



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES

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27 April 2023

OVPA MEMORANDUM NO. 2023-55

To: **The Vice Chancellors for Academic Affairs**
The University Registrars
The College Deans
The College Secretaries

From: **Leo DP Cubillan**
Vice President for Academic Affairs

Subject: **HARMONIZED POLICIES AND PROCEDURES RELATED TO ADMISSIONS,
STUDENT PROGRESS, AND GRADUATION**

In 2020, the UP Office of the Vice President for Academic Affairs conducted a series of online workshops with the University Registrars and Student Records Evaluators of the eight (8) UP Constituent Universities (CUs). The following year, the OVPA constituted the UP System Task Force on Harmonizing OUR Procedures Related to Admission Matters, and in 2022, the UP System Task Force on Harmonizing OUR Procedures Related to Student Progress was created. A combination of online, face-to-face, and HyFlex workshops were held which led to the harmonization of policies and procedures related to admissions, student progress, and graduation. These policies and procedures are presented below.

I. Admissions

a. The University Registrars agreed to use the following terminologies:

Terminology	Definition
S1	This refers to <i>Shiftee 1</i> or students shifting to another program offered within the same college.
S2	This refers to <i>Shiftee 2</i> or students shifting to another program offered within the same UP Constituent University.
T1	This refers to <i>Transferee 1</i> or students transferring to another program offered in another UP Constituent University.
T2	This refers to <i>Transferee 2</i> or students from another Higher Education Institution transferring to any UP Constituent University.

New First Year	This refers to students who entered college right after Senior High School and have never been enrolled in any higher education institution.
First Year	This refers to T2 students who are in their first term in the University, and second-degree students who are at first year level based on their curriculum.
Continuing student	This refers to students who have completed one term in the University, including S1, S2, and T1. T2s are eventually tagged as continuing students after their first term in the University.
Non-degree student with credit	This refers to the student who is enrolled for credit but does not follow an organized program of study. He/she is either a degree holder or undergraduate student not currently enrolled in any other institutions of higher learning who satisfies appropriate requirements for admissions to the University at the graduate and/or undergraduate levels. They shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the college concerned and the University Registrar. Since they do not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

- b. Students are required to submit their entrance credentials to be officially admitted to the University. Students with incomplete entrance credentials will be given provisional admission to the University for only up to **one (1) year**. Provisional admission may be extended beyond 1 year on a case-to-case basis especially for reasons that are beyond the control of the student. The student shall provide proof that they are processing their entrance credentials from their previous school.

It should be noted that enrollment in courses while provisionally admitted to the University is **not official** until complete entrance credentials are submitted.

Further, a student with provisional admission may be endorsed for graduation upon submission of complete entrance credentials.

- c. T2 applicants are required to have taken thirty-three (33) academic course units from their previous school to be admitted as a transferee to any UP CU. Courses or subjects which are technical or vocational in nature are excluded.

Stricter rules on transfer, if any, shall be approved by the next higher level authority (i.e., if the stricter rule is proposed by a Department, it shall be approved by the College) so long as these are not inconsistent with the general rules set by the University.

- d. 'Officially registered' means that the student has already gone through all the processes involved in registration up to payment of fees. A student is officially registered if the student has duly matriculated (as adopted from UP Diliman; 20 March 1978; 682nd UPD EC Meeting, 01 June 1978; 683rd UPD EC meeting)
- e. As a matter of policy, simultaneous enrollment in two degree programs is not allowed by the University at this time, in consideration of limited resources (approved by the Board of Regents at its 1379th Meeting on 3 April 2023).
- f. Forms and flowcharts of procedures related to admissions can be accessed here (<https://bit.ly/OUR-Forms-Flowcharts-Admissions>).

II. Student Progress

- a. To facilitate **cross-registration** while waiting for the interoperability of the different registration systems of the CUs, the Host OUR shall send the list of cross-registrants to the Home CU of the students at the start of every semester - one month after the start of classes. Once grades are available, the Host OUR shall transmit the list of cross-registrants with corresponding grades to the Home CUs - two weeks from the deadline of grade submission.
- b. Courses taken in a foreign university during student mobility will not be included in the computation of the Curriculum Weighted Average Grade (CWAG)/General Weighted Average Grade (GWA). To guide you more on Student International Mobility, please refer to the BOR-approved proposal for the enhancement of the student international mobility (approved by the Board of Regents at its 1352nd Meeting on 30 July 2020).
- c. Related to item b above, please be guided by the Academic Credit Transfer System Guide. This provides the crediting of courses taken through cross-registration.
- d. Leave of Absence (LOA) will not be counted towards the Maximum Residency Rule for both undergraduate and graduate students (approved by Board of Regents at its 1379th Meeting on 3 April 2023).

Furthermore, students are only permitted to apply for LOA for a maximum of two (2) years (aggregated) during their whole stay in the University (Art. 401, Revised UP Code).

- e. The authority to approve readmission from Absence Without Official Leave (AWOL) and waiver of the Maximum Residency Rule is delegated to the University Registrar (approved by Board of Regents at its 1379th Meeting on 3 April 2023).

Approval of reinstatement/readmission of Permanently Disqualified (PDQ) students is delegated to the Vice Chancellor for Academic Affairs (approved by Board of Regents at its 1379th Meeting on 3 April 2023).

In the case of UPD, readmission from AWOL and waiver of MRR are delegated to the Colleges per Memorandum No. MRC 16-10 issued by the UPD Office of the University Registrar on 22 March 2016.

- f. Rules on residence as stated in Articles 408 and 412 of the Revised University Code, as revised and approved by the Board of Regents in its 1359th Meeting on 25 March 2021, now read as follows (OVPAAMemorandum No. 2021-89):

Article 408. No student shall be graduated from the University System unless the student has completed at least one year of residence work, which may, however, be extended for a longer period by the proper faculty. The student must have been in residence in the semester of graduation.

Article 412. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence in the semester of graduation.

- g. A student is given one (1) academic year to complete the requirements of a course where they received an INC. A course with an INC may not be re-enrolled within the prescription period (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- h. A student can complete their INC as long as they are enrolled in any CU of the University. For instance, a student need not enroll in residence in the CU where they incurred the INC so long as they are enrolled in their home CU. In the same manner, a student cross-enrolled in another CU, need not enroll in residence in their home CU to complete an INC incurred in their home CU.
- i. To add to Art 414: "There are no more courses to take based on the curriculum" may be a reason for underloading (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- j. The operationalization of 'taken' in determining student's underloading in Art. 414 of the revised University Code is 'courses taken with final grade' (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- k. The 'third regular removal period' referred to in Art 378, is changed to the 'third regular term' or one (1) academic year after the semester when the grade of 4.0 was incurred. This is consistent with the prescription period for completion of INC. For instance, if the grade of 4.0 was incurred in the First Semester AY 2022-2023, this may be removed until the end of the First Semester AY 2023-2024 (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- l. Students who wish to voluntarily withdraw from the University are provided with

an Honorable Dismissal (HD)¹. If the said student plans to transfer to another higher education institution (HEI), the student shall be provided with a Certificate of Transfer Credentials (CTC)².

- m. Existing rules on transfer indicate a requirement of 33 academic units completed if transferring from another school, and 30 academic units if transferring from another CU. There is no minimum academic unit requirement to transfer from a baccalaureate program to a pre-baccalaureate program in the University (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- n. The University does not issue a computation of grades to GPA. A certificate of grade equivalency may be issued by the OUR instead.
- o. In determining a student's scholastic standing, this decision tree shall be used. This provides the indication of a warning status for students with no failing grade and have passed less than 75% of registered units (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- p. If the student has a DRP in a prerequisite course, taken between the Second Semester AY 2019-2020 to the Second Semester AY 2021-2022, the student may apply for a waiver of prerequisite. The student may be allowed to waive it with a certification from the instructor that the student participated in class. Waiver of prerequisite for a course that was dropped by the student in their own volition is NOT ALLOWED.
- q. Forms and flowcharts related to student progress may be accessed here (<https://bit.ly/OUR-Forms-Flowcharts-Student-Progress>).

III. Graduation

- a. The rule on completion of deficiencies stated in Art. 407 of the UP Code, as approved by the Board of Regents at its 1379th meeting on 3 April 2023, now reads as follows:

Art. 407. All candidates for graduation must have their deficiencies settled and their records cleared by the end of their last semester in their current degree program.

¹An honorable dismissal is given to a student with good standing in terms of character and conduct who voluntarily withdraws from the University. It certifies that the student has no pending accountabilities with the University. If a student has been dropped from the student roll due to poor scholarship, a statement to that effect may be added to the honorable dismissal. This document is issued with the consent of the University Registrar or his/her representative (Art. 398 and 399 of the University Code).

²During the in-person University Registrars' Workshop in Baguio City last June 2022, honorable dismissal was discussed. It was raised that there are higher education institutions (HEIs) in the National Capital Region who issue the Certificate of Transfer Credentials (CTC) in lieu of the honorable dismissal. One of the HEIs that implements this is the De La Salle University. In the case of the University of the Philippines, only UP Visayas started to transition to the issuance of the CTC in January 2016 to conform with the practice of other HEIs in regions 6 and 7. The basis of these HEIs in issuing the CTC is the Manual of Regulations for Private Higher Education. According to Article XX Section 95 of the said manual, the HEI shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another institution, subject to the latter's admission policies and regulations.

- b. The President and Secretary of the University provide their digital signatures to the CUs for the diploma.
- c. A uniform template for transcript of records will be adopted by all CUs, which will include a transcript guide (see pp. 5-19 of the approved document by the Board of Regents at its 1379th Meeting on 3 April 2023).
 - Undergraduate Degree Program
 - Undergraduate - with cross registration
 - Undergraduate - with an honorable dismissal
 - Graduate Degree Program
 - Graduate - shifted to non-thesis
 - Transferee

IV. Academic Calendar

- a. The following terminologies shall be used to refer to the term and academic year.

Expanded	Shortened
First Semester/Trimester	1S / 1T
Second Semester/Trimester	2S / 2T
Third Trimester	3T
Midyear	MY
Academic Year	AY
AY 2020-2021	AY '20 - '21

- b. Integration period is one (1) day following the end of classes, including Saturday, but excluding Sunday.
- c. Deadline for the submission of grades is not later than seven (7) days after the last day of examination period. During the Midyear term, the submission of grades should not be later than three (3) days after the last day of examination period (approved by Board of Regents at its 1379th Meeting on 3 April 2023).
- d. The template for the academic calendar can be accessed here (<https://bit.ly/OUR-Template-AcadCalendar>).
- e. Academic calendars for the following academic year should be finalized and approved by March of every year.

V. Others

- a. OURs should regularly submit enrollment statistics to the UP OVPAAs at the start of every term - one month after the start of classes - following this template (<https://bit.ly/ovpaa-enroll-grad-stat-template>).

Likewise, the OURs should regularly submit enrollment statistics to the UP OVPAA at the end of every term - one month after the commencement - following this template (<https://bit.ly/ovpaa-enroll-grad-stat-template>).

- b. Harmonized fees for documents issued by the Office of the University Registrar can be accessed here (OVPAAMemorandum 2022-116).
- c. Harmonized residence fee can be accessed here (OVPAAMemorandum 2022-163).
- d. Harmonized templates for documents issued by the OUR can be accessed here (<https://bit.ly/OUR-Docs-Certs-Templates>).



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**REQUESTED BOR ACTION: APPROVAL OF THE PROPOSED HARMONIZATION OF
POLICIES RELATED TO STUDENT ADMISSION AND PROGRESS**

CILT ENDORSED:
MAR 30 2023 ANGELO A. JIMENEZ
President

I. Background

In 2020, the UP Office of the Vice President for Academic Affairs (OVPA) conducted a series of online workshops with the University Registrars and Student Records Evaluators of the eight (8) UP Constituent Universities (CUs). A year later, the OVPA constituted the UP-System Task Force to harmonize the procedures of the CU Offices of the Registrars on Admission Matters. The conduct of a combination of online, face-to-face, and HyFlex workshops resulted in the reconstitution of the Task Force in 2022, this time to harmonize policies and procedures related to admissions, student progress, and graduation. The Academic Affairs Committee (AAC) discussed the recommendations. It endorsed them to the President's Advisory Council (PAC), which subsequently approved the harmonized policies for endorsement to the Board of Regents through the UP President.

II. Matters for Consideration of the BOR

The table below presents the proposed harmonization of policies related to student admission and student progress for consideration by the Board of Regents.

a. Matters related to Student Admission

Items	Recommendations	Remarks
Simultaneous enrollment in two degree programs	As a matter of policy, simultaneous enrollment in two-degree programs is not yet allowed by the University currently, given limited resources.	This is to provide guidance regarding simultaneous enrollment in degree programs without precluding the possibility of allowing students to enroll in two degree programs in the near

Action of the Board of Regents
at its ~~379~~ Meeting on APR 03 2023
APPROVAL
[Signature]
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Secretary of the University
and of the Board of Regents

		future.
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b. Matters related to Student Progress


Items	Recommendations	Remarks
Transfer from a baccalaureate program to pre-baccalaureate program	There is no minimum number of academic unit requirements as long as the transferee satisfies the grade requirement of the program.	Admission to a pre-baccalaureate program requires a secondary education degree only.
Counting of Leave of Absence (LOA) towards Maximum Residency Rule (MRR)	The body recommends that the LOA not be counted towards MRR for both undergraduate and graduate students. Furthermore, students can only apply for LOA for a maximum of two (2) years, aggregated, throughout their whole stay in the University.	Since the University approved a student's Leave of Absence for justifiable reasons, going on such a leave should not be taken against the student.
Readmission from absence without leave (AWOL) and Permanent Disqualification (PD)	The body recommends delegating the authority to readmit a student from permanent disqualification to the Vice Chancellors for Academic Affairs, while the authority to readmit a student from AWOL is delegated to the University Registrars.	This is to facilitate the processing of readmission from AWOL and PD.
Operationalization of the word 'taken' in Art. 414 of the Revised University Code	The body recommends that the operationalization of 'taken' in determining a student's underloading in Article 414 of the Revised University Code is 'courses taken with final grades'.	This is to harmonize the policy of determining a student's underloading.
On "INC"	Students are given one (1) academic year to complete the	This proposed operationalization is in

Action of the Board of Regents
at its 1379th Meeting on APR 11, 2023

APPROVAL APR 11 2023



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	requirements of a course where they received an INC. A course with an INC may not be re-enrolled within the prescription period.	consideration of the limited resources of the University.
Removal Period	The operationalization of the 'end of the third regular period' clause in Art. 378 is one (1) academic year after the grade of "4" was incurred.	This will be consistent with the prescription period for the completion of an INC which is also one (1) academic year.
On determining a student's scholastic standing	In determining a student's scholastic standing, the decision tree in this link decision tree , which is also attached to this briefer, shall be used. A warning status for students with no failing grade and have passed less than 75% of registered units is indicated in the decision tree.	This decision tree will be useful to the Offices of the University Registrar in determining a student's scholastic standing.
Addition to the acceptable reasons for underloading	<i>The body recommends adding "no more courses to take based on the curriculum" as an acceptable reason for underloading. Art 414 of the revised UP Code is proposed to read as follows:</i> <i>ART. 414. Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, there are no more courses to take based on the</i>	There are students who took courses in advance (i.e., enrolling courses during midyear) or transferees who already took courses from another CU/HEI resulting in underloading during their last year in the University. The body believes that underloading because there are no more courses to take should not be used against the students in determining their eligibility to graduate with honors.

Action of the Board of Regents at its 1277th Meeting APR 03 2023
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 Secretary of the Board of Regents and of the Board of Trustees

	<i>curriculum, or the fact that the candidate is a working student.</i>	
Submission of grades	<p>The body recommends providing for the deadline of submission of grades for the Midyear term. Art. 372 of the Revised UP Code is proposed to read as follows:</p> <p>ART. 372. The deadline for the submission of grades should not be later than seven (7) days after the last day of the examination period. <i>For the Midyear term, grade submission should not be later than three (3) days after the last day of examination period.</i></p>	Since the number of courses enrolled during the Midyear term is generally 3-9 units, the schedule for submission of grades should also be commensurate.
Deadline for completion of deficiencies for graduating students	<p>The body proposes the revision of Art. 407 of the Revised UP Code FROM:</p> <p>All candidates for graduation must have their deficiencies settled and their records cleared not later than five weeks in their current degree program with the exception of those in academic subjects and work in Physical Education and NSIP, in which the student is currently enrolled.</p> <p>TO</p> <p>ART. 407. ART. 407. All candidates for graduation must have their deficiencies settled and their records cleared <i>by the end of their last semester</i> in their current degree program.</p>	This is for clarity of operationalization of Art 407. All students should clear all deficiencies by the date of the faculty assembly during the term they are graduating. The faculty assembly referred to here is the meeting when the list of graduating students is endorsed.

Action of the Board of Regents at its 1379th Meeting on 3/3/2023

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REQUESTED BOR ACTION: APPROVAL OF THE HARMONIZED FORMAT OF TRANSCRIPT OF RECORDS FOR ALL UP CONSTITUENT UNIVERSITIES

I. Background and Rationale

The Technical Working Group on Transcript of Records was constituted under OVPAA Memorandum 2022-14. It is a sub-committee of the Task Force on Harmonizing OUR Procedures Related to Admission Matters, chaired by Prof. Tristan Nathaniel Ramos, UP Manila University Registrar, and composed of the Prof. Maria Vanessa Oyzon (UP Diliman University Registrar), Prof. Margarita Carmen Paterno (UP Los Baños University Registrar), and Prof. Rita Ramos (UP Open University Registrar) as members. They were assisted by Ms. Sheila Mae Comadizo, Administrative Officer III of UP Manila Office of the University Registrar, as the Secretariat. The proposed format of the TOR harmonizes the terms used and the layout of each component of the transcript. The proposed format also includes a transcript guide, adopted from UP Diliman, which was approved by the BOR at its 1278th meeting on 12 April 2013.

The TWG held multiple meetings to review the current Transcript of Records of the different constituent universities and harmonize its format that all the CUs would adopt. Their recommendations were presented during the UR Workshops and were recommended by the Task Force for approval and adoption of all CUs.

II. Proposed Transcript of Records Format

a. Font Style and Size

The font style and size should follow what is written in the UP Visual Identity Guidebook.



b. Date Format

All dates reflected in the TOR should follow the prescribed format of the University:



Day Month Year

c. Entrance Data

		OFFICE OF THE UNIVERSITY REGISTRAR			
		UNIVERSITY OF THE PHILIPPINES MANILA			
OFFICIAL TRANSCRIPT OF RECORDS					
Entrance Data:		d Name	<u>DELA CRUZ, JOSEPH</u>		
		e Student No.	<u>2016-00473</u>	f Sex assigned at birth:	<u>Male</u>
1 Date/Semester admitted	<u>First Semester, 2016-2017</u>	g Date & Place of Birth	<u>15 January 1998 - Manila</u>		
2 Category	<u>High School Graduate</u>	h Father's Name	<u>Dela Cruz, Martin</u>		
3 Diploma/Title/Degree	<u>Not Applicable</u>	i Mother's Name	<u>Dela Cruz, Josephina</u>		
4 High School/College	<u>Saint Jude Catholic School</u>	Degree/Title/Course			
5 Date graduated/last attended	<u>SY 2015-2016</u>	j BACHEOR OF SCIENCE IN PHARMACY, ^k cum laude, 129 August 2021			
NCEE Rating:	<u>N/A</u>				
S.O. No.:	<u>N/A</u>				
Date:	<u>N/A</u>				

1. Date/Semester admitted

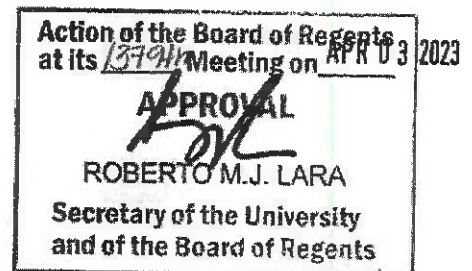
This refers to the date or the semester and academic year that the student has been admitted to the University. It should follow either the date format (see b), or the term format (see m.i)

2. Category

It may be any of the following:

- High School Graduate
- College Graduate
- Postgraduate
- Transferee

3. Diploma/Title/Degree



This refers to the degree/title that the student acquired prior to the admission in the University.

4. High School/College

This refers to the previous educational institution that the student attended prior to the admission in the University.

5. Date graduated/last attended

This refers to the graduation date or the last term of the student in his/her previous high school/college. It may follow the date format (see b) or term format (see m.i), whichever is applicable.

d. Student's Name

The student's name should be written as follow:

LAST NAME, FIRST NAME, MIDDLE NAME *(in bold capital letters)*

The name of the student reflected on the TOR shall follow what is written on the birth certificate.

e. Student Number

Complete and separated with a dash.

2011-11984

f. Sex assigned at birth:

It may only be any of the following: Male or Female.

g. Date and Place of Birth

The date and place of birth of the student should follow what is written on their birth certificate. Date should follow the date format (see b).



h. Father's Name

It should follow what is reflected on the student's birth certificate.

i. Mother's Name

It should follow what is reflected on the student's birth certificate.

j. Degree/Title

Written in full and in all capital letters

BACHELOR OF SCIENCE IN CHEMISTRY

If the student did not earn any degree from the University, xxxxxxxx is written in the Degree/Title/Course box. See Annex 4.

k. Honors received

Written in italicized small letters

cum laude

summa cum laude

magna cum laude

l. Date of graduation

Follows the date format (see b) and written after the honors received.

m. Picture

Picture in the TOR is usually for purposes of licensure examination or when requested by the applicant. It is attached on the right top area opposite to the heading of the TOR on the first page.

It can follow any of the format below

- 2"x 2", white background, without glasses, or the required format of the regulatory board/institution; or
- Graduation picture



n. Collegiate Record

1. Term

The term should be spelled out with corresponding year in this format:

1	First Semester, 2019-2020	4	5
2	3		

2. Course Code and Number

Should be written as how it was approved by the Board of Regents

For GE courses, it is recommended to have labels for ease of identification and evaluation, for example:

Math 1 (MST)
Humanities 1 (AH)

Action of the Board of Regents
at its 37th Meeting on APR 13, 2023

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[Signature]
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Secretary of the University
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3. Course Title

COLLEGIATE RECORD				
Course Number	Course Title	Grades		Credits
		Final	Re-exam Completion	
<u>COLLEGE OF PHARMACY</u>				
<u>First Semester, 2016-2017</u>				
Biology 20	General Botany for Pharmacy Student	2.25		5
Communication I	Communication Skills I	Inc.	4.00; 2.25	3
History I	Philippine History	2.00		3
Mathematics 17	Algebra and Trigonometry	1.00		5
Natural Science 3	Fundamentals of Environmental Sciences	1.50		3
Pharmacy 100	Perspectives in Pharmacy	2.00		1
NSIP CWIS-1		1.00		(3)
P.E. 2	Philippine Games	1.00		(2)
<u>Second Semester, 2016-2017</u>				
Chemistry 14	Fundamentals of General Chemistry I	1.50		3
Chemistry 14.1	Fundamentals of General Chemistry I Lab.	1.25		1

Should be written as how it was approved by the Board of Regents

4. Grades

Only grades approved by the University should be written (refer to the Revised

University Code)

Inclusion of the General Weighted Average grade (GWA) in the TOR is upon request of the student. In the case of UPD and UPB, GWA is issued at the college level.

5. Credits

Written in whole numbers without decimal places, or a dash for courses without academic credit.

Credit units for NSTP and PE are written in parenthesis and is not included in the computation of the GWA.

For dropped courses, academic units are written as a dash.

6. Advance Placement Examination

COLLEGIATE RECORD				
Course Number	Course Title	Grades		Credits
		Final	Re-exam Completion	
COLLEGE OF PHARMACY				
<u>Advanced Placement Examination</u> 6 History I	Philippine History	Pass		3

The courses that students took an advanced placement examination are reflected as first entries on the collegiate record of the student. Only Pass / Fail is written as the final grade.

7. Leave of Absence (LOA)

Action of the Board of Regents
at its 379th Meeting on APR 03 2023
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COLLEGIATE RECORD				
Course Number	Course Title	Grades		Credits
		Final	Re-exam Completion	
<u>First Semester, 2020-2021</u>				
7	Leave of Absence			
<u>Second Semester, 2020-2021</u>				
Industrial Pharmacy 125	Pharmaceutical Manufacturing	-		-
Industrial Pharmacy 131	Quality Assurance of Pharmaceuticals	-		-
Industrial Pharmacy 135	Pharmaceutical Engineering	-		-
Pharmaceutical Chem 137	Pharmaceutical Analysis 3	-		-
Pharmacy 125	Pharmaceutical Accounting	-		-
Pharmacy 135	Pharmaceutical Microbiology	-		-
Pharmacy 140	Pharmacology for Pharmacy Students I	-		-
7	Granted Leave of Absence			

If the student applied for LOA at the start of the semester, 'Leave of Absence' is written on the first column of the collegiate record (aligned with the course code & number, and term).

If the student applied for LOA during the semester, 'Granted Leave of Absence' is annotated at the bottom of the entries for the term in the middle column. All grades and credits during this term are indicated in dash (-).

8. Residence

<u>Second Semester, 2014-2015</u>				
8	Residence			
<u>First Semester, 2015-2016</u>				
Residence				

If the student enrolled in residence, 'Residence' is written after the term he/she enrolled in residence.

<u>Mid-Year Term, 2017-2018</u>				
Residence				
Thesis Title: "Survival Analysis of Pediatric Acute Lymphoblastic Leukemia Patients"				
9	Enrolled in the Department of Health Childhood Cancer Medical Access Program for Year 2012-2015"			
GRADUATED WITH THE DEGREE OF MASTER OF SCIENCE IN EPIDEMIOLOGY (CLINICAL EPIDEMIOLOGY)				

9. Thesis

The complete title of the thesis is written for all graduate students, while for undergraduate students, the thesis title is only reflected upon request of the



student.

<u>First Semester, 2014-2015</u> CE 300 <u>Second Semester, 2014-2015</u> Residence <u>First Semester, 2015-2016</u>	Master's Thesis *Shifted to non-thesis track	-	-
--	---	---	---

The thesis title is written at the bottom of the last semester's entry on the TOR.

10. Shift from Thesis Track to Non-Thesis Track

If the student has shifted to non-thesis degree and his/her enrolled thesis subject

NSTP Serial No:	ML-R20-004017 (FA) PA (Res)
Continued on page 2. Transcript guide on pages 3 and 4.	
Remarks:	"SUBJECT TO COMPLIANCE WITH THE RETURN SERVICE AGREEMENT. VALID FOR EMPLOYMENT WITHIN THE PHILIPPINES ONLY." (Please see Return Service Agreement (RSA) primer at the back) FOR BOARD EXAMINATION PURPOSES ONLY

were ungraded, a dash (-) is to be place as a grade mark. But if a grade was given, whether numeric or not, an asterisk (*) is to be placed in the subject enrolled and a remark is also placed, right after the entry for that semester, indicating that the student has shifted from thesis to non-thesis degree.

11. NSTP Serial Number

11

A box will appear right after the last entry on the body of the TOR only if the student/graduate has an NSTP Serial Number

12

12. Remarks

Remarks box will appear at the bottom of the first pages of the TOR only if applicable.

Remarks are only limited to the following:

- Mandated by the Legal Office
- For Board/Licensure Examination Only
- For Evaluation Purposes Only
- Copy for (name of HEI)

Action of the Board of Regents
 at its ~~137th~~ Meeting on APR 13, 2023

APPROVAL

 ROBERTO M.J. LARA
 Secretary of the University
 and of the Board of Regents

<u>First Semester, 2021-2022</u>			
Arts I*	Critical Perspectives in the Arts	1.00	3
Industrial Pharmacy 161	Pharmacokinetics	1.50	3
Industrial Pharmacy 165	Production Planning and Inventory Control	1.00	3
Industrial Pharmacy 175	Pharmaceutical Marketing	1.25	2
Pharmaceutical Chem 180	Introduction to Drug Discovery	1.00	2
Pharmacy 163	Legal Pharmacy 1	1.50	1
Pharmacy 164	Legal Pharmacy 2	1.50	1
Pharmacy 180.3	Industrial Pharmacy Internship	1.25	5
Pharmacy 185	Public Health Pharmacy	1.25	3
Pharmacy 199	Research Methods	1.25	3
*Cross-registered at University of the Philippines Cebu			

o. For students who cross-registered in another CU or HEI

The course or semester cross-registered in another CU or HEI should have an asterisk and an annotation:

Cross-enrolled within the UP System:

*Cross-registered at UP [CU].

Action of the Board of Regents
at its 1379th Meeting on APR 03 2023

APPROVAL

ROBERTO M.J. LARA

Secretary of the University
and of the Board of Regents

Cross-registered in another HEI:

*Cross-registered at [HEI], transcript of records is attached as page [page number].

<u>Second Semester, 2016-2017</u>			
Chemistry 14	Fundamentals of General Chemistry I	1.50	3
Chemistry 14.1	Fundamentals of General Chemistry I Lab	1.25	1
Communication II	o Communication Skills II	2.00	3
Industrial Pharmacy 121	Pharmaceutical Calculations and Techniques	2.25	3
Mathematics 100	Introduction to Calculus	2.00	4
Philosophy I	Philosophical Analysis	2.50	3
Social Science I*		1.75	3
NSIP CWTS-2	o	1.00	(3)
P.E. 1	Foundations of Physical Fitness	1.50	(2)
	o *Cross registered at Adamson University, transcript of records is attached as page 2.		

p. For students who were enrolled in another HEI prior to admission to the University (i.e., transferees and postgraduate students), their entrance credentials are appended in their TOR.

The first page of the collegiate record is shown as:

Granted transfer credentials as of 2 February 2022	
Transcript guide on pages 2 and 3.	
Checked by _____	Date _____
Printed by _____	Date _____
Date Issued _____	University Registrar

Records from the University of the Philippines Manila begin on page 3.

Entrance credentials show enrollment in:

FAR EASTERN UNIVERSITY

First Semester, 2015-2016
Second Semester, 2015-2016

A certified copy of the Official Transcript of Records from the above school is attached on page 2.

q. Honorable Dismissal or Certificate of Transfer Credentials

q

If a student requested an honorable dismissal (HD) or a certificate of transfer credentials (CTC), it should be articulated at the bottom of the TOR.

Granted Honorable Dismissal or Certificate of Transfer Credentials as of [date of issuance (follow the date format, see b)]

r. Date of Graduation

The student's degree, honors received (if applicable), and date of graduation are reflected on the first page of the TOR—the first one is put in a box after the personal information of the student (see j & k), while the second one is reflected at the bottom of the collegiate record before the remarks box. It should follow this format:

GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN CHEMISTRY, *cum laude*,
ON 28 JANUARY 2022.

s. Succeeding pages

- Heading and logo should be reflected on each page.

<p>Action of the Board of Regents at its <u>137th</u> Meeting on <u>APR 03</u> 2023</p> <p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">ROBERTO M.J. LARA Secretary of the University and of the Board of Regents</p>
--

- Only the name and the student number of the student (underlined) are the only personal information that are reflected in the succeeding pages of the TOR.

III. Transcript Guide

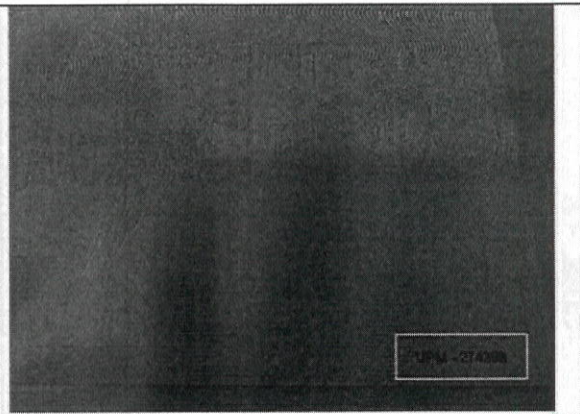
The body recommended adopting the UP Diliman Transcript Guide with few modifications. The proposed transcript guide is attached (see pages 3-4).

IV. Security Features

The body recommended the following minimum security features for the Transcript of Records:

Security paper with serial number at the left bottom of the TOR.

Check sample [here](#).



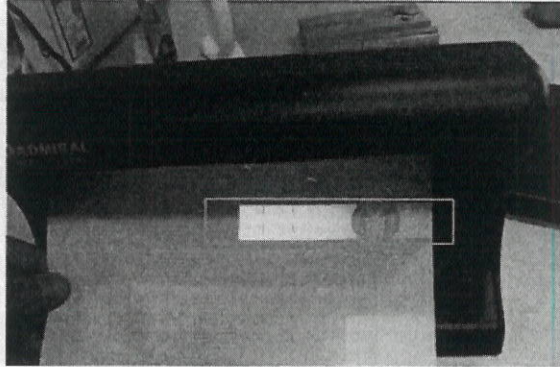
Action of the Board of Regents
at its 137th Meeting on APR 08 2023
APPROVAL

ROBERTO M.J. LARA
Secretary of the University
and of the Board of Regents

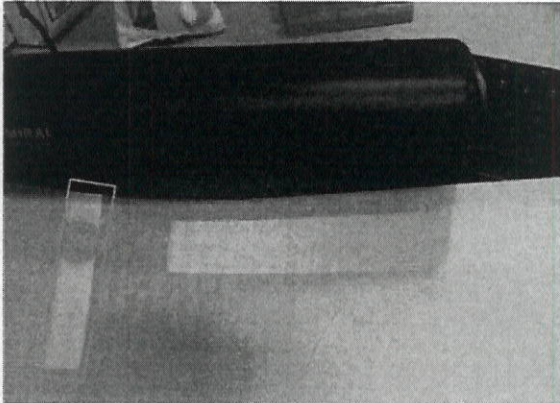
The security paper is embedded with fluorescent fibers and digital UP logo watermarks only visible under UV light (similar to UP diploma).

Check sample 1, sample 2, and sample 3.

Sample 1:

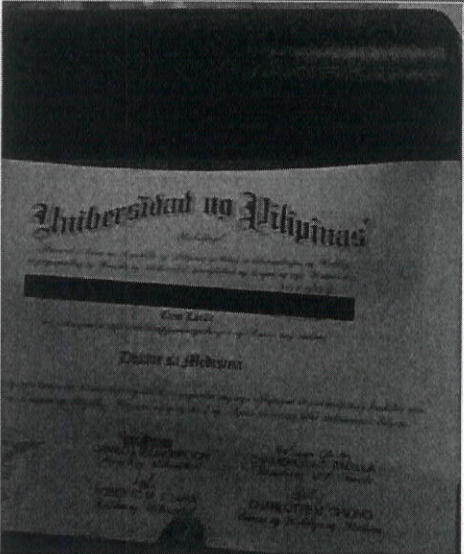
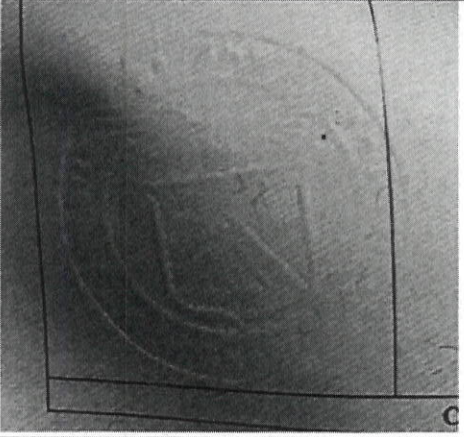
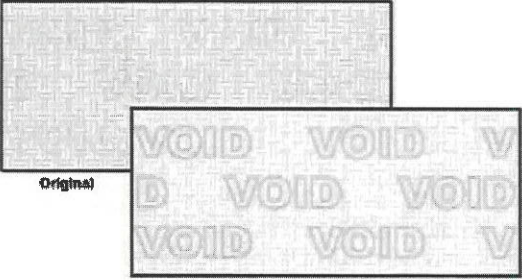


Sample 2:



Sample 3:

Action of the Board of Regents
at its 374th Meeting on APR 03 2023
APPROVAL
ROBERTO M.J. LARA
Secretary of the University
and of the Board of Regents

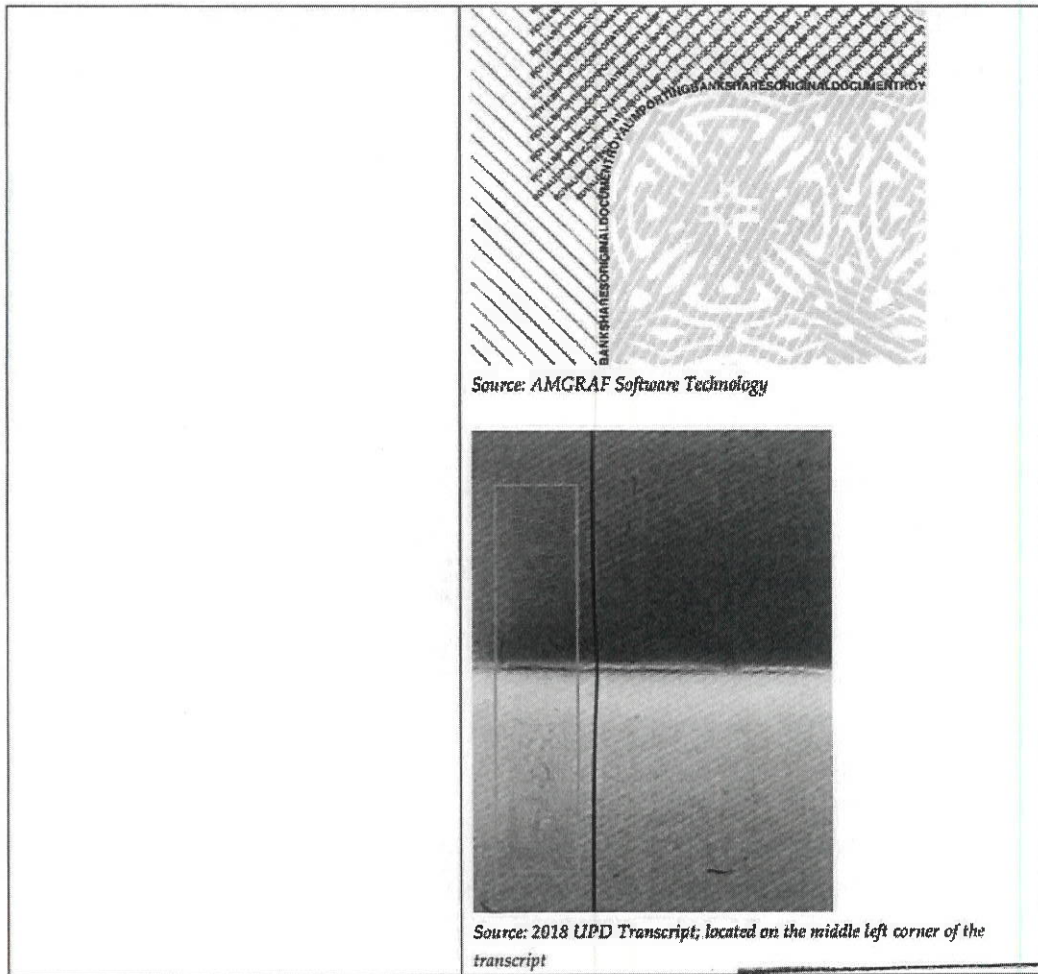
	
<p>Dry UP seal</p>	
<p>Invisible ink and image that glow under UV light</p>	
<p>Pantograph</p>	<p>Sample pantograph only:</p>  <p>Original</p> <p>Photocopied on a color copier</p> <p>Source: POS Supply Solutions</p>
<p>Microtext</p>	<p>Sample only:</p>

Action of the Board of Regents
at its ^{127th} Meeting on APR 03 2023

APPROVAL



ROBERTO M.J. LARA
Secretary of the University
and of the Board of Regents



V. **Sample formats**

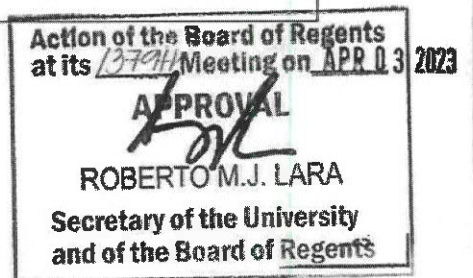
Attached herewith are the sample formats of the TOR:

Annex 1. Sample TOR of graduated undergraduate student

Annex 2. Sample TOR of graduated undergraduate student with advanced placement examination

Annex 3. Sample TOR of graduated undergraduate student with cross-registration in another CU/HEI

Annex 4. Sample TOR for student with issued Honorable Dismissal (did not graduate)



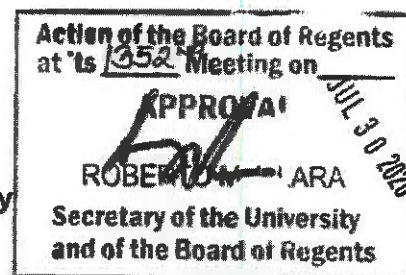
Annex 5. Sample TOR for transferee students

Annex 6. Sample TOR for graduated graduate students

Annex 7. Sample TOR for graduate students who shifted from thesis to non-thesis

Action of the Board of Regents
at its 1379 Meeting on APR 03 2023
APPROVAL
ROBERTO M.J. LARA
Secretary of the University
and of the Board of Regents

A Proposal for the Enhancement of UP Student (Undergraduate) International Mobility



BACKGROUND

Pursuant to the mandate of the University of the Philippines "to serve as a regional and global university"¹, initiatives towards internationalization of undergraduate students have been implemented by the Office of International Linkages (OIL) through bilateral and multilateral agreements and academic networks. These Memoranda of Agreements and academic networks provide free tuition and some other partial support (accommodation and/or living allowance) for student exchange grantees.

The program *University of the Philippines-Mobility for Vigor and Excellence* or MOVE UP began in 2014 and is being implemented by OIL. It provides financial assistance to UP undergraduate students, chosen based on academic merit, to take courses in international higher education institutions for one semester.

Many students applying for international student exchange programs, including MOVE UP, are vying for Latin honors. However, some provisions in the UP Code pertaining to Latin honors discourage their participation to such programs.

This proposal aims to enhance UP undergraduate international mobility and to remove disadvantages for students who are potential Latin honor candidates. Specifically, it seeks to address the following issues:

- A. Status of exchange/outbound student in UP while on mobility (i.e., consider them as cross registrants and in residence while on mobility);
- B. Crediting of courses taken in foreign universities;
- C. Underloaded status while on student mobility;
- D. Residence requirement prior to graduation;
- E. Residence requirement to graduate with honors; and
- F. Implementation of the UP academic credit transfer scheme.

PROPOSAL

The following revisions in the University of the Philippines Code are being proposed in order to revise policies that disadvantage Latin honor candidates, as well as to promote international mobility of UP undergraduate students:

Yellow highlight: proposed deletions from existing code

Red text: proposed revisions to the code

Codal Provision ²	Proposed Revision/Addition	Remarks
<p>Article 408. No students shall be graduated from the University system unless he has completed at least one year of residence work which may, however, be extended for a longer period by the proper faculty.</p> <p>The residence work referred to must be done immediately prior to graduation in the case of the following:</p>	<p>Article 408. No student shall be graduated from the University system unless s/he has completed at least one year of residence work which may, however, be extended for a longer period by the proper faculty. The student must have been in residence in the semester of graduation.</p>	<p>The approved curriculum of a degree program specifies the requirements needed to complete the program. Once requirements are completed, the student should be endorsed for graduation.</p> <p>Article 359a of the code already specifies that a minimum 50% of units is</p>


¹ Republic Act No. 9500, Section 2, Declaration of Policy (g) "serve as a regional and global university..." 23 July 2007.

² University of the Philippines System Code, Chapter 64: Graduation with Honors, Articles 333, 408, 412, 414; 2006.

Codal Provision ²	Proposed Revision/Addition	Remarks
<p>1. A student transferee from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50% of the required units for the course; and</p> <p>2. A student who has been readmitted after being absent without official leave.</p>		<p>required to complete in the University for a transfer student.</p>
<p>Article 412. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two (2) years immediately prior to graduation.</p>	<p>Article 412. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence in the semester of graduation.</p>	<p>The approved curriculum of a degree program specifies the requirements needed to complete the program. Once requirements are completed, the student should be endorsed for graduation.</p> <p>Art 336 provides for the crediting of courses taken outside of the home unit provided it is authorized and approved by the Vice President of Academic Affairs. Implementation of this codal provision will address the delay in graduation of students in international mobility that have been observed historically. This process is also consistent with how cross registration is done.</p> <p>Grades of courses taken in a foreign university during student mobility will not be included in the computation of Curriculum Weighted Average Grade/ General Weighted Average Grade (CWAG/GWA; Art 413).</p>
<p>Art. 333. No student shall be registered in any other college, school, or department of this University/System without the permission of the Dean or Director of the college or school in which the student is primarily enrolled.</p>	<p>Art. 333. No student shall be registered in any other college, school, or university without the permission of the Dean and Director/Chair of the College/School and Institute/Department in which the student is primarily enrolled.</p> <p>Students who are cross-registered are considered in residence in their respective constituent university.</p>	<p>This proposed change will recognize international mobility and consider exchange students as cross-registered students.</p> <p>While on cross registration, a student still has official ties with the University.</p>
<p>Article 414. Students who are candidates for graduation with honors must have taken during each semester/ trimester/quarter not less than fifteen units of credit</p>	<p>Article 414. Students who are candidates for graduation with honors must have taken during each semester/ trimester/quarter not less than fifteen units of</p>	<p>UP exchange students should be exempted from this normal load prescribed in the curriculum during the semesters that they are</p>

Action of the Board of Regents
at its 1352nd Meeting on JUL 30 2020

APPROVAL


ROBERTO M. LLARA
Secretary of the University
and of the Board of Regents

Codal Provision:	Proposed Revision/Addition	Remarks
<p>or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the lighter load was due to justifiable causes, such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.</p>	<p>credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the lighter load was due to justifiable causes, such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, there are no more courses that can be taken based on the curriculum, or the fact that the candidate is a working student or enrolled in a foreign university as a cross-registered student.</p>	<p>taking academic courses in foreign host universities because of course unavailability and/or equivalency problems.</p> <p>Students who no longer have courses they can enroll during a semester because of required prerequisites may be underloaded. These students should still be eligible to graduate with honors, subject to other rules to graduate with honors.</p>

Action of the Board of Regents
at its 352nd Meeting on JUL 30 2020

APPROVAL

[Signature]
ROBERT M. ARA
Secretary of the University
and of the Board of Regents



ANNEX A

UNIVERSITY OF THE PHILIPPINES
3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 89818722; 89818500 local 2528
Email: ovpaa@up.edu.ph

Office of the Vice President for Academic Affairs

03 July 2020

Memorandum No. OVPAA 2020-73

To : Chancellors
Vice Chancellors for Academic Affairs

CIUT

From : Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

Subject: Proposal for Revisions in the UP Code Provisions Related to Student Mobility for University Council Meeting Discussion/Approval

As approved by your University Councils (UC) early this year and by the UP Board of Regents in its 1351st meeting on 21 May 2020, the UP System Academic Credit Transfer System (ACTS) will be implemented system-wide to enable the recognition of credits gained by students from studying abroad and facilitate the transfer of credits earned by international students to their home institution. The University Mobility in Asia and the Pacific Credit Transfer System (UCTS) will be adopted, which uses the concept of Asian Academic Credits (AACs) where 1 academic credit = 38 - 48 hours of student workload including 13-16 hours of academic instruction.

To develop the implementing guidelines of the ACTS, the UP System Committee on the Implementation of the ACTS reviewed the University Code and identified the provisions that have to be revised to aid student mobility. The proposal was reviewed and endorsed by the System Academic Affairs Committee and the Presidential Advisory Council. With this, may we request you to include the attached proposed revision of four (4) codal provisions to be part of the agenda of your next UC meeting?

We look forward to your favorable response.

Thank you.



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph


22 March 2016

Memorandum No. MRC 16—10

FOR: COLLEGE SECRETARIES AND GRADUATE SCHOOL COORDINATORS

THROUGH: DEANS AND DIRECTORS OF ACADEMIC UNITS

FROM:


Marilyn R. Canta, PhD
University Registrar

SUBJECT: **DEVOLUTION OF PROCESSING OF READMISSION & WAIVER/ EXTENSION OF WAIVER OF MRR TO ACADEMIC UNITS**

Effective Midyear 2015–2016, processing of readmission and waiver of MRR will be devolved to the academic units. At the end of the period for late payment, the OUR should be provided with a list of all these students whose readmissions and waivers /extensions of MRR have been approved, for transmittal to the OVCAA. Please note the rules as set in the Faculty Manual and actions and recommendations related to these (please see attached).

Academic units may continue to use the OUR form for readmission/waiver/extension of waiver of MRR (up to the relevant offices), or may wish to device their own form for their internal use.

Thank you for your compliance.

PROCEDURE	FACULTY MANUAL PROVISION	ACTION/RECOMMENDATION
I. READMISSION		
A. From leave of absence (LOA)	<p>A student who goes on LOA... shall seek readmission into the program from the Dean/ Director, through channels.</p> <p>A student returning from LOA shall declare his/her intention to enrol by writing to the University Registrar through his/her College Secretary.</p>	<p>The student should get a "Return from LOA" slip (sample attached) from his/her respective College which will then be presented to the OUR. Note that if the student was on leave for a year, a medical certificate is required.</p> <p>The College is reminded to process readmissions in time for regular registration.</p>
B. From Absence without Leave (AWOL)	<p>A student who goes on absence without leave (AWOL)... shall seek readmission into the program from the Dean/ Director, through channels. (Note that a student who withdraws from a college without formal leave of absence... shall have his/her registration privileges curtailed or entirely withdrawn.)</p>	<p>Endorsement from the College is required before the OUR issues a readmission slip.</p> <p>The College is reminded to process readmissions in time for regular registration.</p>
C. Due to scholastic delinquency	<p>Dismissal. Students dropped from one (1) college shall not ordinarily be admitted to another unit of the University unless, in the opinion of the Vice Chancellor for Student Affairs, their natural aptitude and interest may qualify them in another field of study in which case they may be allowed to enrol in the proper college of department.</p> <p>Students who were dropped due to dismissal and again fail so that it becomes necessary to drop them, shall not be eligible for readmission to any college of the University.</p> <p>Permanent disqualification. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Vice Chancellor for Student Affairs, provided that in no case of readmission to the same or another college shall the action be lighter than probation.</p>	<p>The College is requested to review the merits of each case for readmission and to come up with rubrics which will guide decision-making. It may be good for the College to designate the approving authority (preferably a committee) for such readmissions, if they have not yet been so designated.</p> <p>Duties of the Vice Chancellor for Student Affairs in these cases have now been delegated to the Office of Counseling and Guidance.</p> <p>The College is reminded to process readmissions in time for regular registration.</p>

C. Due to scholastic delinquency (cont.)

Non-majors, with credit. Non-majors are students dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements... Their supervision shall remain with their respective colleges, during which time they shall be advised by the college secretaries, until they have transferred to another college... However, students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college.

*Note: No readmission of dismissed or disqualified students shall be considered by the deans and directors without the favorable recommendation of the **University Guidance Counselor (UGC)**. Cases in which the action of the deans or directors conflicts with the recommendation of the UGC may be elevated to the **Vice Chancellor for Academic Affairs**, whose decision shall be final.*

II. RESIDENCY

The Maximum Residence Rule (MRR) states that students who fail to finish the requirements of a degree program of any college within a prescribed period of actual residence shall not be allowed to register further in that college.

Under meritorius cases, extension of residency may be granted. The faculty of **each college shall designate the approving authority for such extensions**. Each extension granted shall be reported to the **Chancellor through the Vice Chancellor for Academic Affairs**.

Undergrad	MRR
Cert (2 yrs)	3 yrs
Dip/Bachelor's (4 yrs)	6 yrs
Bachelor's (5 yrs)	7 1/2 yrs
Graduate	
Diploma (2 yrs)	3 yrs
Master's (5 yrs)	10 yrs
Doctoral (6-8 yrs)	11-13 yrs

Please direct the reports to the **Vice Chancellor for Academic Affairs** through the **University Registrar**.

Note, however, that extension beyond the regular period of completion for a graduate degree program (indicated in parentheses) requires a 3 u. penalty course for every 2 years of extension.

A. Waiver/extension of waiver of MRR of undergraduate students

Waiver/extension of waiver of MRR for **undergraduate** students may continue to be granted by the college's designated approving authority and should likewise be reported to the VCAA.

The College is reminded to process such waivers and extensions in time for regular registration.

B. Waiver/extension of waiver of MRR of graduate students

Waiver/extension of waiver of MRR for **graduate** students will be reviewed by the CSAPG. Appeals should be addressed to the OUR, and justifications for waiver of MRR should be accompanied by proper relevant documents.

The College is reminded to check with the OUR on the dates when the CSAPG meets.



UNIVERSITY OF THE PHILIPPINES
3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 8962-6345; 89818722; 89818500 local 2528
Email: ovpaa@up.edu.ph

Office of the Vice President for Academic Affairs

14 June 2021

OVPAA MEMORANDUM NO. 2021-89

**FOR: The Chancellors
Vice-Chancellors for Academic Affairs
Deans, Institute Directors, Department Chairs, Program Directors**

CIAT

**FROM: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs**

**RE: A. Academic Calendar for AY 2021-2022 and Relevant Notes
B. Suspension of Academic Policies and Rules affected by the
Pandemic and Remote Learning for the Second Semester
AY 2020-2021 and Midyear 2021
C. Revised Rule on Maximum Residence Prior to Graduation and
Graduation with Honors**

A. The Board of Regents in its 1361st Meeting on 27 May 2021 approved the following academic calendar for AY 2021-2022 to facilitate the management of the academic load of students and faculty workload in the next academic year, even as the University transitions to the next normal, hopefully by the Second Semester AY 2021-2022.

1st Semester AY 2021-2022

- 13 September 2021 – Start of Classes
- 2 – 8 November 2021– Reading Break (semestral schedule)
- 11 – 13 October 2021 (Split semester schedule – 1st part)
- 9 – 11 December 2021 (Split semester schedule – 2nd part)
- 21 December 2021 – End of Classes
- 3 – 4 January 2022 – integration period
- 5 – 12 January 2022 – Final Exams

2nd Semester AY 2021-2022

31 January – 5 February 2022 – Registration
7 February 2022 – Start of Classes
2 – 8 April 2022 – Reading Break (semestral schedule)
3 – 5 March 2022 (Split semester schedule – 1st part)
5 – 7 May 2022 (Split semester schedule – 2nd part)
25 May 2022 – End of Classes
26 – 27 May 2022 – Integration period
28 May – 4 June 2022 – Finals

Midyear 2022

20 June 2022 - Start of Classes
14-16 July 2022 - Reading break
6 August 2022 – End of Classes
8 August 2022 – Integration Period
9 – 11 August 2022 – Finals

Notes:

- The Board of Regents in its 1361st Meeting on 27 May 2021 also approved the request of the Office of the Vice-President for Academic Affairs (OVPA) for the suspension of academic policies, rules, procedures and Guidelines that the President and the Presidential Advisory Council (upon the recommendation of the Academic Affairs Committee) deem necessary for the coming academic year AY 2021-2022 based on an iterative and critical assessment of anticipated and unanticipated effects of the pandemic, remote learning and the transition to the next normal hopefully starting the Second Semester AY 2021-2022.
- The OVPA informed the Board of Regents in the same Meeting of the rules and policies that were suspended in AY 2020-2021 that includes the reduction of the regular load of undergraduate students and the class size of 25 in line with Remote Teaching and Learning in AY 2020-2021. The Board of Regents approved the retention of a 12-unit regular student load and class size of 25 for AY 2021-2022
- The grading policy for the Second Semester AY 2020-2021 and Midyear 2021 is still under discussion and will be the subject of a separate Memorandum.

B. The following academic rules/policies apply for AY 2020-2021

- Suspension of the academic delinquency rules
 - warning
 - probation
 - dismissal
 - permanent disqualification
- Degree program retention rules are suspended
- Since the K-12 transition years end in AY 2020-2021, the cap in the number of units taught by lecturers is suspended

- The First and Second Semester of AY 2020-2021, as well as the Second Semester AY 2019-2020 will not be counted towards the Maximum Residence Rule (MRR)
 - Annotation of DRP submitted beginning 2nd Semester AY 2019-2020 until the end of AY 2020-2021 will be “due to the COVID-19 pandemic”
- C. As transmitted by the Office of the Secretary of the University (OSU) to the Constituent Universities together with the other decisions of the Board of Regents in its 1359th Meeting on 25 March 2021, Articles 408 and 412 of the University now read as follows:

Article 408: No students shall be graduated from the University System unless the student has completed at least one year of residence work, which may, however, be extended for a longer period by the proper faculty. The student must have been in residence in the semester of graduation.

Article 412: Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence in the semester of graduation.

Thank you and stay safe.



UNIVERSITY OF THE PHILIPPINES

3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 89818500 local 2528 or 2529
Email: ovpaa@up.edu.ph

Office of the Vice President for Academic Affairs

5 August 2022

OVPAA Memorandum 2022-116

**For: THE VICE CHANCELLORS FOR ACADEMIC AFFAIRS
THE UNIVERSITY REGISTRARS**

MCRT
**From : Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs**

**Subject: HARMONIZED FEES FOR DOCUMENTS ISSUED BY THE OFFICE OF
THE UNIVERSITY REGISTRARS OF ALL UP CONSTITUENT UNIVERSITIES**

This is to inform you that the proposed harmonized fees for the documents issued by the Office of the University Registrars have been approved by President Concepcion on 3 August 2022.

For your reference, attached herewith is the approval.

Thank you very much.



UNIVERSITY OF THE PHILIPPINES

3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 89818500 local 2528 or 2529
Email: ovpaa@up.edu.ph

Office of the Vice President for Academic Affairs

27 July 2022

DANILO L. CONCEPCION
President
University of the Philippines

Dear President Concepcion,

The UP Office of the Vice President for Academic Affairs instituted the Task Force on Harmonizing Procedures Related to Admission Matters in March 2022. They are mandated to review procedures related to admissions and make appropriate recommendations to harmonize these across the CUs.

As part of the harmonization, uniform forms and flowcharts on admission and registration procedures were agreed on. In addition, rates for the documents issued by the OUR were discussed. After comparison of the rates, the Task Force recommends adopting the highest rate charged by a CU for consistency (See attached Annex A). In connection with this, may we request approval of these harmonized fees?

Thank you very much.

Truly yours,

A handwritten signature in black ink, appearing to read "MDGT" or similar initials.

MARY DELIA G. TOMACRUZ, DBA
Officer-in-Charge

APPROVED:

A handwritten signature in black ink, appearing to read "Danilo L. Concepcion".

DANILO L. CONCEPCION
President

AUG 03 2022

Annex A. Proposed changes in the rates charged for documents issued by the OUR

Document	Rates		Remarks
	From	To	
Application for admissions (non-Filipino citizens)	<p>₱ 150 for <u>immigrants</u> as followed by UPB, UPC, UPD</p> <p>\$ 20 for <u>non-immigrants</u> as followed by UPB, UPC, UPLB, UPM, UPMIN, and UPV;</p> <p>\$ 30 for UPD; and</p> <p>\$ 100 for UPOU graduate student and \$75 for their undergraduate student</p>	<p>₱150 for immigrants</p> <p>\$30 for non-immigrants</p>	
Certificate of Enrollment	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
Certificate of Graduation	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPM</p> <p>₱ 60 for UPC</p>	₱50	per page
Certificate of Cumulative GWA	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPLB</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
Certificate of Year Level Standing	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPLB</p> <p>₱ 40 for UPMIN</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
Certificate of Units Earned	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
True Copy of Grades	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPLB</p> <p>₱ 40 for UPMIN</p> <p>₱ 50 for UPC and UPM</p>	₱50	Adopted UPC's rate (<u>approval</u>)
Transcript of Records (per page)	<p>₱ 30 for UPB and UPOU</p> <p>₱ 50 for UPC, UPD, UPLB, UPM, UPMIN, and UPV</p>	₱50	Adopted UPM's rate (<u>approval</u>)
English Translation of Diploma	<p>₱ 20 for UPB</p> <p>₱ 50 for UPC, UPD, UPLB, UPM, UPMIN, UPOU, UPV</p>	₱50	Adopted UPM's rate (<u>approval</u>)
Course Description	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPC, UPLB, UPM</p>	₱50	
No Objection Letter & Special Certification	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	

Certification, Authentication, and Verification (requested by the student)	₱ 20 for UPOU ₱ 30 for UPD ₱ 40 for UPV ₱ 50 for UPB, UPC, UPLB ₱ 100 for UPM and UPMIn	₱100	Adopted UPM's rate (approval)
Verification Fee (requested by a third party)	₱ 50 for UPB and UPOU ₱ 100 for UPC, UPD, UPLB, UPM, UPMIn, UPV	₱100 local \$30 international	exclusive of mailing fee

UNIVERSITY OF THE PHILIPPINES
Quezon City

POWERS & FUNCTIONS (PRESIDENT)

Excerpt from the Minutes of the 1142nd Meeting of the Board of Regents held on 26 May 2000

VI. POLICY MATTERS FOR APPROVAL OF THE BOARD

Matters recommended for approval by the President, the action of the Board being indicated at the end of each item:

- A. **Authority for the President to fix and revise all fees regardless of the rate of increase, except tuition and laboratory fees for academic programs, without need for further reporting to the Board**

Under existing delineation of authority, the President is authorized to fix and revise all fees (e.g., student fees, fees for non-degree programs, rental of equipment, facilities, selling prices of materials reproduced/fabricated by the University, etc.) except tuition fees and laboratory fees for academic programs, subject to reporting to the Board of Regents, and provided, that the increase does not exceed 100% or P100.00, whichever is higher.

Board action: Approval

CERTIFIED CORRECT:

MVG
MARTIN V. GREGORIO
Secretary of the University *for*
and of the Board of Regents *WR*

26 May 2000

- cc:
- The Vice President for Academic Affairs
 - The Vice President for Planning and Finance
 - The Vice President for Administration
 - The Vice President for Development
 - The Vice President for Public Affairs
 - The Chancellor, U.P. Diliman *eliza rodriguez*
 - The Chancellor, U.P. Los Baños
 - The Chancellor, U.P. Open University
 - The Chancellor, U.P. Manila
 - The Chancellor, U.P. Visayas
 - The Chancellor, U.P. Mindanao
 - The Dean, U.P. College Baguio
 - The Director, UPS, Financial Management Office
 - The Auditor

Handwritten initials and dates:

- MAF* 6-2
- QA* 6/6
- Fudj* 6/6
- Ed* 6/6
- Jerry* 6-6
- for ch*
- AB* 6-5-2000
- RD* 6/6/2000
- Ime* 6/6/00
- M. G. G.*
- ib* 6/6/00
- na* 6/6



UNIVERSITY OF THE PHILIPPINES

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Office of the Vice President for Academic Affairs

15 November 2022

OVPA MEMORANDUM 2022-163

**For : THE VICE CHANCELLORS FOR ACADEMIC AFFAIRS
THE VICE CHANCELLORS FOR ADMINISTRATION
THE UNIVERSITY REGISTRARS**

Through : THE CHANCELLORS
CIAT

**From : Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs**

Subject: HARMONIZED RESIDENCE FEE

This is to inform you that the proposed harmonized residence fee of Php 200.00 has been approved by President Concepcion on 15 November 2022.

For your reference, attached herewith is the approval.

Thank you very much.



UNIVERSITY OF THE PHILIPPINES

3F, Quezon Hall, Diliman, Quezon City
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Office of the Vice President for Academic Affairs



26 October 2022

DANILO L. CONCEPCION
President
University of the Philippines

Dear President Concepcion,

In June 2022, the UP System Task Force on Harmonizing OUR Procedures Related to Student Progress held an in-person workshop in Baguio City to discuss procedures and policies related to student progress. One of the items discussed was the residence fee. It was noted that the different UP Constituent Universities charge different rates for residence fees.

Table 1. Residence Fees of UP CUs.

CU	Residency Fee
UP Baguio	40
UP Cebu	200
UP Diliman	40
UP Los Baños	40
UP Manila	40
UP Mindanao	80
UP Open University	40
UP Visayas	200

During the online UR Workshop in September 2022, the University Registrars agreed to adopt the Php 200.00 residence fee of UP Visayas and UP Cebu, which they started collecting in 1992 to harmonize the residence fee across the Constituent Universities of the UP System. Thus, may we request that the residence fee be Php 200.00 across all the CUs?

We hope for your approval.

Thank you for considering this request.

Truly yours,

Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

APPROVED:

DANILO L. CONCEPCION
President

15 NOV 2022

OFFICE OF THE REGISTRAR
U. P. IN THE VISAYAS
Niag-aon, Iloilo

SCHEDULE OF SEMESTRAL FEES

UNDERGRADUATE

F E E S	:	A M O U N T	
Tuition	:		P200/unit
Miscellaneous	:		595.00
Registration fee	:	P 40.00	
Medical fee	:	50.00	
Library fee	:	400.00	
Athletic fee	:	55.00	
Cultural fee	:	50.00	
Student Fund	:		46.50
Publication	:	40.00	
Student Council	:	6.00	
Community Chest	:	.50	
Education Development Fee for Foreign Students	:	Non-Resident Aliens	Resident Aliens
Per Sem/Trim	:	\$300	\$150
Per Term/Sum	:	120	60
For residence only	:	60	30
RESIDENCY ONLY		Conversion Rate: <u>26.49</u>	
Without Library fee	P200.00		
With Library fee	600.00		

OTHER FEES:

Entrance(New students only)	P 30.00
Deposit(New students only),	100.00
Late registration fee	50.00
I.D. fee	30.00

/dvl
4-13-92