the final grade of the student whether he passes or not and the total credits earned.

### **RETENTION POLICY**

At the present time, the university has an open admission policy; however, Departments / Colleges such as CAMS, CBA and COEd follow a certain retention policy procedure for its students to maintain their status as bonafide students of the respective departments. (Refer to department manual for policy reference)

### **PERCENTAGE OF COMPLETION BASED ON CURRICULUM**

The student year level shall be classified based on the percentage of units students have taken based on the curricula of his or her course.

YEAR LEVEL	PERCENTAGE OF COMPLETION 2- YEAR PROGRAM	PERCENTAGE OF COMPLETION 4- YEAR PROGRAM	PERCENTAGE OF COMPLETION 5- YEAR PROGRAM
First Year	Less than 50%	Less than 25%	Less than 20%
Second Year	50%	25%	20%
Third Year	NA	50%	40%
Fourth Year	NA	75%	60%
Fifth Year	NA	NA	80%

### **HONORABLE DISMISSAL**

A student in good standing who desires to leave the university shall present a written request to this effect to the Registrar, signed by the parent or guardian. If the request is granted the student shall be given honorable dismissal after settlement of all outstanding accounts with the university and has undergone exit interview by the guidance office.

## CLASSIFICATION OF STUDENTS

Students may be classified as follows:

### Regular Students

1. All regular students shall be enrolled in the block section.
2. Transferees, upon evaluation of their grades and course credits, are allowed only to enroll on the subjects listed in the curriculum offered during the semester he/she is enrolling.

### Irregular Students

1. A student is not permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. In case he failed the prerequisites, he shall be allowed to simultaneously enroll the prerequisites and advanced classes upon approval of the Dean.
2. The maximum subject load shall be in accordance with the approved curriculum for each degree program. However, overload is allowed only for graduating students upon the approval of the Registrar based on the recommendation of the Dean. Overload is a maximum of 6 units unless approved by the VPAA.

## REQUIREMENT FOR OLD STUDENTS

### Advising

Advising is done at the student's respective department and will start after the issuance of Mid-term grades.

A student is required to check/verify his/her grades and course credits at the Registrar's office prior to the enrolment of his/her last academic year.

## CHANGE OF COURSE / SHIFTING

The Shifting of Courses can be done after the distribution of report cards of the current semester until the last day of enrolment of the succeeding semester.

Shifting of courses must be recommended by the GCHO and approved by the Dean of College where the student is enrolled, the Dean of the College where he has to shift or enroll, and the Registrar.

The approved notice of change of course must be submitted to the Registrar's Office for processing.

**COMPUTATION OF GRADE POINT AVERAGE (GPA)**

The Grade Point Average (GPA) is the overall academic performance of each student. Grades of the credited courses are computed using the following formula:

$$\text{GPA} = \frac{\sum(\text{units} * \text{grade})}{\text{Total units}}$$

Where:

units = course units

grade = final grade

total units = sum of all units taken

Grades in PE, ROTC, CWTS and other noncredit courses included in the program/curriculum are not part of the computation.

GPA will be computed regularly on a semester basis then annually and is reflected at the Student's Report Card and Transcript of Records.

**ACADEMIC PROBATION**

A student is placed under probationary under the following circumstances:

1. He/She did not reach the university required passing rate of the UB Admission Test (UBAT)
2. He/She did not meet the requirements of the College/Department where he/she intends to enroll.
3. If, during his/her enrollment in UB, he/she received a grade of 5.0 or an INC mark 4.0 in 50% of his/her academic load in the most recent two semesters. In this particular case, he/she shall not be allowed to take more than 15 units in the subsequent semester.

**LIFTING OF PROBATIONARY STATUS**

Upon recommendation by the Program Head and approval of the Dean/ Director, the probationary status is lifted when the student concerned has passed all courses or at least met the requirement (s) of his/her College/ Department relative to the number of courses to pass during the period of probation.

**POLICIES ON THE ENTRY OF GRADES****Entry of Grades:**

- a. Each faculty member is required to encode their Grades (Midterm and Final) within five (5) days after the last day of the scheduled midterm and final exams. Upon checking and

approval by the Department/Program Chair, grades can be encoded online starting on the first day of the scheduled Midterm/Final exam and will end in five (5) days after the last day of the scheduled exam.

- b. Grading sheets can be printed right after encoding at the designated office and will end in two (2) days after the last day of encoding. Original copy of grading sheets signed by the Department Chair and Dean of the College has to be submitted to the Registrar's Office. Only the teacher concerned has the access to his / her own grades.
- c. Report Cards are printed at the respective Colleges/Department after the last day of Grading Sheet printing.
- d. In case, printing of grading sheets / report cards falls on a Sunday or Holiday, then printing will be done on the next working day.
- e. For grade changes, a Change of Grade Request form has to be accomplished and a faculty is given two weeks after the distribution of report cards to do the request. Upon approval, encoding/changing of grades has to be done by the concerned faculty member at the Registrar's office.
- f. Changing of grades may only be done if there was a mistake in the computation. Any change should be approved by the President upon recommendation of the VPAA.
- g. For Incomplete Grades (INC), students are given one year to complete, and after this period the INC will automatically change to a grade of 5.0 (Failed). Encoding of completion has to be done by the concerned faculty member only.

## GRADUATION REQUIREMENTS

A student intending to graduate has to report to the Registrar's Office prior to the enrollment of their last academic year for verification and validation of their course credits and accomplishment of graduation requirements form.

Only those with complete requirements will be allowed to join the Commencement Exercises.

## POLICY ON THE REQUEST FOR DOCUMENTS

Clearance is necessary when requesting a document at the Registrar's office. Students, Alumni and other clients are required to seek permission from the offices - Learning Resource Center, General Services, Student Affairs and External Program, and Accounting Office.

To better serve the clients, processes were simplified where the concerned offices - Learning Resource Center, General Services, Accounting Office, ISSO, Colleges/Department, Student Affairs and External Program are required to update regularly the students/alumni accountabilities/obligations, this will serve as a source of individual office clearances.

Currently enrolled students are not required to undergo the clearance procedure. Alumni, former students and other clients are directed to the Registrar’s office to secure and fill out the Document Request Form.

The Registrar’s office will only issue a client’s request once the alumni/former students of Batangas and Lipa Campuses are cleared of all obligations as seen on the Student Clearance System.

**POLICIES FOR RECORDS APPLICATION**

RECORDS	AMOUNT	WAITING TIME
1. Diploma for accredited programs under Deregulated / Autonomous Status	₱ 650.00	10 working days
2. Diploma for non-accredited programs and old graduates of non-accredited programs	₱ 650.00	25 working days
3. Transcript of Records (Admitted 2004 onwards)	₱ 300.00	3 working days
4. Transcript of Records (Transferees and admitted before 2004)	₱ 300.00	5 working days
5. Second copy of Transcript of Records	₱ 300.00	1 working day
6. Transfer Credentials	₱ 265.00	30 working days
7. Certification of Course Description	₱ 50.00 / page	3 working days
8. Other Certifications	₱ 65.00	Same day
9. Authentication of original documents contained in the School Record except certification of Live Births and other Legal documents such as Affidavits.	Local – ₱ 25.00 / page Abroad – ₱250.00 per set	Same day 3 working days
10. Certificate of Eligibility to Transfer	₱ 50.00	Same day
11. Permit to Cross-Enroll	₱ 50.00	Same day
12. Second Copy of Report Card	₱ 50.00	Same day
13. Second Copy of the Verification Result	₱ 25.00	Same day

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14. Syllabi	₱ 2,500.00 for 4 yr. program ₱ 3,000.00 for 5 yr. program	15 working days
15. Reply to company request for records verification	₱100.00	3 working days
16. Second copy of Enrolment-Assessment Form	₱100.00	Same day

*Note: The waiting time is subject to the completion of requirements in the students' jacket or record.*

- 1. Accomplished Request Form must be presented to the designated windows.*
- 2. Payment for the corresponding fees must be done at the Cash Management Office.*
- 3. Documents are released only to the person concerned. In the event that the person cannot personally claim his requested documents, a written letter of authorization and his identification card must accompany the person claiming the documents.*

## NETIQUETTE IN REMOTE LEARNING

### A. Policy Statement

In the implementation of remote learning through UBian LMS and other online educational platforms, the University of Batangas has set generally accepted rules or netiquettes to uphold a supportive, productive, and mutually beneficial online learning environment.

### B. Definitions

- 1.) Netiquette – The term means etiquette on the internet. It refers to the guidelines and standard practices for online behavior and interaction (email, chat, video conference, discussion forums, messages, etc.)
- 2.) UBian LMS – This refers to the official Learning Management System of the University of Batangas (UB) where the students engage in online learning by accessing the materials provided by the teachers.
- 3.) Synchronous Online Classes – This refers to online classes that require the students and teachers to communicate in real-time.

Students have to observe the following netiquette for online learning:

### General Guidelines

- 1.) Read and understand the guidelines on Academic Integrity in Remote Learning.
- 2.) Treat teachers and classmates with respect at all times.

- 3.) Avoid using offensive and inappropriate language, including slang (“wazzup?”) and text abbreviations (“lol”). Such a form of informal language is generally inappropriate in online learning.
- 4.) Use English appropriately and observe correct spelling and grammar when posting comments and other messages online.
- 5.) Avoid the use of capital letters which may be interpreted as “yelling” in an online environment.
- 6.) Limit or possibly avoid the use of unnecessary and inappropriate characters like emoticons.
- 7.) Before posting online, proofread comments and other messages.
- 8.) Be cautious when using humor or sarcasm as the tone or message might be taken seriously or sound offensive.
- 9.) Express differing opinions in a respectful way when you disagree with someone.
- 10.) Consider one’s safety, security, privacy, and reputation when sharing information using the internet. Ask permission from your teachers and classmates before posting any information or materials online.
- 11.) Be responsible and mindful of the use of social networking sites.
- 12.) Browse the internet efficiently through proper referencing. Only visit instructed sites.
- 13.) Remember that your own online skills may be basic or advanced compared to your classmates, so be tolerant of others’ mistakes and your own.

### **Synchronous Online Classes**

- 1.) Prepare learning space and remove distractions (sounds/music/crowd) before attending online classes.
- 2.) Dress up appropriately and be presentable. Even if you are just at home, wear the correct and proper uniform with pride when attending online classes. Also, observe proper grooming and appearance.
- 3.) Join the online class on time.
- 4.) Mute the microphone once the online class officially starts. Turn it on only if the instructor asked you to do so for questions, comments, or insights. Be observant of who speaks first. Be polite and wait for your turn.
- 5.) Always keep the video camera on during the entire online class, listen attentively and stay focused.
- 6.) Do not leave the online class early without the permission of the instructor
- 7.) Always check in with your teacher for any clarification, feedback, and technical problems.

## SECTION IV. SCHOLARSHIPS

### SCHOLARSHIPS

The University offers the following scholarships:

#### Internal Scholarships

- a. Full Scholarship-  
100% tuition fee discount for one semester to a VALEDICTORIAN belonging to a graduating class of not less than 50 students in a public and/or authorized private secondary school (number of graduating class may vary; to be evaluated by the Admissions Office).
  
- b. Partial Scholarship-  
50% tuition fee discount for one semester to a SALUTATORIAN belonging to a graduating class of not less than 50 students in a public and/or authorized private secondary school (number of graduating class may vary; to be evaluated by the Admissions Office).  
  
25% tuition fee discount for one semester to a FIRST HONORABLE MENTION belonging to a graduating class of not less than 50 students in a public and/or authorized private secondary school (number of graduating class may vary; to be evaluated by the Admissions Office).
  
- c. Dean's List  
The Dean's List Program is designed to help students achieve the highest possible knowledge and training and to form a nucleus of productive graduates and future leaders.
  
- d. PD 451  
Free scholarship (100% tuition fee and miscellaneous fee) granted to poor but deserving students at the ratio of one (1) free scholarship for every five hundred (500) pupils/students enrolled.
  
- e. PD 577  
An AFP (Armed Forces of the Philippines) educational benefit of 100% tuition fee discount given to siblings of a deceased or incapacitated military personnel.

- f. **Athletic Scholarship**  
This Scholarship program is granted to members of the University's athletic group. The grant will be based on the performance of the student athlete
- g. **Cultural Scholarship**  
It is open to all bonafide UB College students who have actively participated in cultural activities.
- h. **UB Model**  
UB Models are select students who are purposely chosen to represent the institution as university ambassadors/ambassadors. They take part in UB's promotional activities such as posters, flyers, billboards, marketing videos, career guidance activities, and the like. They exemplify the characteristics of a true-blooded UBian who is committed to live by the University of Batangas' core values – Faith in God (Spirit), Love of Wisdom (Intellect) and Service to Fellowmen (Purpose).
- i. **Student Assistance Program**  
The Student Assistant Program is designed to assist High School Graduates and College Students who are economically underprivileged but intellectually capable to pursue tertiary education. Student assistants shall be entitled to a subsidy on miscellaneous fees, laboratory fees, and tuition fees for 18 units if without PE, 20 units if with PE, or 24 units if the student is graduating. For summer classes, the tuition fee subsidy shall be for 6 units. A Monthly allowance is also given to the students in exchange for their services in the University.
- j. **Alagang UB**  
This academic scholarship is designed to encourage and support high-achieving students from in and outside the University for them to consider UB and complete preferred college degrees and become potential board topnotchers or graduate with Latin Honors.
- k. **Stockholder's Educational Privilege**  
A discount privilege given to stockholders of record as of the beginning of the Fiscal Year.

- l. Corps Commander Scholarship  
A cadet officer of the university who came up to be a Corps Commander is given the entitlement of a citizen scholars prescribed in Article VII, military Training Section 43 scholarship incentive. The said scholarship is good for one year (2 regular semesters, summer is not included).
- m. UB Alumni Association Inc Scholarship  
A subsidy granted per semester to currently enrolled UB College students grant from UB Alumni Association
- n. AASA Financial Assistance  
The Admissions Office as the forefront department in line with its mission and vision creates opportunity for underprivileged but deserving students. Through the initiative of the Admissions and Scholarship Office led by the Admissions Officer himself and with the support of the team, the Office will select a student as a grantee of Php 5,000 per semester.
- o. PNP Discount  
25% tuition fee discount granted to bonafide Philippine National Police members enrolled in either undergraduate or postgraduate studies.
- p. UBian Discount Package  
Discount package for loyal UBians who through thick and thin decided to stay in UB.
- q. Three in the Family Discount  
Discount on tuition fee is only given to three or more siblings enrolled in the University during a regular semester (summer not included).
- r. Family Privilege  
A discount privilege on the total assessment of a qualified faculty member and employee given to their children subject to the policies of the university.
- s. Faculty/Employee Privilege  
A tuition fee discount privilege is given to faculty and employees pursuing post-graduate studies subject to the policies of the university.

- t. **GESP - Graduate Education Scholarship Program**  
For faculty members/employees who are enrolling in the undergraduate Masteral and Doctoral programs. Discount is applied on tuition fee and miscellaneous fees.
- u. **Children Of Athletic Coaches And Cultural Trainers**  
Children of Athletic Coaches and Cultural Trainers shall be entitled to 100% discount on tuition fee for one legitimate child. Service records shall be assessed and evaluated by the Scholarship Coordinator and shall submit the recommendation to the Vice-President for Student Affairs and Services
- v. **The Brahman's Journal Privilege**  
Grant given to members of the Executive and Editorial Board
- w. **Westernian Advocate Privilege**  
Grant given to active members of the publication and must pass the ADVO entrance examination.

**External Scholarships**

- a. **Financial Assistance from the office of the Governor**  
Financial Assistance given to underprivileged but deserving students from Batangas Province
- b. **Tulong Dunong**  
Financial assistance given to underprivileged but deserving students
- c. **BCG Scholarship**  
A financial assistance from the Office of the City Mayor of Batangas
- d. **First Gen SHS Scholarship Program**  
The First Gen Scholarships is a program that awards scholarships to qualified yet economically challenged residents of First Gen's host communities.
- e. **Tertiary Education Subsidy**  
The Tertiary Education Subsidy (TES) is a program under the Free Education Law or Universal Access to Quality Tertiary Education Act of 2017 (RA 10931) which provides financial assistance to deserving students in tertiary education.

- f. Rotary Club of Metro Batangas Scholarship  
Provides full scholarship grants to deserving students who are challenged by poverty to have basic education and/or continue their education.
- g. Mitsubishi Power (Philippines) Inc. Scholarship Program  
Formerly known as MHPS (Philippines) Inc., intends to establish a Scholarship Program to assist deserving students to attain their educational goals, improve their lives and give them a greater chance of achieving their professional objectives.
- h. RA 10612 Junior Level Science Scholarship (JLSS) Program (under DOST)  
The Junior Level Science Scholarship (JLSS) Program aims to: provide scholarships that will finance the education of talented and deserving students in their third year of college and who are pursuing degree programs in the areas of science and technology; and ensure a steady, adequate supply of qualified S&T human resources who can steer the country towards national progress.
- i. Project GIFTS (Government Initiatives On Fellowships For The Talented In The Sciences For The Disadvantaged) Ra7687 (under DOST)  
Republic Act No. 7687, also known as the “Science and Technology Scholarship Act of 1994”, provides for scholarships to talented and deserving students whose families’ socio-economic status does not exceed the set cut-off values of certain indicators. Qualifiers must pursue priority fields of study in the basic sciences, engineering, other applied sciences, and science and mathematics teaching.
- j. Student Financial Assistance Program (StuFAP)  
The Student Financial Assistance Programs (StuFAPs) is one of the major programs of the Commission on Higher Education to increase the number of graduates in colleges and universities offering programs crucial to the development of a strong and vibrant Philippine economy. The StuFAPs is primarily a financial assistance given to poor but deserving students.

- k. Batangueños USA Inc  
100% tuition fee and allowance are given to one (1) chosen scholar
- l. Republic Cement Corp  
100% tuition fee, miscellaneous fee and allowance
- m. SM Foundation Inc.  
The SM foundation grants its chosen student full tuition fee subsidy, monthly allowance, and part time opportunity during school breaks and exclusive job offers with the SM Group upon graduation. The student has a choice of specialization in accounting, information technology, engineering and education.
- n. MARCELINA B. RAMOS (IroncladTek)  
A scholarship grant given to one (1) chosen scholar

### **POLICIES ON MULTIPLE OR CONCURRENT SCHOLARSHIPS**

#### **CONCURRENCE OF EXTERNAL AND INTERNAL SCHOLARSHIPS**

Application of the external scholarships shall take precedence over the application of the internal scholarship. If the external scholarship would suffice to cover the school fees as provided for the Memorandum of Agreement of Understanding, the internal scholarship will no longer apply.

However, if the external scholarship granted is not enough to cover the tuition and other fees, the internal scholarship shall be applied but only up to the remaining balance. An exception to this rule shall apply to the excess entitlements of student assistants, athletic scholars, cultural scholars, UB models and students qualified to receive privileges under the Dean's List Program. The student assistant scholarship, athletic scholarship, cultural scholarship, UB model scholarship or Dean's List privilege shall be granted in full after application of the external scholarship but the excess, if any may be unutilized for assessments in a succeeding semester or may be transferred to a sibling who is enrolled in the university. In no instance shall a claim for a cash refund be allowed except when payment has been received partially from the student and only up to the amount of actual payment received from the student.

## **CONCURRENCE OF TWO OR MORE EXTERNAL SCHOLARSHIPS**

If an external grantor prohibits double claiming, the scholarship which is of greater value may be chosen by the student.

## **CONCURRENCE OF TWO OR MORE INTERNAL SCHOLARSHIPS**

Students who qualify to multiple internal scholarship grants and/or discounts in a semester may only avail of the higher of the scholarship/discount with the greatest benefit. However, if the student becomes eligible to claim privileges under the Dean's List Program while being qualified to another internal scholarship/discount at the same time, the Dean's List privilege may be carried over in the succeeding semester to be applied to fees which may remain unpaid. In no instance shall a claim for cash refund be allowed except when payment has been received partially from the student and only up to the amount of actual payment received from the student.

## **SECTION V. AWARDS**

### **HONORS PROGRAM**

#### **The Dean's List**

The Dean's List Program is designed to help students achieve the highest possible knowledge and training and to form a nucleus of productive graduates and future leaders. This is undertaken in order to motivate students to excel in their academic work via an honors program. It can also be a means of improving and of enabling them to compete with graduates of other schools in seeking employment. The candidates for inclusion to the dean's list and the implementation of the program are as follows:

1. A student should have an average rating of at least 1.75 without any failing grade. Grades in PE, NSTP, and ROTC are not included in the computation.
2. The student should carry the regular semester- load as indicated in the curriculum, and the minimum 15 units load to qualify in the program. It should be verified through the Registrar's Office or the College Dean or Department Director. In the case of shifter or transferee, the student must have enrolled for as many units scheduled /required for the semester.
3. Three categories of Dean's List and corresponding scholarship privileges shall be awarded every semester based on minimum 15-load completed and obtained GPA as follows:

University Scholar- is based on 1.0- 1.25 grade-point-average

College Scholar- is based on 1.26-1.5 grade -point-average

Honor Student- is based on 1.51-1.75 grade-point-average

4. Initially, each college is entitled to three qualified scholars based on ranking of the obtained GPA and shall be entitled on the following scholarship privileges:
  - 4.1. Scholarship privileges for University Scholar, College Scholar and Honor Students shall be 100%, 75% and 50% discount on tuition fees respectively for a semester.
  - 4.2. The first in rank is entitled to 100% of the scholarship entitlement set per category , then the second for 75% and the third for 50%.

In the event that the qualified students fall in the same category, they will be ranked according to their ratings. However, distribution of scholarship privilege shall be based on the designated % of entitlement per rank and shall be computed in a pro-rata scheme which means computing the % according to their share in the entitlement designated to a particular category and ranking (as stated in 4.2.) ex. University Scholar-1st-100% of 100%; 2nd- 75% of 100% 3rd-50% of 100% College Scholar - 1st -100% of 75%; 2nd -75% Of 75%; 3rd -50% of 75% Honor Student- 1st -100% of 50% 2nd- 75% of 50% 3rd- 50% of 50%

- 4.3. If there is a tie in a rank based on GPA, the scholarship grant designated to a particular scholarship category shall be divided equally among the qualified
- 4.4. Subsequently, there shall be one additional scholarship slot whichever category applies for every 500 students to be given to programs ranked according to enrolment size
- 4.5 Any student who qualifies but is not granted scholarship due to the required number of scholars per college/program, shall be given a certificate of recognition. for being a nominee to the Dean's List
5. A student who qualifies for the scholarship grant shall be given a refund of the amount paid on tuition fees only. The Registrar and the Dean should authenticate the application forms devised for the purpose.
6. A student who qualifies academically but is found to have been sanctioned for any violation any of the of school's rules and regulations shall not be nominated for the Dean's List
7. The nominees for the Dean's List shall be posted in the Bulletin Board and submitted for publication in the student paper. Regardless of

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year level, the listing shall be from the highest to lowest. The ranking shall prevail in the grant of scholarship.

## Latin Honors

Candidate for Latin Honors (Summa Cum Laude, Magna Cum Laude and Cum Laude) must have 3 and 4 residency school year with full load based on the prescribed curriculum for a 4-year and a 5-year program respectively and with no grade lower than 2.75 in all academic subjects taken in and outside of the University.

Students who complete their degree courses with the following weighted average grade shall graduate with honors, which are exclusively given at the Commencement Exercises

1. Summa Cum Laude- is given to students of degree courses whose weighted mean average is 1.25 higher
2. Magna Cum Laude- is given to students of degree courses whose weighted mean is 1.5 or higher
3. Cum Laude- is given to students of degree course whose weighted average is 1.75 or higher
4. With Distinction- is given to students of the Technical Education Department whose weighted mean is 1.75 and higher.
5. UB Achiever Award- is given to one student per college, who did not meet the conditions for Latin Honors but with highest GPA and has brought honor to the University. If in case the college does not have any other existing guidelines in selecting recipients of UB Achiever Award, the general policy shall be applied.

Students found guilty of dishonesty/cheating shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors. Provided, further, that students who have been suspended for one (1) year or more due to conduct as specified in the Student Handbook shall be barred from graduating with honors

## FOUNDERS MEMORIAL AWARD

These memorial awards are given to graduating students (College, High School, Elementary) who have excelled in the field of Arts and Culture, Sports and Athletics, Campus Journalism, Leadership, Community Service, and Students Assistance Services. The awards

are limited to co-curricular and extracurricular accomplishments of the students.

1. **Founder Atty. Jesus A. Arguelles Memorial Award for Arts and Culture** – for outstanding accomplishments in the field of painting, beauty contests, photography, dramatics, and other performing arts at the national level.
2. **Founder Juan Y. Javier Memorial Award for Sports and Athletics** – for excellence in the field of sports and athletics either in individual or group events where the university was represented at the national level.
3. **Founder Vicente Catapang Memorial Awards for Campus Journalism** – for the exemplary performance as a campus journalist, represented the university in the field of writing at the national level.
4. **Founder Mayor Roman L. Perez Memorial Award for Leadership** – for outstanding leadership in students' organization which has a line of accomplishments that benefited the studentry and the university family as a whole.
5. **Founder Atty. Francisco G. Perez Memorial Award for Community Service** – for laudable accomplishments as an officer of an organization directly involved in the service of the community specially the needy and indigents.
6. **Founder Pablo C. Umali Memorial Award for Student Assistance Service** – for outstanding performance by a graduating student assistant who has rendered 4-5 years of service in any department as evidenced by records, citations and visible accomplishments during his / her stint as student assistant.

### GAWAD UBIAN AWARD

Gawad UBian is an annual search that recognizes outstanding students and student organizations that aims to inspire students to excel not only in academics, but also to dedicate themselves as exceptional leaders and community servants.

Gawad UBian awards are as follows:

1. Outstanding UBian
2. Outstanding Student organization
3. Special Citations

- a. Arts
- b. Sports
- c. Community and Religious Stewardship
- d. Leadership
- e. Journalism

During the event, Top 10 Scholarship Grantors and Top 10 Most Active Industry Partners for Job Placement are also recognized.

## SECTION V. STUDENT SERVICES

### GENERAL DIRECTIVES

Upon enrolment, a student becomes a part of the university and he is expected to abide by all the rules that concern him. He must be familiar with the contents of this manual. Ignorance of the provisions stated herein does not excuse any student from the corresponding sanctions that may be imposed.

1. When a student registers, it is understood that he is enrolling for the entire semester.
2. No student shall be officially enrolled unless he presents the proper school credentials on or before the end of the semester.
3. A student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials, has made an initial payment of his school fees which has been accepted by the school, and has been authorized to attend classes.
4. Identification Card
  - 4.1 An enrolled student is issued an official identification card which is valid as long as he is connected with the school. He must always wear the ID while inside the campus and swipe it when entering the university grounds and present it to all school authorities when asked to do so. Any student who fails to present the ID when requested to do so shall be considered an intruder and may be required to leave the school premises.
  - 4.2 The loss of ID shall be reported to the Office of the VP for Student Affairs and Services. Students will then be issued another ID. A student who is withdrawing from the college must surrender his ID card to the Registrar's Office as one of the

requirements for Transfer Credentials. Graduates must surrender their student ID to SAEP upon claiming their Alumni Privilege Card (APC).

### 5. Uniform

The school uniform is worn on all class days. The P.E. uniform is worn only during P.E. classes. Students enrolled in Practice Teaching or On-The-Job Training may have a different uniform as prescribed by respective departments. Only students wearing the required school attire shall be allowed to attend classes, enter the library and offices. A wash day may be designated.

### 6. Change of Status/Information

Students who have transferred residence or have changed their civil status shall inform the Registrar's Office in writing about this matter at the earliest time possible. Students are liable for incorrect information in their ID, registration form and other school documents. Letters and notices sent to the addresses appearing on the students' records are considered delivered.

### 7. Conduct

7.1 Students are not to disregard reasonable directives, either verbal or written, issued by a university official or office, or obstruct an official in the carrying out of his/her assigned duties and responsibilities.

7.2 Politeness and etiquette are to be strictly observed in dealing with faculty members, administrative officials, security guards and all other school personnel.

7.3 Respect must be shown to all visitors in school.

7.4 Everyone is expected to observe the "Keep Right Policy" in walking along the stairs and pathways.

7.5 Everyone is expected to observe the "Clean as You Go Policy" in all areas within the campus premises.

7.6 The unauthorized alteration, misuse or tampering with/of any equipment or device intended for use in preserving or protecting the safety of members of the university community, including but not limited to keys, exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first aid equipment or emergency telephones is prohibited.

### 8. Student organizations and outsiders are not allowed to post, affix or attach any written or printed materials (i.e. posters, signs, handouts, brochures, handbills, pamphlets, etc.) on university property without proper authorization. These materials may be posted on bulletin boards designated for such use provided that approval has been

given by the Corporate and Communications Office. Unapproved solicitations may not be posted at any time.

9. A student who violates any national law, provincial, city or municipal ordinance shall be subject to disciplinary action for said offense(s) up to and involving suspension, exclusion and expulsion. The adjudication of such violations may proceed regardless and/or independently of any action taken by national or local government agencies.
10. Possession or assisting in the possession or use of any of the following items including but not limited to firearms, knives, clubs, ammunition, explosive devices, flammable liquids or other weapons on university-owned or controlled property is strictly prohibited by law and university policy. Students in possession of dangerous weapons or materials will be subject to immediate suspension and may face prosecution by civil authorities. Students are not to possess or explode any type of fireworks on university-owned or controlled property unless authorized in accordance with city ordinance and in writing by the appropriate university officer.
11. University of Batangas prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contest of chance on University premises.
12. Hazing is strictly prohibited. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, ridicule or endangerment of a student or group of students. Any violation of the Anti-Hazing Law shall be subject to severe disciplinary action and may face criminal prosecution by civil authorities.
13. Students are not to illegally use, sell, possess or distribute any controlled drug, narcotic, barbiturate, hallucinogen, marijuana or amphetamine on university-owned or controlled property. Violation of RA 9165 shall be subject to severe disciplinary action and may face criminal prosecution by civil authorities.
14. Solicitation using university buildings, equipment, services or grounds is prohibited without the expressed written authority of the Office of the VP-SAS. University-wide solicitations need the authorization of the President. All student and university-sponsored charitable solicitations must be coordinated with and approved by the University President.

**STUDENT AFFAIRS AND SERVICES**

Alongside the academic services provided by the school are activities that promote the development of the social, moral and physical aspects of student life. The Student Affairs and Services was put up to take charge of these programs.

The student activities aim to develop students who:

- a. believes and values his self-worth;
- b. knows and practices interdependence;
- c. loves, respects and is loyal to his community;
- d. is aware of his identity;
- e. is future oriented and open to change;
- f. believes that world peace is founded on social justice, economic equity, democratic participation and ecological balance;
- h. seeks the integration of spiritual and moral values in his daily life.

To enhance the college life and to develop one's potential, students are encouraged to join campus organizations, which are recognized by the administration.

**STUDENT AFFAIRS AND EXTERNAL PROGRAMS OFFICE**

The Student Affairs and External Programs is concerned with encouraging the total development of the student at the University by promoting a variety of educational, cultural, socio-civic through community extension program, outreach, leadership programs and services. These programs and services provide opportunities for students to develop better insight into group processes, to enhance interpersonal skills, nurture individual talents and social responsibility consciousness.

Moreover, the office is tasked to maintain a mutual relationship between University of Batangas, industry and its alumni. It carries out activities related to career and placement services to both students and alumni such as pre-employment seminars, job fairs, maintaining linkages with companies, referrals of students and alumni to possible employers both national and international, and providing other resources necessary for students/alumni to set career goals and obtain successful employment. It works in partnership with alumni groups by involving them in various institutional endeavors and activities like homecoming events, scholarship awards programs, alumni meetings, fund raising activities and other promotional campaigns.

## **University Counseling and Psychological Wellness Center (CoPWell Center)**

CoPWell (formerly known as the Guidance Counseling and Health Office) is the department that caters to the mental health and wellness of the university students. It is composed of licensed and trained professionals in the fields of counseling and psychology that offers a holistic approach ensuring the well-being of the community.

**Vision:** A leading counseling and psychological wellness center that continually promotes mental wellbeing in the Province.

**Mission:** We devote ourselves to delivering comprehensive and evidence-based interventions through specialized services and programs carried out by committed and competent professionals to meet the mental health needs of the University's stakeholders.

### **Objectives:**

1. Comprehensive program executed as an integral part of the educational system;
2. Conducive, positive and therapeutic environment that assists in the efficient delivery of programs and services;
3. Competent licensed professionals vigorously leading and serving the community;
4. Strong linkages in the community and professional organizations through leadership and social responsibility; and
5. Income generating responsive to the community needs and supports the University's financial viability.

**Services:** The Center provides a hybrid mode of services to cater to a flexible learning environment and support to its stakeholders.

### **University Counseling Services**

1. Individual Inventory
2. Testing and Assessment
3. Counseling and Follow-Up
4. Information and Mental Health Literacy Services
5. Referral and Consultation
6. Support Group: Society of Peer Facilitators

**Programs: CoPWell Programs** are coordinated activities or systems of services designed to improve the adjustment of the students. We offer comprehensive and developmental programs which address the

*academic, personal/social, and career competencies* necessary for all students to function and contribute in a changing society.

1. **ACADEMIC: STUDENT ENHANCEMENT ACADEMIC PROGRAM (SEAP).** Guide school counseling programs to implement strategies and activities to support and maximize each **student's ability to learn** (ASCA National Standards for Students, 2004).
  - . Academic Counseling and Consultation
  - a. SARDO - Student At-Risk of Dropping Out Program (in collaboration with Academic Affairs)
  - b. Study Habit Session
  - c. Basic Education Homeroom Guidance Classes
  - d. University of Batangas Admission Test (UBAT)
2. **PERSONAL/SOCIAL: BUILDING HEALTHY RELATIONSHIPS (B-HeaRe)** Guide school counseling programs to provide the foundation for **personal and social growth** as students progress through school and into adulthood (ASCA National Standards for Students, 2004)
  - a. Personal and Social Concerns Counseling and Consultation
  - b. Personality Development, and Stress Management Sessions
  - c. Tatak Brahman Orientation Program
  - d. Mental Health Screening and Assessment
  - e. Basic Education Homeroom Guidance Programs
3. **CAREER: OPENING AVENUES FOR CAREER EXPLORATION (O-ACE)** Guide school counseling programs to provide the foundation for the acquisition of skills, attitudes and knowledge that enable students to make a **successful transition from school to the world of work, and from job to job across the lifespan** (ASCA National Standards for Students, 2004).
  - a. Career Coaching and Consultation
  - b. ISIP (Internal Shifter's Involvement Program)
  - c. Basic Education Career Awareness Activities
  - d. Career Assessment and Readiness

### **Other programs:**

1. Mental Health Services Orientation Program for Faculty Members
2. Parent Enrichment Programs (PEP)

### **HEALTH SERVICES OFFICE**

The university health services office is staffed with qualified health professionals who provide services such as physical and dental examination and consultation. These services may be availed by students during clinic hours. The health team offers first aid treatment

and medical prescriptions for minor illnesses and discomforts. Cases that show no signs of improvement during and after confinement are often referred to hospitals for further treatment. The health team is composed of physicians, dentists and nurses. It is open from 7:00AM to 7:00 PM on weekdays.

## **Mission**

The UB Health Services Office is committed and dedicated to the task of maintaining the welfare of the UB community by providing them with good patient's care and by continuously upgrading its health and medical services with the hope of meeting the medical demands of the new millennium.

## **Vision**

The UB Health Services Office envisions a firm dedication to extend and provide quality medical programs and services related to the work needs of the environment ensuring a healthy body for a healthy mind for the total physical and mental development.

## **GUIDELINES FOR THE UNIVERSITY HEALTH SERVICES OFFICE**

The University Health Services Office is responsible for delivering interventions and preventive health services to ensure the well-being of all members of the UB community.

### **I. SERVICES:**

- A. Periodic Physical and Medical Examination;
- B. Scheduling of the Random Drug Testing;
- C. First Aid Medical and Dental Treatment,
- D. Health Record Keeping and Updating,
- E. Issuance of First Aid Kits;
- F. Responding to Emergency Cases
- G. Referral to Specialists, and;
- H. Health Information

### **II. GENERAL GUIDELINES**

- 1. All primary health care services shall be administered by qualified and licensed medical, dental, and allied professionals to members of the university community;
- 2. Health services are limited to minor ailments, emergency cases and injury resulting from accidents occurring within the premises of the university;

3. The health care personnel shall maintain and keep updated health records of all students, including but not limited to, medicine administration, emergency incident report and disability records for students with disability;
4. The University Health Services Office shall maintain a list of directory of professionals, local health office, government and private hospitals for referral of complex or emergency cases;
5. There shall be trained and qualified first aid responders who may be required to provide necessary intervention/s during emergency cases;
6. The Health Personnel must keep an updated inventory of all medical supplies, including the first aid kit in every faculty room and office, thus ensuring that expired medicines are properly disposed of. The person who signed out the kit shall be held responsible for the loss of medications that are unaccounted, and;
7. The health personnel shall help promote healthy lifestyle among members of the community.

**A. Policy on Attending to Sick Members of the UB Community**

1. Health Personnel must always check and update the student record when attending to their medical complaints;
2. Students who are assessed by the health personnel to have the need to stay inside the clinic due to their ailment/s may stay in the clinic until their condition gets stable, provided that friends and visitors are not allowed to stay with them;
3. In cases where students are assessed with the need to go home, the health personnel or the concerned adviser/Principal shall immediately contact the parents/guardian to fetch the minor students, all others, adults may go home on their own cognizance.
4. Only first aid treatment shall be provided by the health personnel; in complex or emergency cases, referral to other professionals or agencies shall be observed;
5. On medicine administration, the University Health Services Office shall only provide the initial dose upon the direction of the medical doctor. In case there is a need for assistance in the administration of medicine/maintenance drugs, the parents/guardian must send a legibly written letter of request containing the following information below together with the medicine/maintenance drugs, Physician's prescription, and a photocopy of valid ID:
  - a. Name and Section of Child/Program
  - b. Condition/Illness requiring the medication

- c. Medicine and Dosage
- d. Time to be given
- e. Start and End Date
- f. Parents/Guardian's Signature over Printed Name

## **B. Guidelines on Responding to Emergency Cases**

1. Emergency cases must be responded immediately by the health personnel; in case no health personnel is available, other trained first aiders may be asked to intervene;
2. Health personnel shall contact the parents/guardian or consult the administrator regarding all emergency cases;
3. In the event that the student needs to be transported to the nearest hospital, health personnel shall accompany the student for proper endorsement to the physician; in case the health personnel cannot accompany the student due to other circumstances, the trained first aid responders should accompany the student, provided that the health personnel will contact the hospital for proper endorsement, and;
4. The health personnel must accomplish an incident report to be submitted to the school authorities and must be reflected on the student record.

## **INTERNATIONAL STUDENT SERVICES OFFICE**

The International Student Services Office supports international students' success by providing them with information about immigration issues, assisting them with academic and cultural adjustment, and creating opportunities for involvement in the UB community.

ISSO further advances intercultural engagement through student exchange programs (both inbound and outbound) and provides culturally sensitive activities throughout the campus.

### **VISION**

The International Student Services Office (ISSO) aims to strengthen the advanced global diversity on campus by fostering cross-cultural understanding and producing globally-oriented students.

### **MISSION**

The International Student Services Office (ISSO) is committed to supporting campus-based internationalization and transformative intercultural programs guided by global student learning outcomes.

## **POLICY FOR VISA PROCESSING**

### **New Students**

The office will process the application for student visa conversion for new students under the following conditions:

- Current tourist visa must be valid at least two (2) months prior to submission of the requirements for visa conversion.
- Students shall submit ALL requirements for student visa conversion application before the scheduled Midterm examination of the University. Hence, 30 days conditionality status is given automatically to new international student applicants upon clearance of the documents. Failure to do so can be grounds for cancellation of enrolment.
- Those who are given their final tourist visa extension by the BI must leave the country and come back under a new tourist visa.

### **Old Students**

For old students who will be applying for a student visa extension, they are advised to submit all the necessary requirements for the said application thirty (30) days before the visa expiry date. The office will only process visas if:

- Student has signed the agreement form regarding the payment of penalty fee in late filling due to late submission of the requirements
- Students have obtained all the requirements for student visa extension no later than two (2) months before the current semester ends.

### **Transferees**

Upon assessment of credentials by the Registrar's Office, the international student applicant who wishes to transfer to the University must secure all the documents for visa processing including the documents needed for the issuance of CHED Endorsement such as follows:

- Intent letter
- Notice of Acceptance
- Transfer Credentials
- Transcript of Records
- Copy of the Good Moral Certificate
- Certified true Copy of the Passport's biopage, visa stamp and the latest arrival, ACR-Icard

- Letter of Request signed by the University Registrar

## **Shifters**

If the student extends his/her intention to shift course, he/she shall be advised to get the shifting forms at their respective departments. Also, he/she will be referred to the Guidance and Counseling Office for career counseling. Should the student's request be granted, the office shall require him/her to submit the documents needed for the issuance of CHED Endorsement before processing his/her enrolment and student visa extension.

## **Returnees**

Students who failed to enroll in the previous semester/s should secure a school clearance before having their enrollment processed and before applying for a student visa. Financial delinquencies arising from the previous enrollment shall be a bar to re-enrollment unless such balances are duly settled.

## **Cross Enrollees**

International students of other universities/colleges who desire to cross-enroll at the University should have the written approval of the Dean/Registrar of the institution of origin. A copy of the student's passport showing the updated student visa stamp shall be submitted to IALSA upon enrolment. The student is also enjoined to pay the Foreign Student Fee.

## **POLICY ON CANCELLATION OF STUDENT VISA**

The University will request the Bureau of Immigration (BI) to cancel the valid student visa on the following grounds:

- If there was a violation of the school's rules and regulations as stated in the College Disciplinary Board (CDB) Manual;
- If found to neglect the Bureau of Immigration's policy;
- If the student didn't continue his/her enrollment for the covered period before the visa expires. Should a student express his/her intention not to enroll for succeeding semesters, the office will recommend that the student file a Leave of Absence (LOA) with the Registrar's Office

## **STUDENT EXCHANGE PROGRAMS**

### **General Qualifications**

The program is open to all courses and for students who will meet the following qualifications. Applicant must:

- Be a valid passport holder
- Be mentally and physically fit to travel
- Be a bona fide student of the University of Batangas on the date of application
- Have completed at least 2 semesters of study at the University on the date of application
- Have at least one academic year left at UB upon return from the program

*Other qualifications may be required depending on the nature of the study abroad/student exchange program being applied by the student.*

### **Procedure:**

1. Information regarding the available exchange programs will be shared thru the following means:
  - a. Dissemination to the College departments
  - b. UB Social Media pages
  - c. Posters on the bulletin board
  - d. Classroom to classroom visitation depending on the need
2. Any student interested in the program must submit the accomplished Exchange Student Program Application Form (F-ISSO-08) at the International Student Services Office through the College departments.
3. All applicants will undergo a preliminary interview to be conducted by the Principal/college Deans/ Directors. The final interview will be done by the Vice-President for Student Affairs and Services (VPSAS).
4. If available, the list of students who qualified for the program shall be posted at ISSO's bulletin board towards the end of the selection and screening period.
5. The Selection Committee will hold a meeting with the parents of the selected students and discuss all the necessary details relative to the program like the requirements and the expenses to be shouldered by the applicant.
6. Once all details have been discussed and the parents gave their final consent, ISSO will assist the students in the processing of their documents.

7. The selected students will be scheduled for Pre-departure orientation to be facilitated by ISSO a month before their expected flight.

## **POLICY ON MONITORING EXCHANGE STUDENT RETURNEES**

Returning home after spending time in the exchange program is a great experience that allows a student to develop personal growth, provide mobility for social action and enhance skills for professional life. After returning from the program, the exchange student returnees shall observe the following:

- Attend Post-Arrival Orientation to be facilitated by ISSO in coordination with the Center of Psychological Wellness (CopWell), to discuss concerns that would help students as they readjust to their back home and reverse culture shock.
- Complete the Exchange Student Returnees Evaluation Form to be submitted at ISSO.
- Continue the program he/she left upon return to be able to secure his/her diploma with the University.
- Present their Transcript of Records from the host/partner school with the letters of approval from the Vice President for Academic Affairs and University Registrar to facilitate crediting of subjects should there be equivalency.
- Use their experience to play active roles in the institution thereby contributing to the deepening of the understanding of the cultural immersion and participating in the orientation activities for exchange student programs.
- Provide support for organizing alumni associations of former exchange students to support alumni activities and functions to ensure that the former exchange students keep in touch with ISSO.

## **SCHOOL CAFETERIA**

The school cafeteria in the Batangas Campus is managed by the Western Batangas Development Corporation while the one in Lipa Campus is being managed by another third-party concessionaire. Everyone is expected to observe the “Clean as You Go Policy” within the cafeteria as well as in all campus premises.

**THE UNIVERSITY LIBRARIES**

The Learning Resource Center supports the mission, vision of the University by providing academic resources vital to liberal education, teaching research skills, and promoting information literacy necessary for lifelong learning. It aims to serve as a hub of information and gives quality information services to the school community.

The UBBC Main Library is housed at the Founder's Hall, beside Dr. Cristy R. Hernandez Hall. It is air-conditioned and designed for individual or group study. There are two (2) satellite libraries: the High School Library and the Elementary Library. The High School Library is situated on the ground floor of Catapang Hall while the Elementary Library is located at the Downtown Campus of the University. On the other hand, The Graduate Studies Library and the Law Library are integrated into the Main Library.

The UBLC Library is located on the ground floor, leftwing of Building B. It is spacious, fully air-conditioned, and well lighted. The Law Library is integrated into the College Library, while the High School Library is housed in the adjacent room (B101).

The libraries practice an open shelf system for easy access to the resources. Internet access, audio-visual materials, and electronic resources are also available as supplementary sources of information. The Museum and Batangas Heritage Center is an added feature of the center for the study of history and culture of Batangas province.

**Library Hours:****UBBC**

Main Library            9:00 am    -    4:00 pm Monday to Saturday

Graduate Studies  
Library

9:00 am    -    4:00 pm Monday to Sunday

Law Library

9:00 am    -    4:00 pm Monday to Saturday

**UBLC**

College Library        9:00 am    -    4:00 pm Monday to Friday

Law Library

9:00 am    -    4:00 pm Monday to Friday

## Guidelines in the New Normal

1. The library is open to all students who wish to visit the library online/onsite.
2. Library online services are available on both campuses. The library web page is linked to the University website wherein electronic resources are available.
3. Library clients are encouraged to use the *Ask a Librarian* online reference assistance through the use of Google form (Information Query Form) provided in the library webpage and *Chat a Librarian* using the library FB page to address the information query/s.
4. To those who intend to visit the library physically, fill out the library *Appointment Form* which can be accessed from our library web page. Confirmation of the appointment will be sent via email.
5. During the visit, everyone is advised to follow the minimum health protocols of the university like wearing of facemask, face shield, hand sanitation, and observing physical distancing for mutual safety.
6. DO NOT FORGET TO BRING YOUR SCHOOL ID AND YOUR BALLPEN.

## General Guidelines

1. Students are required to register upon entering the library.
2. Student's Identification Card must be presented when borrowing library materials.
3. General reference materials, theses and dissertations, periodicals, and special collections are for library use only.
4. Three books (3) may be borrowed at a time. Borrowing of books ends two (2) weeks before the end of the current semester.
5. Books may be borrowed from Monday to Friday. Borrowers are encouraged to return borrowed library materials on time.
6. Lost books must be reported immediately to the librarian. A lost book must be replaced by the same title/latest edition/related subject or paid in cash based on the current market price plus processing cost.
7. Missing/torn pages on any borrowed library materials must be reported immediately to the librarian. Borrowed materials

- should be handled with utmost care. Damaged materials beyond normal usage must be replaced by the same title plus processing cost.
8. Photocopying of articles and excerpts from books and other library materials may be allowed for personal use only.
  9. Abstract of theses/dissertations is the only part allowed for photocopying.
  10. Anybody caught bringing out library materials taken without permission shall be dealt with disciplinary action.
  11. Library customers are reminded that the library is primarily for study and research. EATING, SMOKING, LITTERING, LOITERING, and the like are not allowed. Loud conversations are discouraged.

### COMPUTER LABORATORY

The Roman Perez Hall houses 400 computer units for college students. Computers are equipped with the latest versions of Microsoft Office, open-source programs and academic versions of software that enhance learning through practical exercises. Each laboratory contains 40 computers connected to the network with Internet access and equipped with printers and multimedia projectors.

### POLICIES AND GUIDELINES ON THE USE OF COMPUTER LABORATORY

#### Schedule

Only students with scheduled classes are allowed to use the computer laboratories. To avail of the Open Laboratory schedule, requests from the subject teacher may be submitted to ITC using F-ITC-21 (Open Laboratory Schedule Form).

#### Personal belongings

All personal belongings such as backpacks, bags (of a reasonable size) may be brought inside the computer laboratory and must be placed on the shelves or baggage area designated for the purpose. Students are encouraged to be on guard with their valuables (i.e. cell phone, wallet, and other electronic devices). The ITC will not be held liable for the loss or damage of any personal property of laboratory users.

#### Laboratory Assistants

For assistance, a computer technician is assigned to every laboratory room and laboratory assistants (i.e. On-Job-Trainees and Student Assistants) are on stand-by at ITC to help the students. ITC

personnel have the right to advise any user to leave the premises in case the user violates any of the policies.

## Prohibitions

- Altering of computer configuration without proper authorization from ITC
- Movement of equipment and cables without permission of ITC
- Installing personal hardware or software in any of the computer network
- Gaming and accessing pornographic sites
- Making unnecessary noise, threatening behavior and loitering inside the laboratory
- Eating, drinking, smoking and any form of vandalism

## ACCOUNTING SERVICES

Some of the major functions of the office have to do with the following student services:

1. Student Fees Accounting;
2. Assessment of Scholarship;
3. Billing of Scholars;
4. Processing of adding, dropping and changing of subjects/courses;
5. Processing of cash refund/credit memo;
6. Attending to student inquiries

## MODES OF PAYMENT

Fees and dues may be paid through any of the following payment channels:

1. Cashier's Office
  - Cash
  - Check
  - Debit Card
  - Credit Card
2. Bills payment facility via online banking or over-the-counter (OTC) payment fill out a bills payment slip for OTC payments of select bills payment option in online banking and indicate Student Number as Subscriber Number/Reference Number
  - Banco de Oro (BDO)
  - Bank of Commerce (BOC) – OTC only and accepted at Caedo,
  - P.Burgos and Calapan Branches only

- Bank of the Philippine Islands (BPI)
  - Rizal Commercial Banking Corporation (RCBC)
  - Union Bank
  - SM Bills Payment - OTC only and accepted at SM Batangas City, Hypermarket Balagtas, Batangas City and SM Lipa Only
3. Online Payment via E-Wallet - students must first access UB's Payment Channels Portal (<http://www.ub.edu.ph>) to get a system-generated reference number. Such system-generated REFERENCE NUMBER SHALL BE USED WHEN CREATING A PAYMENT TRANSACTION IN THE E-WALLET APPLICATION.
- ecPay (For Gcash)
  - PayMaya
  - GrabPay
  - Coins.ph
  - Dragonpay Prepaid Credits
4. Online Payment using Credit Card or Debit Card - student must access UB's Payment Channels Portal (<http://www.ub.edu.ph>)
5. Over-the-Counter Non-Banks - students must first access **UB's Payment Channels Portal (<http://www.ub.edu.ph>)** to get a system-generated **Reference Number**. Such Reference Number. Such reference numbers Shall be used to remit payment through any of the following non-Banking institutions:
- 7 Eleven
  - Palawan Pawnshop
  - Cebuana Lhuillier
  - Bayad Center
  - M Lhuillier
  - LBC
  - Robinson's Department Store
  - RD pawnshop
6. Over-the-counter other banks - students must first access **UB's payment channels portal (<http://www.ub.edu.ph>)** to get a system-generated **Reference Number**. Such system-generated number shall be used as the reference number when payment is made through the following banks:
- Asia United Bank (AUB)

- Bank of the Philippine Islands (BPI)
- China Bank
- EastWest Bank
- LandBank
- Maybank
- Metrobank
- Philippine National Bank (PNB)
- PSBank
- Robinsons Bank
- United Coconut Planters Bank (UCPB)

## TERMS OF PAYMENT

Tuition and other fees may be paid in full or on installment basis. A 5% cash discount on tuition fees only shall be given to those who will pay in full before the start of classes. The 5% cash discount shall be applicable to payments received through the following modes of payment:

1. Cash or check remitted to the Cash Management Office
2. Cash or check deposited over-the-counter or transferred through ATM or online banking to University of Batangas' bank account at BPI, RCBC, Union Bank, Bank of Commerce or BDO, including payments received by these banks using their bills payment facility.
3. Payments via SM Bills Payment Arrangement
4. Payments remitted through E-Wallet, non-banks, and banks via University of Batangas' Payment Channels Portal

For check payments, the cash discount shall be forfeited if the check is returned by the bank due to insufficient funds or closed account.

Due to the collection fees charged by the university's payment partners, full payments received through the following modes of payment shall not be entitled to the 5% cash discount:

1. Online debit card and credit card payments
2. Debit card and credit card payments using the POS terminal at the Cash Management Office

For students who will pay on installment basis, a certain percent of the total shall be computed as down payment and the remaining balance shall be divided into four (4) months for UBBC and three (3) months for

UBLC. Students are advised to pay the monthly dues every 5th of the month.

### **INTERNSHIP OFFICE**

The Internship Office formerly known as the OJT Office, serves as the university's department assigned to provide effective internship avenues to equip students with necessary skills for future employment. The office links the university with the local and global industries through strong company partnerships for competent and relevant internship deployment.

### **VISION**

The Internship Office envisions to provide avenues that will connect the University to reputable local and international academe-industry linkages for mutually beneficial internship deployment of students.

### **MISSION**

The Internship Office is committed to provide competent and relevant training via on- and off-campus local and international internship with highly reputable company partners to equip student-trainees with skills at par with global standards.

### **QUALITY OBJECTIVES**

1. Create and maintain strong academe-industry linkage with reputable companies for virtual or face-to-face local and international internship
2. Improve the curriculum based on industry standards for internship
3. Update the policies, guidelines and manual of the Internship Office
4. Develop internship/immersion-related CES projects for the benefit of our adopted Barangay.
5. Design the Internship Office staff development program
6. Produce research studies pertaining to internship/immersion

### **CONTACT INFORMATION**

Ground Flr., Juan Y. Javier Building  
University of Batangas  
Hilltop Road, Kumintang Ibaba, Batangas City  
Phone: (043) 723 – 1446 loc 210  
Email add: ub\_ojt@ub.edu.ph  
FB Page: University of Batangas-OJT Office

### **UNIVERSITY OF BATANGAS GENDER AND DEVELOPMENT COMMITTEE (UBGADC)**

UBGADC is the GAD Focal Point System of the University. The committee is responsible for promoting and enhancing gender sensitivity

and mainstreaming in the institution. The committee's responsibilities are done through planning, coordinating, and implementation of GAD-related programs, activities, and projects.

**Vision:** University of Batangas Gender and Development Committee envisions to be an advocate for gender equality, gender responsiveness, and gender sensitivity.

**Mission:** UBGADC aims to promote gender and development through a responsive curriculum, research, and extension programs.

## Objectives

1. To integrate the principles of gender and development in curriculum development
2. To incorporate the principles of gender and development in the conduct of research programs
3. To embody the principles of gender and development in extension programs
4. To align existing policies to the principles of gender and development

## Strategies:

1. Promotion of a gender-responsive curriculum, research, and extension
2. Implementation of the planned capacity building program for gender and development
3. Institutionalization of the GAD database in the form of sex-disaggregated data and gender statistics
4. Establishment of linkages relative to gender and development
5. Development and provision of scholarship programs for marginalized women, children, and members of the LGBTQI++ community
6. Provision of career opportunities for marginalized women, children, and members of the LGBTQI++ community
7. Conduct of research and extension programs relative to gender and development
8. Creation of a financial mechanism that will support Gender and Development programs of the institution

## STUDENT ORGANIZATIONS

### STUDENT ORGANIZATION RECOGNITION AND RENEWAL

Student Organization Recognition must be renewed annually. Recognition granted for the current academic year expires on May 31. New applications and renewals are processed beginning August 1 until

August 30. For a list of requirements, you may download the Application for Recognition of Campus Organization (F-SAEP-01) from My UB, under UBBC SAEP Forms.

The list of all recognized student organizations for the current academic year shall be posted on the SAEP Bulletin Board.

### **THE STUDENT GOVERNMENT**

The Student Government (SG) is the governing body of the studentry. The SG holds the election every year based on its own constitution and by-laws. The SG helps promote and protect students' rights and welfare. It has proven to be a good training ground for leadership and the exercise of democratic processes. The SG actively participates and supports all academic and non-academic endeavors of the university.

### **STUDENT PUBLICATION**

Student publications are expected to abide by the principles of journalism. The editors and the faculty advisers may develop their own editorial policies. It is the responsibility of the publication to ensure the knowledge of the staffers regarding the existence of such policies. The editorial board is directly responsible for materials published. Violation of the publication policies is subject to disciplinary action.

The selection of the members of the staff is based on the results of examinations given to all students interested in joining a specific section of the publication. The examinations are in English or Filipino in the following areas: Editorial Writing, Feature Writing, News Writing, and Sports Writing.

### **THE WESTERNIAN ADVOCATE and THE BRAHMAN JOURNAL**

The Westernian Advocate and the Brahman Journal are the official student publications of the University of Batangas. They serve as the media of expression of the students. Their role is to inform the UB community of all the activities occurring in and out of the campus. The writers are picked through a competitive examination conducted by the publications. The examination covers all the areas of Journalism: News Writing, Feature Writing, Sports Reporting, Editorial Writing, Cartooning, and Photojournalism.

All aspiring writers must be bona fide students of the University of Batangas and must have passed the Qualifying Examination given by the publications.

## SECTION VII. GUIDELINES

### GUIDELINES ON SCHOOL UNIFORM

#### PURPOSE

It is important that all students wear the prescribed uniform with pride. These guidelines will encourage the students to experience a sense of university identity, and be in their best behavior at all times. The following guidelines will ensure that the students wear the correct and proper uniform, complete with school ID on the prescribed days.

#### LADIES' UNIFORM

**Skirt:** Plaid maroon and black design. Proper length: Skirt must touch mid-kneecap.

**Blouse:** White blouse with checkered maroon and grayish-black tie - must be tucked in at all times. If an under shirt is worn it must be solid white and should not hang out of the uniform. The tie bears the university seal embroidered at the mid-bottom section.

**Vest:** Charcoal-black with gold buttons, must be worn at all times.

**Blazer:** (For UBLC Students only) Grayish-black with gold buttons. Blazer is worn during cold seasons. No other blazers/coats/jackets should be worn inside the university premises.

**Shoes:** Black, closed shoes with 1-2 inches heels. No open-toed sandals or boots.

#### MEN'S UNIFORM

**Pants:** Grayish-black long pants. Must fit smartly and belted at the waist.

**Polo:** White short-sleeved polo, and completely tucked into the pants. Solid white-sleeved undershirt should not hang out of the polo.

**Belt:** Black leather belt with silver buckle.

**Necktie:** Plaid maroon and grayish-black with the university's seal embroidered at the mid-bottom section.

**Socks:** Black crew socks.

**Coat:** (For UBLC Students Only) Grayish-black with gold buttons. Coat is worn during cold seasons. No other blazers/coats/jackets should be worn inside the university premises.

## P.E. UNIFORM

**Shirt:** Grayish shirt with maroon lining on the sleeves with UB PE logo at the upper center portion of the shirt.

**Pants:** Maroon colored pants with straight-leg cut (must have the same width from knee to ankle)

The PE Uniform is worn only in P.E. classes.

## OTHER COLLEGE UNIFORMS

Other uniforms such as Practice Teaching Uniform and On-The-Job Training Uniform are prescribed by respective colleges.

Students may apply for exemption from wearing the prescribed uniform due to medical/ physical condition (i.e. pregnancy). Working students may also be allowed to report to class wearing their office/work uniform. Exemption may be granted upon the recommendation of the respective Dean and the approval of the Student Affairs and External Program Director. Upon approval, the SAEP Office will provide a notice to the Security Office.

Moreover, student organization shirt designs must be approved by CCO prior to printing and production.

## GUIDELINES ON GROOMING, APPEARANCE and CASUAL ATTIRE

- a. On washdays, students are free to choose the clothes they wear but they should adhere to the conventions of decency and good grooming. Prohibited inside the campus are:
  - Sandos
  - Plunging neckline
  - Halter tops

- See-through clothes
  - Hanging and off -shoulder blouses
  - Sleeveless shirts
  - Cycling shorts
  - Walking shorts
  - shorts (except during game practices of varsity team members)
  - Leggings or tights
  - Clothes with frayed hems
  - Tattered jeans
  - Mini-skirts
  - Rubber and leather slippers
- b. Students wearing excessive make-up, facial studs, body piercing, permanent or temporary skin art, headgear and/or other accessories inappropriate for school wear unless authorized for specific function/ activities are not allowed inside the school premises.
- c. Wearing of earrings is not allowed for male students while female students are limited to one (1) set of earrings only.
- d. Bold hair colors are not allowed for male and female students.
- e. Students are required to be in appropriate attire whenever they enter the campus, whether they will attend classes or not and/or required to attend school activities outside the campus.

## SECURITY AND SAFETY

1. Know the Security Personnel (Blue Guards) and the location of the Security Office.
2. Always wear your School ID while inside University Premises and bring your Enrolment Form for easy identification and facilitation of your transactions. In case of loss, proceed immediately to the Security Office and accomplish the REPORT OF LOSS ID Form (This shall serve as your temporary ID).
3. Be mindful of your personal belongings at all times (especially cash and valuables). Do not leave them unattended.
4. Be guided by the nearest fire exit in your area if in case an emergency arises. Be guided accordingly also by faculty members or employees.
5. Vacate classrooms when there are no classes and avoid loitering in corridors and staying in stairways.
6. When you are off-campus, beware of pickpockets, “agaw-cellphone” gangs, etc.

7. Please observe proper usage of passageways (entry/exit gates), pedestrian lanes, footbridge, and loading and unloading zones to prevent accidents and minimize traffic.
8. Report any untoward incident, security/safety hazards, lost and found items, etc., to the nearest security guard on duty, or to the Security Office.
9. Always remember: "Safety and Security is EVERYBODY's responsibility"

### GUIDELINES ON CLEAN AS YOU GO POLICY

#### What is CLAYGO?

CLAYGO is an acronym for **CLEAN AS YOU GO** which encourages making cleaning practices part of one's daily routine and behavior.

In what areas should I apply CLAYGO to?  
This applies not just in the cafeteria, but also to ALL corners of our school, including your classrooms.

#### How can I practice CLAYGO?

**CAFETERIA.** The school has provided two trash bins near the **LEFT-OVER SECTION**. There is one for the non-biodegradable items (e.g., leftovers, tissue paper). After finishing your food, make sure to segregate your trash and throw it in the proper trash bin. Do not forget to bring the eating utensils that you used in the **BUZZLING SECTION** of the school cafeteria. There are also tissues available near the cashier so you may want to check your table to make sure there is no spot left before leaving.

**OTHER PLACE IN THE CAMPUS.** If you are in the classroom or in other places inside the campus, and you are having a hard time looking for a trash bin, make sure to have a brown paper bag where you can temporarily place your trash until you find a trash bin or simply, take your trash with you.

#### What will happen to me when I choose not to comply?

Non-compliance to this policy means infringement of the school regulation. Remember, there will be CLAYGO watchers around the school campus who will look after your compliance. Once caught, you will be subject to disciplinary action. To avoid this, let your classmates and friends know about this policy and begin practicing CLAYGO **now**.

## GUIDELINES ON SOCIAL MEDIA USAGE

### I. A. Policy Statement

The issue of Bullying is particularly important in school settings and the specific legal responsibilities placed upon schools in relation to tackling bullying are covered within the guidelines. Although the guidance has been written primarily with children and young people in mind, the strategies and interventions may well be of value when tackling similar issues within adult settings. All areas of family services should develop their own policy and it is anticipated that the guidelines in this document will provide a basis for this.

### B. Definitions

1.) Social Media is defined as media designed to communicate online through social interaction using highly accessible public publishing forums such as, but not limited to, Facebook, Twitter, YouTube, Instagram, LinkedIn, blogs, message boards, Flickr, and other social platforms.

2.) Personal Site is defined as a social media site that is for the sole purpose of personal use. There are no identifications of the person as a representative of University of Batangas and content is restricted to personal and not work-related material. The guidelines in this document are not intended to regulate personal sites. If you have an account with your name as the title, it is only classified as a personal site if it is not used for personal branding (see below).

3.) Public Site is defined as a social media site where a person represents University of Batangas as employee/faculty/student or a representative of University of Batangas. This includes personal branding sites in which one maintains an account that promotes his or her own person, but as a position facilitated by his or her association with University of Batangas. An example of this might be a student's blog, unless it is a personal site (see above).

## II. General Guiding Principles

### A. Institutional Ownership

Any new social media account considered as a public account that represents the institution is the property of University of Batangas. These sites must be registered with the Vice President

for Student Affairs and Services (VPSAS). Permission to start a public account must likewise be obtained from the same office.

As a continuing requirement for the upkeep of the registered sites, the registrants must include the UB Social Media Coordinator as an administrator of the page. The sites referred herein are not limited to those created for and by the student organizations.

### **B. Disclosure and Personal Responsibility**

Account managers administering sites on behalf of University of Batangas must post a disclosure on their “profile” or “home page” indicating their position, if any, in the university (e.g., student government officer, student publication staff, etc.). If more than one staffer post on the site, this must be indicated in the disclosure.

## **III. Rules of Engagement -Specific Guidelines**

### **A. Proprietary Information and Confidentiality**

All photos, podcasts, videos, news stories or other information not authored by an account manager should be used only in compliance with copyright laws. Citing sources and including a link to the main athletic website, if appropriate, should be practiced.

Account managers will not comment on confidential information related to university matters that may include litigation, personnel matters, including the hiring or firing of staff members, or other confidential information about finances. If asked a specific question you feel you cannot answer, tell the poster so. Do not engage with a poster who desires confidential information. If in doubt, ask university authorities, represented by the Corporate Communication Office.

### **B. Accuracy and Clarity**

Don't link to an external site promoting a product or service that is not affiliated with University of Batangas without talking to the Corporate Communication Office first.

Be careful of using jargon that only a handful of posters understand. Try to use inclusive language in your posts that encourage discussion. Make sure your facts (times, dates, names) are correct and are spelled correctly. Don't speculate.

## C. Disclosure

Do not post information about specific students, faculty and employees unless it is related to an award or honor.

## D. Cyber Crime Law of the Philippines

Abide by the provisions of the Cyber Crime Law of the Philippines. Practice ethical posting of information. Common sense and courtesy should always prevail.

## E. Disclaimers and Posting Guidelines

Each social media account manager must post his or her identity along with his or her position in his or her profile to identify himself or herself as the account manager. Avatars must include a logo or picture that can be identified with the account. See the ITC Department if you need help.

The following posting guidelines will be posted in the profile information on all social media accounts managed by student organizations and all other students who wish to apply for a public site:

*“We invite you to become a part of the community here and post or comment on a regular basis. (Name of web page/site) is dedicated to building a safe and secure community online. We ask that you not use graphic language, post pornographic or offensive images, or use language which is derogatory to specific people. Any comments or posts that violate these posting guidelines will be removed by the account manager.”*

## F. Respect in the Social Media Space

- Posting is speaking in public. Don't post anything you wouldn't say at a public meeting representing University of Batangas or to the media.
- Be careful not to engage with posters who are commenting on matters related to the university's reputation. Please alert the VPSAS if this is a concern.
- Don't pick fights and don't engage in them.
- Answer legitimate questions - don't use a question as a forum for your opinion.
- Respect people's opinions. There are circumstances in which it may be necessary to limit access to a poster or delete a post.

In this case, use the posting guidelines if you need to delete a post. If you are in doubt, contact the VPSAS. Please make a hard copy of the questionable post with the name of the poster and text before you delete the post and give it to the VPSAS for filing.

- If you maintain a Twitter account, please check your followers regularly for Twitter porn and block those followers. Their profiles and avatars are available to anyone who looks at your page.

### **G. Security**

Do not give out the phone numbers, addresses or other personal information, information of other students or student-athletes, and faculty or employees on a social media site, unless for purely personal concerns. Inquiries for information may be directed to [www.ub.edu.ph](http://www.ub.edu.ph).

### **H. Branding**

Please be careful to use only the approved logos, colors and templates of the University of Batangas for backgrounds, avatars and other electronic communications.

### **I. Procedures**

Each social media account that is maintained by students on behalf of University of Batangas (see I-B), must be registered with the VPSAS.

### **J. Disciplinary Procedures**

Failure to follow these guidelines is a violation of the university policies and subject to discipline and/or removal of the student as account manager or closing of the site. A repetition of the offense, depending on the degree of its impact to the university community may result in suspension of the student from school, or in worse cases, expulsion.

#### **Reference:**

These guidelines are patterned after the *Montana State University Athletics Social/New Media Guidelines*.

## **SECURITY AND PRIVACY**

1. Do not share your UBian LMS password or access code with anyone.
2. Change your password if you think someone else might know it.
3. Always log out when you are finished using the UBian LMS and other online accounts.
4. When sending a message to your teachers or classmates via email or UBian LMS, always use your active UBian LMS and email accounts provided by the University.

## GUIDELINES FOR ACADEMIC INTEGRITY IN REMOTE LEARNING

### A. Policy Statement

University of Batangas, a leading institution in providing educational services, believes that academic integrity is a commitment to the fundamental values such as honesty, trust, fairness and responsibility. These values enable the University to translate ideas into actions.

### B. Definitions

1. Honesty. The term refers to the value of adhering to standards of truthfulness and integrity.
2. Trust. The term means one's ability to participate in an environment of confidence.
3. Fairness. This pertains to the value of abiding by the standards and procedures outlined by the University.
4. Responsibility. The term refers to personal accountability and acceptance of consequences in case of misconduct.

Students have to adhere to the mentioned standards in their online academic activities. They also have to refrain from engaging in any form of academic dishonesty in remote learning, such as, but not limited to the following:

1. Intentional and malicious use of another student or teachers' login credentials, UBian account and deliberate sharing of personal login information to other students.
2. Sharing of any learning materials produced and owned by the University and/or its faculty to non-UB students without permission from the University and/or its faculty.
3. Taking photo and/or screenshots and screen recording of any UBian LMS content and sharing it to any social media to discredit, defame or malign students, the teachers and the University.
4. Taking photo and/or screenshots and screen recording of any UBian LMS content and/or other learning materials produced

- and owned by the University or its faculty for purposes other than that it was intended.
5. eCheating which may refer to, but not limited to the following practices: copying another student's work; using notes, books or electronic devices while taking the exam without permission from the teacher; using somebody else's UBian account to access the exam; communicating with or helping another student during the exam and any other forms of cheating.
  6. Plagiarism. This includes directly copying and pasting content including but not limited to online sources; copying materials from the work of another student or a previous work, as well as the utilization of the compilations of previous performance task activities, assignments and projects of another student and those related activities mentioned and defined under the Intellectual Property Law.
  7. Technology manipulation. This pertains to the use and/or misuse of technology to manipulate opportunities, to include but not limited to activities such as hacking, technology fraud, disruption of or controlling the features of the technology thereof.
  8. Disruptive behavior. This includes the conduct of inappropriate activities during synchronous sessions as well as the posting of unrelated materials in the discussion board and other learning tools and platforms.

## **GUIDELINES FOR LIMITED FACE-TO-FACE CLASSES DURING COVID-19 PANDEMIC PERIOD**

### **I. Before Entering the University Premises:**

Students who shall enter the campus must have NO SINGLE SIGN OR SYMPTOM of Covid-19. Remain or stay at home when one does not feel well.

All students must have the following before proceeding to the University Premises.

1. Prescribed Face Mask
2. Personal hygiene kit containing 70% alcohol, tissue and or hand sanitizer and extra face mask and extra cloth
3. Ball pen
4. Smartphone user installation of the QR Scanner for the contact tracing is required
5. Must have installed the Stay Safe App Ph.
6. Bottled Water

7. School Identification Card

## **II. Upon Entering the University Premises:**

All students, faculty, employee, contractor and supplier should do the following:

1. Observe 1.5 meters physical distancing.
2. Submit oneself for thermal scanning; if temperature is 37.5 and above, she/he will not be allowed to enter the premises and will be advised to go home and take a rest. Details will then be submitted to his/ her respective barangay for further monitoring.
3. Scan the QR Code and fill out the health declaration (For those who have the QR Scanner App).
4. Fill out the Health Declaration Checklist (F-SO-01) form using your own pen (For those who do not have the Scanner App).
5. Present the Filled-out declaration form to the guard on duty.
6. Disinfect hands using the provided alcohol and make use of the footbath.

## **III. While Inside the University Premises:**

Everyone must observe the following while inside the University Premises:

1. Must wear a face mask all the time.
2. Observe social distancing.
3. Observe one-way foot traffic.
4. No Loitering.
5. Strictly no sharing and borrowing of personal materials and belongings.
6. No eating and drinking in the common areas of the University Premises. The canteen will be for eating and drinking purposes only. Staying at the canteen will be limited to 15 minutes per individual.
7. Avoid spitting.

## **IV. While Inside the Classrooms, Offices and Common Areas**

Everyone must observe the following while inside the classrooms, laboratories, offices and common areas:

1. Wear your face mask all the time.
2. Observe social distancing.
3. Stay only at the designated seat.
4. Upon exit, the first row leaves the classroom first.
5. Always fall in line when entering offices/ areas such as the Library, Registrar's Office, etc. Each student is allowed to stay for a maximum of two hours in the Library. Limited seats shall be maintained.
6. Only four (4) persons will be allowed in the elevator. While inside the elevator, face the wall and refrain from talking.
7. Refrain from talking while inside enclosed areas.
8. Students will only be allowed to enter and exit the university premises once.
9. Avoid small or big group gatherings.

### **V. While Conducting Limited Face-to-Face Classes**

Programs granted for face-to-face classes shall adhere to the following protocols and guidelines:

1. Please wear your face mask all the time.
2. Observe social distancing.
3. Strictly no sharing and borrowing of personal materials and belongings.
4. Stay only at the designated seat.
5. Disinfect regularly and wipe down your own chair and table in the class every thirty minutes.
6. Upon exit, the first row leaves the classroom first.
7. Classes will follow a cyclical and staggered schedule.
8. Students are required to bring their own food. Meals must be eaten inside the classroom. Reusable containers/utensils are highly encouraged. No sharing of food and no talking while eating should be observed. Staggered and scheduled meal time (15 minutes) will be implemented.
9. Students will only be allowed to enter and exit the university premises once.

### **VI. COVID 19 Health and Safety Checklist (F-SO-02)**

The above-stated Health Protocols will be monitored by the Health Marshall using the COVID 19 Health and Safety Checklist.

## VII. UB Handling of COVID 19 Cases, Symptoms and Exposure Cases Procedure Under Limited Face-to-Face Classes Reporting Process for Students under Limited Face-to-Face Classes

COVID 19 RELATED CASES	PROCESS	FORMS & POINT PERSON
<p><b>REPORTING OF CASES</b></p>	<p>Students who will be under any of the COVID 19 Related Cases (as shown in the tables below) will report through call/ text message/ email or FB private message to their respective Chief of Offices. They will be tagged at the UB COVID 19 Reporting App, according to their reported incident. Once tagged, they are required to accomplish the Google Form that will be sent to them. Inform your respective barangay/ City Health Office.</p> <p>In the case that the employee or faculty does not have access to the Google form, the Department Head will accomplish the Google form for the concerned personnel.</p> <p>The Department Head will inform the Dean/ Principal on the work arrangement of the reported personnel.</p> <p>Please refer to the <b>Quarantine Period</b> (as shown below) per reported case per vaccination status.</p>	<p>Point Person – Department Head</p> <p>Google Form to be Accomplished:</p> <p>COVID 19</p> <ul style="list-style-type: none"> <li>• Experienced Covid 19 Symptoms with no close contact</li> <li>• Exposed to a COVID 19 Positive Person</li> <li>• Exposed to a Suspected COVID 19 Person</li> </ul>
<p><b>MONITORING OF CASES</b></p>	<p>Reported cases will be monitored by our University Nurse.</p>	<p>Point Person – University Nurse</p>
<p><b>RETURN TO LIMITED FACE-FACE CLASSES PROCESS</b></p>	<p>Students who will be monitored to Have No Symptoms 3 days before finishing the Prescribed Quarantine period will be tagged as either "Recovered" or "Cleared" in the Covid 19</p>	<p>Point Person – University Nurse</p> <p>Google Form to be Accomplished:</p>

	<p>Reporting App by the University Nurse.</p> <p>However, if symptoms are still persistent on the last day of their quarantine period, they will be advised to extend their isolation, depending on the discretion that will be given by their Barangay/City Health office. Any update regarding this matter should be relayed to the University Nurse.</p> <p>In the case that the student does not have access to the Google form, the Chief of Office will accomplish the Google form for the concerned personnel.</p> <p>After compliance with the requirement on the mentioned Google Form, On-Line Consultation with our University Physician will be scheduled by the University Nurse. A confirmatory email of the consultation will be sent by the University Nurse to the HR Department and Safety Officer.</p>	<p><b>UB COVID 19 - Return to Work Form (Recovered)</b> *For those fully recovered COVID POSITIVE CASES</p> <p><b>UB COVID 19 - Return to Work Form (Cleared)</b> For those who undergo quarantine due to:</p> <ul style="list-style-type: none"> <li>✓ EXPOSURE TO CONFIRMED COVID19 Positive</li> <li>✓ EXPOSURE TO A SUSPECTED CASE</li> <li>✓ MANIFESTATIONS OF COVID19 SYMPTOMS BUT TESTED NEGATIVE</li> </ul>
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COVID 19 RELATED CASES	<b>QUARANTINE PERIOD</b> Effective as of January 14, 2022	
	<b>FULLY VACCINATED</b>	<b>Incompletely Vaccinated or Unvaccinated</b>
COVID POSITIVE (Asymptomatic, Mild Symptoms)	7 Days	14 Days
COVID POSITIVE (Moderate Symptoms)	10 Days	14 Days
COVID POSITIVE (Severe, Immunocompromised, Critical)	21 Days	21 Days
Exposed to a COVID 19 Positive Person	5 Days	14 Days

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Experienced Covid 19 Symptoms	10 Days	14 Days
Exposed to a Suspected COVID 19 Person	5 Days	14 Days

## DOH Definition of COVID 19 Case Classifications

COVID 19 Case Classification	MANIFESTATION / SYMPTOMS
Asymptomatic	<p>An asymptomatic person has tested positive for COVID-19 but never exhibits any signs or symptoms of the disease.</p> <p>However, some people within this category are presymptomatic, which means they have tested positive for the disease and do not yet have any symptoms but develop them later.</p>
Mild Symptoms	<p>If a person has mild COVID-19, they may experience some of the following symptoms;</p> <p>Cough, diarrhea, fever, headache, loss of taste and smell, malaise, muscle pain, nausea, sore throat, vomiting</p> <p>People with underlying conditions and older people may need monitoring for the progression of the disease to a later and more serious stage.</p> <p>Younger adults with mild COVID-19 who do not have underlying conditions can usually receive treatment at home through telemedicine or telephone calls with healthcare professionals.</p>
Moderate Symptoms	<p>If an assessment by a medical professional shows evidence of lower respiratory disease, along with oxygen saturation of equal to or less than 94%, a person may have moderate COVID-19.</p>
Severe	<p>With severe COVID-19, a person will require oxygen therapy.</p> <p>People with severe COVID-19 may progress rapidly to a critical medical situation, and therefore medical professionals should monitor these people closely.</p>

<p>Critical</p>	<p>This is where a person with COVID-19 experiences the symptoms above, along with respiratory failure, multiple organ dysfunction, or septic shock.</p> <p>This is where a person with COVID-19 experiences the symptoms above, along with respiratory failure, multiple organ dysfunction, or septic shock.</p> <p>Any underlying conditions may worsen if a person develops critical COVID-19. Healthcare professionals will treat the COVID-19 infection and the person’s underlying conditions.</p>
<p>Immunocompromised</p>	<p>Examples of persons with weakened immune systems include those with HIV/AIDS; cancer and transplant patients who are taking certain immunosuppressive drugs; and those with inherited diseases that affect the immune system (e.g., congenital agammaglobulinemia, congenital IgA deficiency).</p>

Note: To be categorized as Exposed to COVID/ SUSPECTED, one must have contact or exposure with at least 3 Days before the manifestation of the Symptom or Release of Positive RT PCR/ Antigen Result of the COVID 19 Suspected.

**REPORTING OF CASES AND PROCEDURES**

<p><b>CASE</b></p>	<p><b>ACTION</b></p>	<p><b>RETURN TO WORK PROCEDURE</b></p>
<p><b>Confirmed COVID 19 Positive</b></p>	<ul style="list-style-type: none"> <li>• Classes under the same building where the case was identified will revert to On-Line Learning Modality and will refer on the procedure on <b>Exposed to a COVID 19 Positive Person</b></li> <li>• Please refer to <b>Reporting of Cases</b></li> <li>• Please refer to the <b>Quarantine Period</b> (as stated above) per reported case per vaccination status.</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to RETURN TO LIMITED FACE-FACE CLASSES PROCESS</li> </ul>

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CASE	ACTION	RETURN TO WORK PROCEDURE
<p><b>Experienced Covid 19 Symptoms with No Close Contact</b></p>	<p>Classes under the same building where the case was identified will revert to On-Line Learning Modality and will refer to the procedure on <b>Exposed to a Suspected COVID 19 Person</b></p> <p>Highly recommended conducting Tele-consultation with a Physician for further assessment.</p> <ul style="list-style-type: none"> <li>● Please refer to <b>Reporting of Cases</b></li> <li>● Please refer to the <b>Quarantine Period</b> (as stated above) per reported case per vaccination status.</li> </ul>	<ul style="list-style-type: none"> <li>● If the attending physician advised to have an RT PCR and tested Positive, refer to <b>procedures for Confirmed Covid 19</b></li> <li>● If the attending physician is advised to have an RT PCR and tested Negative, refer to Quarantine Period per vaccination status.</li> <li>● Please refer to <b>RETURN TO LIMITED FACE-FACE CLASSES PROCESS</b></li> </ul>

CASE	ACTION	RETURN TO WORK PROCEDURE
<p><b>Exposed to a COVID 19 Positive Person</b></p>	<ul style="list-style-type: none"> <li>● Please refer to <b>Reporting of Cases</b></li> <li>● Please refer to the <b>Quarantine Period</b> (as stated above) per reported case per vaccination status.</li> <li>● If in case you observe any symptoms during the quarantine period, please inform ASAP our University Nurse and your Barangay for monitoring and schedule of Swab Test.</li> </ul>	<ul style="list-style-type: none"> <li>● Coordinate with your Respective Barangay and City Health on your Exposure to the COVID 19 Person.</li> <li>● Please refer to <b>RETURN TO LIMITED FACE-FACE CLASSES PROCESS</b></li> </ul> <p><b>SYMPTOMATIC WITH POSITIVE TEST</b></p> <ul style="list-style-type: none"> <li>• If symptoms manifest from the 5th day of exposure, immediately inform your respective Barangay and City Health. Update the University Nurse about the incident.</li> </ul> <p>•If advised to take either RT PCR Test or Antigen and Tested POSITIVE, please update the University Nurse for reclassification of COVID Case. Please refer to the number of quarantine days per reported case per vaccination status.</p> <p><b>SYMPTOMATIC WITH NEGATIVE TEST</b></p> <ul style="list-style-type: none"> <li>•If advised to take either RT PCR Test or</li> </ul>

		<p>Antigen and Tested Negative, complete the remaining period of quarantine.</p> <p>•Please refer to <b>RETURN TO LIMITED FACE-FACE CLASSES PROCESS</b></p> <p><b>WITH NO SYMPTOMS</b></p> <p>•IF NO Symptoms were observed during the whole duration of the quarantine period. Please refer to the <b>RETURN TO LIMITED FACE-FACE CLASSES PROCESS</b></p>
<p><b>Exposed to a Suspected COVID 19 Person</b></p>	<ul style="list-style-type: none"> <li>● Please refer to <b>Reporting of Cases</b></li> <li>● If in case you observe any symptoms during the quarantine period, please inform ASAP our University Nurse and refer to <b>Experienced Covid 19 Symptoms with No Close Contact Procedure.</b></li> </ul>	<ul style="list-style-type: none"> <li>•Advise the Suspected Individual to take the RT PCR or Antigen Test and Report the Suspected Individual to your respective Barangay or City Health Office.</li> <li>•If tested POSITIVE: Please refer to Exposed to a COVID 19 Positive Person but with Negative SWAB Test</li> <li>•If tested NEGATIVE: Exposed individuals can report back to work.</li> <li>•Please refer to the Quarantine Period (as stated above) per reported case per vaccination status.</li> <li>•Please refer to <b>RETURN TO LIMITED FACE-FACE CLASSES PROCESS</b></li> </ul>

**VIII. SANCTIONS:**

REPUBLIC ACT No. 11332

An Act Providing Policies and Prescribing Procedures on Surveillance and Response to Notifiable Diseases, Epidemics, and Health Events of Public Health Concern, and Appropriating Funds Therefor, Repealing for the Purpose Act No. 3573, Otherwise Known as the "Law on Reporting of Communicable Diseases"

The Offenses sanctioned shall be given the following Disciplinary Actions or Sanctions as specified by the Students Manual:

1<sup>st</sup> Degree Offenses

	SANCTION
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# STUDENT HANDBOOK

OFFENSES	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Not wearing of face masks properly	Written Reprimand	Written Reprimand	To be elevated to College Discipline Board
Not following social distancing	Written Reprimand	Written Reprimand	To be elevated to College Discipline Board
Eating beyond the designated areas	Written Reprimand	Written Reprimand	To be elevated to College Discipline Board
Spitting in the school's common areas	Written Reprimand	Written Reprimand	To be elevated to College Discipline Board

## 2<sup>nd</sup> Degree Offenses

OFFENSES	SANCTION		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Falsification of documents	To be elevated to College Discipline Board	To be elevated to College Discipline Board	To be elevated to College Discipline Board
Failing to disclose comorbidities	To be elevated to College Discipline Board	To be elevated to College Discipline Board	To be elevated to College Discipline Board
Violation of RA 11332	To be elevated to College Discipline Board	To be elevated to College Discipline Board	To be elevated to College Discipline Board

## GUIDELINES ON THE CONDUCT OF CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

### A. In-Campus Co-Curricular & Extra Curricular Activities

1.A request for approval must be submitted to the President, Executive Vice President, VPAA and VPSAS thru SAEP two (2) weeks before the scheduled activity. The following documents must be attached to the letter:

- Program of Activities
- Detailed statement of estimated collection and expenses (When collection is to be undertaken)
- Request for Permit to Conduct Co-Curricular and Extra Curricular Project/ Activity Form (F-SAS- 04)

2.There shall be no activities two (2) weeks before any major examination.

3.All collections from students must be deposited to the student organization's bank account or remitted to the Cash Management Office if collection was undertaken by the colleges or departments.

4.All disbursements from these funds shall be done by cheques issued upon the signature of the student organization's faculty adviser and the organization's president and treasurer. In the case of colleges or departments, disbursements shall be through a written requisition specifying details of the expenses certified as correct by the respective Dean or Department Head and submitted for approval by the Head of the SAEP Office. The grounds for disapproval are:

- Substantial deviation from Statement of Estimated Collection and Expenses;
- Lack of written approval for fee collection, solicitation of sale of tickets;
- Contrary recommendation from the Internal Auditor or Purchasing Office;
- Delinquency in submission of Evaluation Forms and Statement of Actual Collection and Expenses of previous activity.

5.The Accounting Office shall keep a record of all remittances and disbursements of co-curricular and extracurricular projects/activities undertaken by departments or colleges. The Faculty Adviser of student organizations shall be responsible for judicious use of the organization's funds and shall be personally liable for its security. The Office of the President and VPSAS shall be furnished a copy of the financial records immediately upon request.

6.The department/organization shall observe the policies in the Student Handbook at all times and on all occasions of the 7 days after the activity:

- Accomplishment Report/ Narrative Report with pictures
- Evaluation of the activity

## **B. Local Off-Campus Activities**

### **CURRICULAR (Educational Tours/ Field Trips)**

1.During the first week of the semester, each academic department shall submit to the Office of the Vice President for

Academic Affairs (VPAA) their planned field trips inscribed in the course syllabus.

2.Quotations shall be collected from different accredited travel agencies for comparison.

3.An ocular visit shall be conducted by department representatives. If not possible, ocular visit shall be done by an accredited travel agency.

4.A consultation meeting with the students will take place wherein all details regarding the field trip will be discussed including fees, destination and other relevant matters. A person with special needs or with disabilities (PWD) must be identified in the activity for due consideration. A survey designed to determine their preferences may be distributed.

5.A request for approval is sent to the President, Executive Vice President, VPAA and VPSAS thru SAEP. The following documents must be attached to the letter:

- Itinerary
- Breakdown of fees
- Minutes of the consultation meeting
- Proof of insurance provision
- Waiver format
- CMO 63 Annex A
- CMO 63 Annex B
- List of personnel-in-charge (PIC) with contact numbers. The 1:35-50 PIC – student ratio must be ensured. Indicate who the overall leader is among all the PICs. Overall leader must be a full-time faculty member or employee.
- Certification of road worthiness of vehicle to be used
- A copy of the announcement about the field trip which is to be posted on the department bulletin board and SAEP bulletin board.

6.There shall be no activities two (2) weeks before any major examination.

7.Once approved by the UB Administration, a photocopy of Annex A and B must be submitted to the SAEP Office.

8.A copy of the approved letter must be forwarded to the Accounting Office, Cash Management Office and Information

Technology Center (ITC). Once set up in the system by ITC personnel, payment of fees will be collected by the Cash Management Office. Payment to the travel agency shall be processed by the Accounting Office.

9.Fifteen (15) days before the activity, the following must be submitted to the Commission on Higher Education Regional Office (CHEDRO) with a cover letter.

-A certificate of compliance which is duly notarized, “certified correct” by the personnel in-charge, recommended for approval by the VPAA and approved by the President stating that all the requirements have been prepared and duly complied. (Please refer to Annex A).

-A report of compliance which is “certified correct” by the personnel in-charge, reviewed by the Dean or Program Head, recommended for approval by the VPAA and duly approved by the President. The said report must list down all the activities and compliances. (Please refer to Annex B).

10.Upon approval of the CHEDRO, the department shall coordinate with the appropriate Local Government Units (LGU/s) or non-government organizations (NGOs) and seek an acknowledgment letter from them.

11.The department shall start inviting students to partake through the assistance of the assigned faculty. Announcements will be posted in the department’s official bulletin board. The said announcement and postings shall be submitted first to the Corporate Communications Office (CCO) for approval.

12.Other necessary modes of information dissemination like posting announcements on social media and classroom by classroom visitation shall be done upon the discretion of the department.

13.Ten (10) days before the activity, students must submit two copies of waiver to the department. Waiver must be signed by parents or guardians and notarized. One copy of the waiver will be forwarded by the department to the SAEP Office.

14.Prior to the activity, an orientation and briefing shall be given by the PIC among the student participants and faculty in-charge. The briefing should be tailored to the nature of the

activity and their personal responsibilities regarding the hazards and procedures to be observed in the event of an emergency.

15. During the off-campus activity, the PIC shall ensure the provision of the allowable seating capacity of the vehicle being used.

16. Prior to departure, the Information Desk or Security personnel shall be provided by the PIC leader with the name and contact number of the faculty or PIC per vehicle.

17. For those students who cannot join the activity, it is the discretion of the department to set forth the allowable reasons for the students to be considered excused from joining the off-campus activity.

18. The department shall arrange a parallel activity for those who cannot join the off-campus activity. This parallel activity shall provide a similar acquisition of knowledge to achieve the learning objectives of the subject matter.

19. In case of any untoward incident or emergency during the activity, the PIC must inform the SAEP Office immediately.

20. After the off-campus activity, the department shall conduct a debriefing program to assess the acquisition of learning of the students in the activity. Evaluation forms (F-SAS-03) will be distributed to the student participants. Accomplished evaluation forms shall be submitted to the SAEP Office.

21. A post evaluation meeting among the PIC and student representative/s will be conducted right after the activity to determine the strengths and weaknesses of the activity. This is to ensure the continuous improvements in the organization of the activity.

22. A Comprehensive Report with a cover letter shall be submitted to CHEDRO at the end of the semester regarding the educational tour / field trip (Please refer to Annex C).

Note: The Technical Education Department is exempted from submitting Annex A, B & C to CHED.

**NON- CURRICULAR (Community Outreach, Immersion, Retreat, Inter School Competition, Seminars, Culture and Arts Performances)**

1. Student organizations must submit a plan of activities upon application for accreditation or re-accreditation of the group.
2. Other activities that fall under this category come from invitations outside of the university.
3. Before the actual conduct of the activity, departments and organizations shall provide a request letter addressed to the President, Executive Vice President, VPAA and VPSAS thru SAEP. The following documents must be attached to the letter:

**Seminars and Competitions**

- Letter of Invitation
- List of participants
- Budget proposal
- Name/s of faculty or PIC. The 1:35-50 PIC - student ratio must be ensured. Indicate who the overall leader is among all the PICs. Overall leader must be a full-time faculty member or employee.
- Waiver form
- Copy of vehicle reservation form
- Photocopy of vehicle LTO Registration Certificate &/or LTFRB Certificate and driver's license (if not UB vehicle)

**Teambuilding or Student Organization Sponsored Activities**

- Program of activities
- Budget proposal
- Resume of speaker/facilitator if invited from outside
- Venue's description/location and payment's quotation
- List of participants
- Name of faculty or PIC. The 1:35-50 PIC - student ratio must be ensured. Indicate who the overall leader is among all the PICs. Overall leader must be a full-time faculty member or employee.
- Waiver form
- Copy of vehicle reservation form
- Photocopy of vehicle LTO Registration Certificate &/or LTFRB Certificate and driver's license (if not UB vehicle)

4.The department/organization with a scheduled off-campus activity shall be responsible for disseminating the appropriate notices at least one week before the scheduled department date for the guidance of the students and other parties involved.

5.There shall be no activities two (2) weeks before any major examination.

6.Upon approval of the activity, the department shall coordinate with the appropriate LGU/s or NGOs and seek an acknowledgement letter from them.

7.A copy of the approved letter must be forwarded to the Accounting Office, Cash Management Office and Information Technology Center (ITC). Once set up in the system by ITC personnel, payment of fees will be collected by the Cash Management Office. Collection of all fees shall be coursed through the Cash Management Office with the exception of some cases which shall require the approval of the Vice President for Student Affairs & Services. Necessary payments shall be processed by the Accounting Office.

8.Two (2) days before the activity, students must submit two copies of waiver to the department. Waiver must be signed by parents or guardians. One copy of the waiver will be forwarded by the department to the SAEP Office.

9.During the off-campus activity, the faculty or PIC shall ensure the provision of the allowable seating capacity of the vehicle being used.

10.Prior to departure, the Information Desk or Security personnel shall be provided by the PIC leader with the name and contact number of the faculty or PIC per vehicle.

11.The department/organization shall observe the policies in the Student Handbook at all times and on all occasions of the activity. Violation of any undertaking/condition and the assurance made for which any activity/project was approved shall subject the persons, organizations, officers/class after due process to administrative sanction or whatever legal action by the school.

12.In case of any untoward incident or emergency during the activity, the PIC must inform the SAEP Office immediately.

13. After the off-campus activity, evaluation forms (F-SAS-01 or F-SAS-02) will be distributed to the participants. Accomplished evaluation forms shall be submitted to the SAEP Office.

14. The following shall be submitted to the SAEP Office not later than 7 days after the activity:

- Accomplishment/ Narrative Report with pictures
- Evaluation of the Activity

### **SPEAKERS POLICY**

The University encourages its recognized student organizations to sponsor guest speakers whose presentation will contribute to the role of the university as a forum for intellectual discussion, debate, investigation and/or artistic expression. Through this forum, speakers bring to the university an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues.

It should be understood that providing a forum in no way implies university approval or endorsement of the views expressed by the sponsored speaker. This statement must be included in all publications and advertising of the event.

## TELEPHONE DIRECTORY

### SERVICE TRUNK LINES

+63 43 723 1446 | +63 43 980 0041 | *(Connecting to all locals)*

### UB Batangas Campus

Offices/Department	Local No.	Offices/Department	Local No.
President	101	Counseling and Psychological Wellness Center (CoPWell)	203
Chairman	102	Culture, Arts and Publication for Basic Education	526
VP-External Academic Affairs	103	Distance Education Department (DE)	155
SVP Admin	501	Elementary Department	708
VP Finance	104	ETEEAP	105
VP-Student Affairs & Services	111	Graduate School	110
Accounting Office	206	Health Services Office	506
Admissions and Scholarship	217	Heritage Office	706
Cash Management Office	208	Human Resource Development Office	301/334
Center for Continuing Education & Lifelong Learning (CCELL)	157	Information Technology Center (ITC)	606/202
College of Allied Medical Science	403	International Student Services Office	608
College of Arts and Sciences	602	Internship Office	210
College of Business and Accountancy	508	Junior High School	509
College of Criminal Justice Education	120	Learning Resource Center	703
College of Education	603	Registrar's Office (College)	204

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College of Information and Communications Technology	112	Student Affairs & External Programs Office (SAEP)	117
College of Law	107	Student Government (SG)	512
College of Nursing and Midwifery	607	Technical Education Department	601
College of Tourism and Hospitality Management	505	UB BC Information	707
Community Extension Services	303	UB Corporate Center Information	700
Corporate Communications Office	302/335	UB Life Information	737

## TELEPHONE DIRECTORY

### SERVICE TRUNK LINES

+63 43 723 1446 | +63 43 980 0041 | *(Connecting to all locals)*

### UB Lipa Campus

Offices/Department	Local No.
Chairman	801
President	802
Academic Affairs Office	803
Accounting & Cash Management Offices	807
Admissions & Scholarship Office	817
Bookstore	829
College of Business, Accountancy and Auditing (CBAA)	832
College of Criminal Justice Education	833
College of Education, Arts & sciences (CEAS)	826
College of Engineering & Architecture-(CENAR)	821
College of Entrepreneurship, Tourism, Hospitality & Real Estate (CENTHRE)	814
College of Information Technology, Entertainment and Communication (CITEC)	835
College of Law	820
Community Extension Services	819
Corporate Communications Office	811
Counseling and Psychological Wellness Center (CoPWell)	805
Health Services Office	825
Human Resource Development Office	812
Information Technology Center	808/800
Internship Office /CAPO	831
Learning Resource Center	809
Principal-JH & SH	804
Registrar's Office	806
Student Affairs & External Programs- (SAEP)	815

**COLLEGE DEPARTMENT**

Contact Persons

**UB BATANGAS CAMPUS****College of Allied Medical Sciences**

College Dean Dr. Abegayle Machel M. Perez- Chua  
College Secretary Ms. Claudine Romillo

**College of Arts and Sciences**

College Dean Dr. Ma. Annabelle I. Tenorio  
College Secretary Mrs. Ma. Evelyn T. Ibon

**College of Business and Accountancy**

College Dean Dr. Niña B. Macarandang  
College Secretary Mrs. Marilou C. Camacho

**College of Criminal Justice Education**

College Dean Dr. Angel M. Caliguiran  
College Secretary Ms. Maria Cathleen M. Geli

**College of Education**

College Dean Dr. Edward E. Babasa  
College Secretary Ms. Judith Asistin

**College of Engineering**

College Dean Dr. Henry I. Cabatay  
College Secretary Ms. Patricia Dimayuga

**College of Information and Communications Technology**

College Dean Mr. Alvin C. Mercado  
College Secretary Ms. Aileen A. Santos

**College of Nursing and Midwifery**

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College Clerk Ms. Pamela Celo

**Technical Education Department**

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College Clerk Ms. Sandra Claveria

**College of Tourism and Hospitality Management**

College Dean Dr. Francia Yvette A. Magpantay  
College Secretary Ms. Erica B. Ramirez

**College of Law**

College Dean Atty. Hernando S Perez Jr.  
College Secretary Ms. Allyssa Ashley C. Dela Rosa

**Graduate School**

College Dean Dr. Aurora P. Tolentino  
College Secretary Mrs. Adelaida Viduya

# STUDENT HANDBOOK

## **Distance Education**

College Dean  
College Secretary

Mr. Carl Ivan B. Villanueva  
Ms. Glorie Ann B. Montalbo

## **UB LIPA CAMPUS**

### **College of Business, Accountancy & Auditing**

College Dean  
College Secretary

Mr. Erwin M. Lumanglas,MBM  
Ms. Givelyn G. Taculoy

### **College of Entrepreneurship, Tourism, Hospitality & Real Estate Management**

College Dean  
College Secretary

Dr. Irene R. De Villa  
Ms. Darlene G. Mangumpit

### **College of Education, Arts and Sciences**

College Dean  
College Secretary

Dr. Evelyn T. Rabino  
Ms. Jolly Z. Belgira

### **College of Engineering and Architecture**

College Dean

Engr. Joan M. Villanueva

### **College of Information Technology, Entertainment & Communication**

College Dean  
College Secretary

Dr. Mayling I. Capuno  
Ms. Tricia Murillo

### **College of Criminal Justice Education**

College Dean  
College Secretary

Dr. Edward V. Teredaño  
Ms. Lycka R. Marco

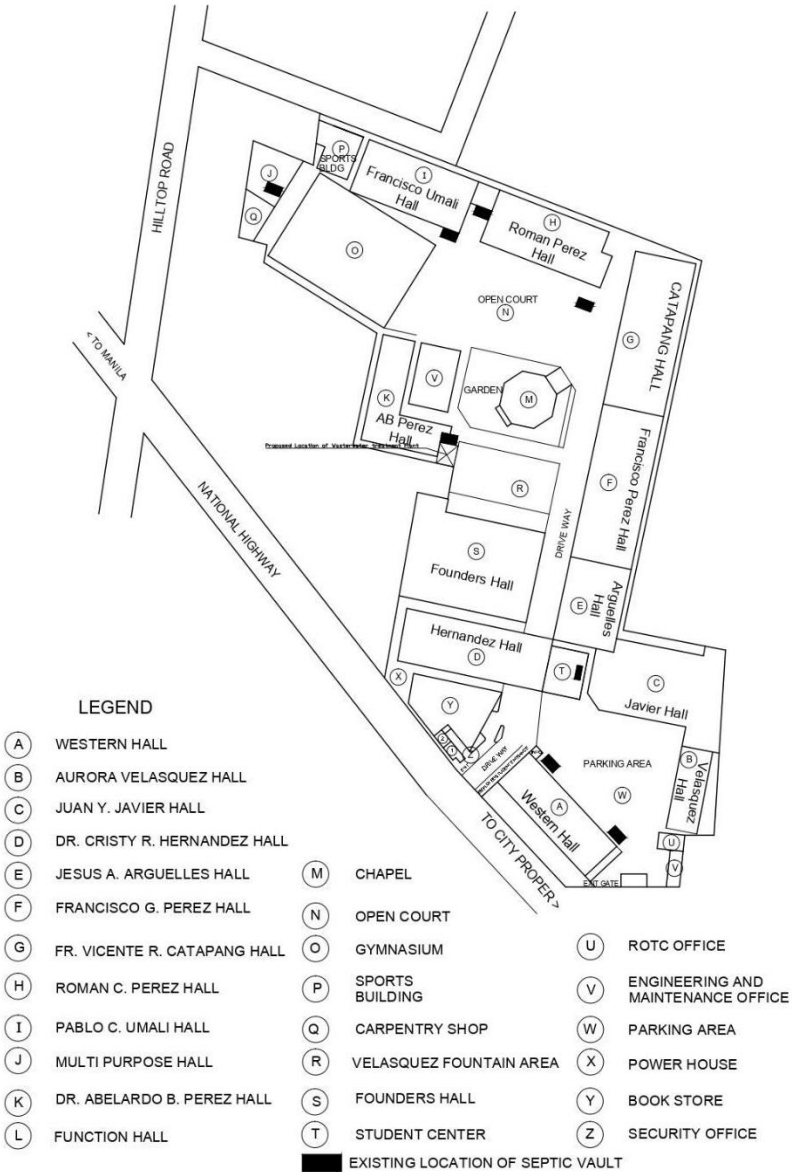
**COLLEGE AND OFFICE EMAIL ADDRESS**

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Office of the Chairman	chairman@ub.edu.ph
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SVP- Administration	alex.ramos@ub.edu.ph
VP-Student Affairs	vpsa@ub.edu.ph
Office of the Legal Affairs	legal@ub.edu.ph
Center for Research & Publication	rpo@ub.edu.ph
Admissions and Scholarships Office	admissions@ub.edu.ph
Accounting Office	accounting@ub.edu.ph
Cash Management Office	cashier@ub.edu.ph
College of Allied Medical Science	cams@ub.edu.ph
College of Arts and Sciences	cas@ub.edu.ph
College of Business and Accountancy	cba@ub.edu.ph
College of Criminal Justice Education	ccje@ub.edu.ph
College of Education	educ@ub.edu.ph
College of Engineering	coe@ub.edu.ph
College of Information and Communications Technology	cict@ub.edu.ph
College of Law	ub_law@ub.edu.ph
College of Nursing and Midwifery	cnm@ub.edu.ph
College of Tourism and Hospitality Management	cthm@ub.edu.ph
Information Technology Center	itc@ub.edu.ph
Corporate Communications Office	cco@ub.edu.ph
Elementary Department	elementary@ub.edu.ph
ETEEAP	eteep@ub.edu.ph
Counseling and Psychological Wellness Center	copwell@ub.edu.ph
Junior High School Department	juniorhighschool@ub.edu.ph
Senior High School Department	seniorhigh.ubbc@ub.edu.ph
HRD Office	hrd@ub.edu.ph
Learning Resource Center	library@ub.edu.ph
Internship Office	ub_ojt@ub.edu.ph
Registrar's Office	registrar@ub.edu.ph
School Clinic	ubclinic@ub.edu.ph
Safety Office	ssd@ub.edu.ph
Student Affairs & External Program	saep@ub.edu.ph
Technical Education Department	teched@ub.edu.ph

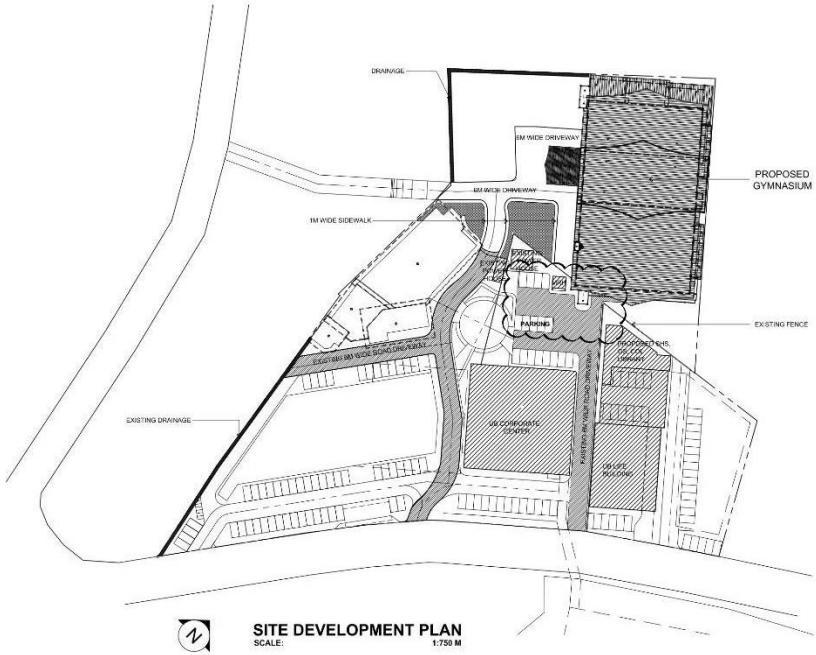
# STUDENT HANDBOOK

## CAMPUS MAP University of Batangas

### UB Batangas Campus

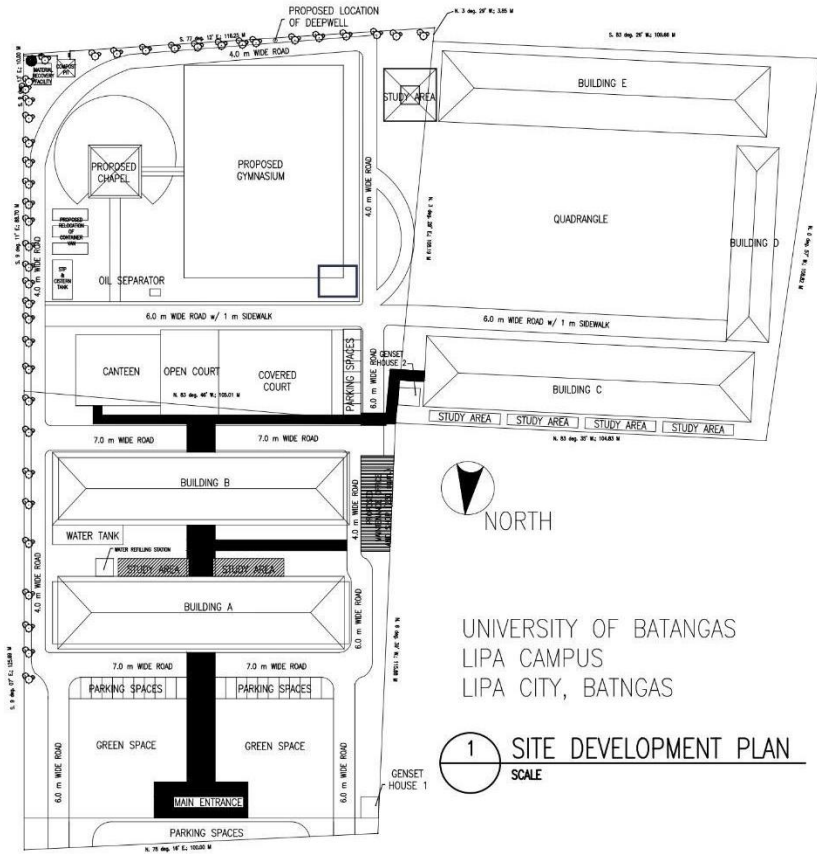


**UB Millennium Campus  
UB Life  
UB Corporate Center**



# STUDENT HANDBOOK

## UB Lipa Campus



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**College Discipline Board**  
**(CDB)**

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# FOREWORD

As an academic institution, UB has vested interest in both the safety and well-being of the members of its campus community. The Code of Student Rights and Responsibility reflects the emphasis on responsibility in both the academic and non-academic areas of university life. The code intends to provide the necessary guidelines to support and advance the educational aims of the university without unduly restricting or diminishing the university experience.

The code outlines the minimum acceptable level of conduct expected of every student. The policies and procedures outlined are those that students, faculty and administrators of the university have designed to further the educational aims of the institution to assist all students in the pursuit of their educational, personal and social development.

This code is designed to protect the rights of all members of the university community so they can prosper academically, socially and personally. In order for this code to work effectively, however, students must take responsibility for confronting behaviors exhibited by their peers which negatively impact their experiences and violate established standards of behavior. It is imperative that students work in partnership with university faculty and staff members to protect the rights that have been afforded to them. The university reserves the right to change policies or procedures maintained herein at anytime during a student's enrollment period provided such changes are announced throughout the university community via official bulletin boards, office publication or student newspaper.

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## **1.0 STUDENT AFFAIRS AND SERVICES VISION, MISSION AND OBJECTIVES**

### **1.1 VISION**

The University of Batangas Student Affairs and Services Division is envisioned to be the leading resource center for dynamic, relevant and experiential student welfare and development services aimed at producing prolific members of society who are honed to be transformational leaders.

### **1.2 MISSION**

The Student Affairs and Services Division provides a set of student-centered programs and services specifically aligned towards the acquisition of life skills and values through a hand-in-hand coordination with the University's academic arm to facilitate a holistic and well-rounded student development.

### **1.3 OBJECTIVES**

1. Intensify collaboration with the Academic Affairs in delivering engaging, responsive and effective programs and services that support the diverse developmental needs of students.
2. Provide healthy and nurturing environment in the delivery of the manifold programs and services beneficial to students' continuous growth
3. Ensure the rights of students in accessing quality and relevant services toward global competitiveness
4. Provide support to the professional developmental growth and opportunities of Student Affairs personnel
5. Implement standardized feedback mechanism for the continuous improvement of service to SA stakeholders
6. Commit to intensify the university's research agenda
7. Forge meaningful, mutually beneficial partnerships with local and international partners

## **2.0 COLLEGE DISCIPLINE BOARD**

### **2.1 COMPOSITION**

There shall be a College Discipline Board (CDB) composed of the Vice President for Student Affairs (VPSA) or the Chief of Office of Student Affairs and External Programs (SAEP) as chairman, three (3) faculty members to serve for a term of two (2) years all of whom shall be appointed by the University President, and one (1) representative from the Executive Committee of the Student Government.

### **2.2 DUTIES AND RESPONSIBILITIES**

It is the duty of the CDB to investigate, hold disciplinary conferences and decide appropriate interventions. It may require the attendance and testimony of any student, faculty member or school personnel and the production of any document, subject to existing laws during the disciplinary conference. The CDB shall not be bound by technical rules of procedure on evidence but shall always be guided by fairness and due process in all its proceedings. The CDB shall determine if violation of the code has occurred, and if so, determine proper intervention to be applied. Unless decided by the CDB in exceptional circumstances, disciplinary conference before it may be summary in nature and cross-examination may be disallowed.

## **3.0 CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

A student, by voluntarily joining the university community, assumes responsibility for abiding by the standards that have been instituted by the university. Students and student organizations are advised to read this code carefully so all are aware of the policies, which guide the university in its dealing with them. The Code of Student responsibility was developed by the Office of the Vice President for Student Affairs & Services to give formal recognition to the rights and responsibilities of students at the University of Batangas as granted by law and is based on the following principles:

### **3.1 GENERAL STUDENT RIGHTS**

Pursuant to Sec. 9 of the Education Act of 1982, and as hereby adopted by this institution, a student has the following rights:

- 3.1.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.

*It includes for this purpose, the right to be given a copy of the course syllabus by their professors during the first class meeting of the semester. A student has also the right to receive a copy of the College Student Handbook upon admission to the University.*

- 3.1.2 The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- 3.1.3 The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his potential.
- 3.1.4 The right of access to his school records, the confidentiality of which the school shall maintain and preserve.
- 3.1.5 The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
- 3.1.6 The right to publish a student newspaper and similar publications as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature.
- 3.1.7 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution.
- 3.1.8 The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth an development, or to form, establish, join and maintain organizations an societies for purposes not contrary to law.

*Relevant to this, organizations are free to systematize their own group-management/ leadership structure/ makeup, aims and objectives upon consultation with the SAEP Office.*

- 3.1.9 The right to be free from involuntary contributions, except those approved by their own organizations or societies.

## **3.2 GENERAL RESPONSIBILITIES OF THE STUDENTS**

On the other hand, Sec. 15 of the Education Act of 1982, which is hereby adopted by this institution, enumerates the duties and responsibilities of students as follows:

- 3.2.1 Exert his utmost 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.
- 3.2.2 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.
- 3.2.3 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.
- 3.2.4 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.
- 3.2.5 Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

*In addition, a student shall at all times, look after the welfare of the school and the community he is a part of by upholding all school rules and regulations as well as all community laws and ordinances as may be promulgated from time to time. Never will he do anything that may tarnish the name of the school or the reputation of his Alma Mater.*

## **3.3 INFORMATION ACCESS**

- 3.3.1 The right to be informed formally of their academic standing in class by the midpoint of each semester. He has the right to consult his professor regarding his grades

and be given an explanation for arriving at such before taking the final examinations.

- 3.3.2 The right to access his school records, the confidentiality of which the school shall maintain and preserve. Requests to inspect education records shall be in writing and directed to the Registrar's Office. Any such request shall identify the records the student wishes to inspect.
- 3.3.3 The right to the issuance of official certificates, diplomas, transcript of records, grades, transfers of credentials and other similar documents within thirty days from request.

### **3.4 MINIMUM STANDARDS OF PROCEDURAL DUE PROCESS IN STUDENT DISCIPLINE CONFERENCE**

- 3.4.1 The student shall be informed in writing of the nature and cause of any complaint made against him / her;
- 3.4.2 He/ She shall have the right to defend himself/ herself, or by a representative preferably a parent/ guardian;
- 3.4.3 He/ She shall be informed of the evidence against him/ her;
- 3.4.4 He/ She shall have the right to adduce evidence in his/ her own behalf;
- 3.4.5 The evidence or pieces of evidence must be considered by the CDB;
- 3.4.6 The student and his/her parents (if student is below 18 years old) shall be informed in writing of the decision made in his/ her case, and;
- 3.4.7 If he or she is found responsible of the offense charged, the intervention to be applied shall be commensurate with the nature and gravity of the offense.
- 3.4.8 The CDB shall employ reasonable measures to protect the information of the parties involved in accordance with the Data Privacy Act of 2012, its Implementing Rules and Regulations, and related issuances from the National Privacy Commission. Personal information may be processed both by way of computer media and on paper, and may be retained or stored for as long as the purposes for which they are being processed have not been satisfied.
- 3.4.9 By accomplishing the Complaint Form, complainant is hereby giving consent and authorization to process personal information provided.
- 3.4.10 Consent of the respondent/s and other parties involved are collected via the Notice of Complaint & Request

for Written Explanation Form and/or the Discipline Conference Attendance Sheet.

## **4.0 DISCIPLINARY OFFENSES AND DISCIPLINARY ACTIONS**

The following cases cover offenses committed within the university premises, online classrooms, any other place where the university activities (face-to-face or online) are taking place and other similar acts that may negatively affect the good reputation of the school, regardless of the place of its commission.

The University classifies the following disciplinary offenses as:

### **4.1 FIRST DEGREE OFFENSES**

The following offenses are to be handled by the department from which the respondent belongs to. Third commission of any first degree offense will be handled by the College Discipline Board.

- 4.1.1 Shouting, loud voices, boisterous conduct or any action that causes disturbances;
- 4.1.2 Using sound amplification equipment such as bullhorn on campus or in a campus building without written permission of the Vice-President for Student Affairs & Services or the VPSEA's designee;
- 4.1.3 Writing, drawing or posting of any printed medium for malicious purposes;
- 4.1.4 Attending classes not wearing the prescribed uniform, wearing incomplete uniform, wearing the uniform improperly;
- 4.1.5 Smoking inside the campus;
- 4.1.6 Use of indecent or malicious words/ act against fellow students;
- 4.1.7 Possessing, displaying, distributing pornographic materials (pictures, posters, slides, CDs, VCDs, DVDs or similar materials), writing pornographic literature, accessing pornographic materials through school facilities (i.e. internet access in the library, study area), including personal devices such as cell phones, iPods, iPads, tablets, laptops, PSP, etc.;
- 4.1.8 Discourteous and disruptive use of cellular phones during classes;
- 4.1.9 Misuse or tampering identification card;

- 4.1.10 Willfully refusing to, or falsely identifying oneself, willfully failing to comply with a proper order or summons when requested by an authorized university official;
- 4.1.11 Violating other university, college, department and organization regulations which have been posted or publicized;
- 4.1.12 Unauthorized entry upon the playing performance area or the spectators area of any academic, cultural or athletic contest, exhibition or other event;
- 4.1.13 Littering anywhere in the campus and the school premises;
- 4.1.14 Loitering along corridors during class hours;
- 4.1.15 Violation of the school canteen's Clean As You Go (CLAYGO) policy;
- 4.1.16 Posting of unauthorized notice and/ or announcements on bulletin boards & UB official social media accounts or posting of tarpaulins, streamers in the school area;  
*(Note: The Corporate Communications Office of the university generally regulates posting of announcements)*
- 4.1.17 For male students: wearing earrings, headgear and/ or other accessories inappropriate for school wear unless authorized for specific function/ activities;
- 4.1.18 For female students: wearing more than one (1) set of earrings and/ or other accessories inappropriate for school wear;
- 4.1.19 For students in general: haircut, hairstyle and/or hair color inappropriate for school wear, including excessive use of jewelry and body piercings. Tattoos must not be visible when wearing a school uniform.

*Commission of any first – degree offenses whether of a similar nature or otherwise may be elevated as a major offense depending on the nature of the offense and the guilt of the offender.*

## 4.2 FIRST DEGREE INTERVENTIONS

- 4.2.1 Disciplinary reprimand
- 4.2.2 University censure
- 4.2.3 Summoning the parents/ guardian (if student is below 18 years old) for information and consultation.  
Note: Disciplinary conferences administered by the department shall be properly documented and a copy of the decision shall be forwarded to the College Discipline Board.

### 4.3 SECOND DEGREE OFFENSES

- 4.3.1 Brawl inside the campus or within the vicinity of the University;
- 4.3.2 Gambling inside the campus;
- 4.3.3 Carrying of deadly weapons or explosives inside the campus;
- 4.3.4 Showing disrespect, threatening or endangering the health, safety or welfare of faculty members or other school personnel (physical, verbal, written or posted online);
- 4.3.5 Vandalism (destroying school properties such as fire alarm, firefighting equipment, doors, windows, desks, tables, etc);
- 4.3.6 Intentionally making a false report of a bomb, fire, natural disaster or other emergency to a University official or an emergency service agency;
- 4.3.7 Altering, forging, misusing university records or documents;
- 4.3.8 Submission of false records of academic achievement to obtain grades, honors, awards or professional endorsement;
- 4.3.9 Acquiring or using testing materials without faculty permission;
- 4.3.10 Wrongful or unauthorized use of University properties or facilities;
- 4.3.11 Unlawful taking, wrongful sale or gift of property belonging to the University to a member of the University community, guest, or anybody;
- 4.3.12 Commission of any three first-degree offenses whether of a similar nature or otherwise may be elevated as a major offense depending on the nature of the offense and the guilt of the offender;
- 4.3.13 Any forms of bullying (verbal, physical or cyber) committed by a student against another student, faculty member or any school personnel;
- 4.3.14 Public displays of affection inside the campus or outside the campus whenever such inappropriate act is done while wearing the school uniform, ID or any such garment or accessory which will identify the erring student as a student of this university;

Public displays of affection are acts of physical intimacy in the view of others. These include physical contact that may make others in close proximity uncomfortable or serve as distractions for them as well as innocent onlookers. These

may include, but not limited to, cuddling, intimate touching, kissing, fondling, caressing, petting, excessive hugging, necking, etc.

- 4.3.15 Instigating or participating in concerted activities resulting to the disruption or stoppage of classes, preventing or threatening any member of academic community from discharging their duties or from attending classes or entering the school premises;
- 4.3.16 Unauthorized soliciting or collecting of money, checks and contributions and/ or selling tickets for any cause or purpose without the approval of the school administration;
- 4.3.17 Gross disrespect, in words and/ or in deeds, which tends to ridicule or mock any member of the school community and guests.
- 4.3.18 Threatening fellow students verbally or in writing or through the use of social media.

*Commission of any second – degree offenses whether of a similar nature or otherwise may be elevated as a major offense depending on the nature of the offense and the guilt of the offender.*

#### **4.4 SECOND DEGREE INTERVENTIONS**

- 4.4.1 University Censure
- 4.4.2 Disciplinary Probation
- 4.4.3 In case of vandalism, payment sufficient to restore the property to original state shall be required. Payment shall be assessed by MAGS Office to be paid to the Cashier's Office.
- 4.4.4 1 - 3 days suspension depending on the gravity of the offense and findings of discipline in-charge.
- 4.4.5 Community Service
- 4.4.6 Exclusion

#### **4.5 THIRD DEGREE OFFENSES**

- 4.5.1 Academic Dishonesty including but not limited to plagiarism, fabrication of data, deception, and sabotage of the work of others;
- 4.5.2 Unauthorized bringing, possession or use of liquor or illegal drugs;
- 4.5.3 Attending classes or school activities under the influence of alcohol and/ or illegal drugs;
- 4.5.4 Physically assaulting faculty members and or other school personnel whether in or off the campus;
- 4.5.5 Participation in hazing whether as the person joining an organization or the one conducting the hazing (other

students who are also present at hazing/ initiation are also liable whether or not they actually participate in hazing/ initiation;

- 4.5.6 Sexual harassment, sexual misconduct and other similar immoral acts that may negatively affect the good reputation of the school;
- 4.5.7 Acting to obtain goods, services or funds from University fraudulently by deceit, by unauthorized procedures, by bad checks or by misrepresentation;
- 4.5.8 Acts of subversion or insurgency for the purpose of propagating and/ or engaging in unlawful and immoral acts, beliefs and/ or any act punishable under the revised penal code or any other pertinent laws.

#### **4.6 THIRD DEGREE INTERVENTIONS**

- 4.6.1 Community Service
- 4.6.2 Minimum of 4 days suspension to a maximum of 7 days suspension as may be determined by the CDB
- 4.6.3 Expulsion
- 4.6.4 Exclusion

The University will submit to disciplinary review any student alleged to have engaged in any of the above behaviors. Any such action taken by the University will proceed in accordance with disciplinary listed hereunder.

#### **4.7 OFF-CAMPUS AND ONLINE OFFENSES**

The University may exercise jurisdiction for an offense committed off-campus and online when:

- 4.7.1 The victim of such offense is a member of the campus community (student, faculty or staff);
- 4.7.2 The offense occurred at a college or university sponsored-event;
- 4.7.3 The accused student used his or her status as a member of the University community to assist in the commission of the offense; or
- 4.7.4 The offense seriously impairs the pursuit of the University's objectives.
- 4.7.5 The offense tarnishes the good name of the school.

The university's adjudication of any violation of this code may proceed independently of any action taken by public prosecutors. The university reserves the right to refer incidents of misconduct to proper police authorities.

This code is designed to protect the right of all members of the university community so they can prosper academically, socially and personally. In order for this code to work effectively, however students must take responsibility for confronting behaviors exhibit by their peers that negatively impact their experiences and violate established standards of behavior. It is imperative that students work in partnership with university faculty and staff members to protect the rights that haven been afforded by them. The university reserves the right to change policies or procedures maintained herein at any time during a student's enrollment period provided such changes are announced throughout the university community via official bulletin boards, office publication or student newspaper.

Students and student organizations are advised to read this code carefully so all are aware of the policies that guide the university in its dealings with them.

## 5.0 CDB PROCESS

### 5.1 RULES OF PROCEDURE

5.1.1 **Filing of Complaint.** The complainant must accomplish a Complaint Form wherein details such as date, time, and place of commission of offense are specified. The form may be downloaded from My UB/ SAEP Forms. The complaint must be filed with the:

5.1.1.1 Department to which the respondent belongs to –  
For first degree offenses

5.1.1.2 Student Affairs and External Programs Office –  
For second-degree offense, third degree offense,  
and third commission of a first-degree offense.  
Completed form shall be submitted to the SAEP  
Office or emailed to [cdb@ub.edu.ph](mailto:cdb@ub.edu.ph).

5.1.2 **Notice of Complaint and Explanation.** The student against whom the complainant was filed shall be notified in writing of the complaint against him. The notice shall include, among others, a copy of the complaint together with the statement of the complainant and witnesses if there be any, the time within which to answer which shall not be less than three (3) days and with then information that he can avail of the assistance of counsel if he so desires. The respondent shall file the explanation within the period provided to the SAEP Office or emailed to

cdb@ub.edu.ph . Failure to do so, an entry of general denial shall be entered in favor of the respondent.

- 5.1.3 **Notice to Parents or Guardians.** The parents or guardians of the respondent who is below 18 years old will be notified of such complaint against their ward. Parents of students who are above 18 years old may be notified upon the consent of the student.

5.1.4 **Disciplinary Conference ( Face-to-Face or Online)**

5.1.4.1 Schedule of Disciplinary Conference

5.1.4.2 Presence of the parties

5.1.4.3 Presentation of evidences or pieces of evidence

5.1.4.4 Hearing proper

5.1.4.5 Decision

*Failure to attend for two (2) consecutive disciplinary conferences means waiving of his / her rights and the Board will automatically render a decision.*

- 5.1.5 **Imposition of Interventions.** The following interventions may be imposed for commission of disciplinary offenses.

5.1.5.1 **Disciplinary Reprimand:** A disciplinary reprimand may be given to student whose conduct violates an expectation of this code. Such a reprimand does not necessarily restrict the student in any way but does signify that he/she is being given the opportunity to conduct him/herself in a more appropriate manner and that any further violation will result in additional disciplinary sanctions. A written record of the reprimand will be placed in the student's disciplinary file.

5.1.5.2 **University Censure:** Censure indicates to the student that further violations will result in more serious consequences. University censure is usually given for a specified period of time not to exceed one year. This level of sanction may include restriction of activities.

5.1.5.3 **Disciplinary Probation:** Disciplinary probation is a written statement to the student indicating that his/ her behavior is such a nature as to jeopardize continued enrollment at the university. Disciplinary probation can be for a specified period of time or for as long as the student is enrolled. Any behavioral infraction of this code

during the probationary period may cause the student to be removed from the university. This form of probation is generally imposed for repeated violations of policy or for serious behavioral infractions.

- 5.1.5.4 **Community Service:** Community service is an act of rendering a particular work which is beneficial not only to the student community but to the entire university. It may be imposed as one sanction or as an addition to other sanctions imposed by the College Discipline Board. The conduct of this community service shall be coordinated with the External Programs Coordinator.
- 5.1.5.5 **Suspension:** A suspended student must carry out a total and immediate separation from his/her classes (Face-to-Face\* or Online) for required period of time. During the time of suspension, the student is to report daily to the SAEP Office. Conditions for readmission shall be stated in writing by the CDB. A sanction of suspension shall remain a part of the student's permanent university record, regardless of whether or not he/she is successfully readmitted. At the end of the suspension period, the student will be allowed to re-enroll unless it is proven that he/she has violated additional expectations of the Code of Student Responsibility.
- 5.1.5.6 **Exclusion:** Exclusion constitutes a permanent and immediate separation from the university. The imposition of this sanction shall become part of the student's university record and is a permanent bar in his/her readmission to the University of Batangas.
- 5.1.5.7 **Expulsion:** Expulsion is an extreme administrative sanction debarring offending student from all public and private schools in the Philippines. It may not be imposed without the approval of the Commission on Higher Education.
- 5.1.6 **Decision.** The CDB shall decide the case within ten (10) days from the last disciplinary conference held. The decision shall be in writing, shall discuss the facts and the rules or laws applicable and shall be signed by the members upholding the decision. A vote of at least two (2) members will be required for the validity of the decision. Any member of the CDB may write his own separate

opinion, which shall be incorporated in the decision. The parties concerned the parent or guardian of the respondent and the President of the University shall be furnished with a copy of the decision of the CDB.

As to the effectivity of the decision, except in cases of expulsion, the decision of the CDB shall be effective and executory within five (5) days from receipt by the party concerned of the decision, unless an appeal is seasonably filed. The appeal shall be filed with the University President in writing and shall clearly state the grounds relied upon. Except in cases of expulsion, the decision of the President shall be immediately executory.

- 5.1.7 **Withholding and Revocation of Awards, Privileges.** Any privilege or award or the graduation of any student may be withheld pending investigation for any offense, and any privilege or award or the graduation made or given or conferred may be revoked when the student respondent is found responsible of the offense charged.
- 5.1.8 **Amendments.** The proper school authorities may amend these rules and regulations from time to time.
- 5.1.9 **Effectivity.** These rules shall be effective upon certification by the VPSAS that these have been properly published or circularized to students or posted in appropriate places within the campus, e-Brahman and/or LMS.

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