



# **NATIONAL UNIVERSITY MANILA**

## **STUDENT HANDBOOK**

Academic Year: 2025–2026



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## Message from the President

Dear Nationalians,

Welcome to National University!

The National University Student Handbook serves as the guide to everyday life as a National U student. It contains updated information such as academic policies, student privileges, and processes consistent with the shift from the semestral to the trimestral system beginning in June 2018.

The regulations that appear in this Handbook apply to all students who are enrolled in the different colleges of the University and who, upon admission, agree to abide by these same regulations and conduct themselves to maintain discipline, uphold the good order of the school, preserve the good name of the University, and actualize its Vision and Mission Statements.

A student's admission to the University is a privilege and not a right. The University, therefore, has the right and authority to choose the persons or individuals that may be admitted as students at the University.

Aside from the norms in this handbook, bulletin board postings, electronic announcements, and published announcements are the usual channels by which the University Administration informs the student body of official business.

The administrative authority of the University is vested in the President of the institution. The continued attendance of any student at National University subjects them to this authority, conforming to the spirit of the ongoing policies set by the academic community.

As members of the National University community, every student is expected to familiarize themselves and be guided by the contents of this handbook.

The 2022 Student Handbook was reviewed and approved by the multisectoral Student Handbook Committee and shall take effect beginning in Academic Year 2022-2023 unless otherwise amended or revoked.

Thank you.

RENATO CARLOS H. ERMITA, JR. PhD  
President/CEO

## Privacy Statement

National University is committed to protecting the privacy rights of individuals on personal information pursuant to the provisions of Republic Act No. 101173 or the Data Privacy Act of 2012, its Implementing Rules and Regulation, and other NPC issuances.

All employees, students, and administration officers are enjoined to comply with and share in the responsibility to secure and protect personal information collected and processed by NU in pursuit of legitimate purposes.

The Commission on Higher Education (CHED) has emphasized the NPC's "5 Commandments" for data privacy compliance, which include the following:

- Appointing a Data Protection Officer (DPO);
- Conducting a Privacy Impact Assessment;
- Creating a Privacy Management Program;
- Implementing privacy and data protection measures, and
- Performing Breach Reporting Procedure.

With this policy, NU ensures that we gather, store and handle data fairly, transparently, and with respect for individual rights.

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data, etc.

Our company transparently collects this information and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply:

Our data will be:

- Accurate and kept up-to-date;
- Collected fairly and for lawful purposes only;
- Processed by the company within its legal and moral boundaries, and
- Protected against any unauthorized or illegal access by internal or external parties.

Our data will not be:

- Communicated informally;
- Stored for more than a specified amount of time;
- Transferred to organizations, states, or countries that do not have adequate data protection policies, and
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities).

In addition to ways of handling the data, the company has direct obligations toward people to whom the data belongs. Specifically, we must:

- Let people know which of their data is collected;
- Inform people about how we will process their data;
- Inform people about who has access to their information;
- Have provisions in cases of lost, corrupted, or compromised data, and

- Allow people to request that we modify, erase, reduce, or correct data contained in our databases.

To exercise data protection, we are committed to:

- Restrict and monitor access to sensitive data;
- Develop transparent data collection procedures;
- Train employees in online privacy and security measures;
- Build secure networks to protect online data from cyberattacks;
- Establish clear procedures for reporting privacy breaches or data misuse;
- Include contract clauses or communicate statements on how we handle data, and
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization, etc.).



## History

A young man, barely 23 years old, had a vision of inculcating among the youth the qualities of competence and leadership, high moral and spiritual values, and the development of each individual into a total person. These would be acquired through an educational process guided by the philosophy of Dynamic Filipinism.

This philosophy has as its guiding tenets the internalizing of all that is good in the Filipino people: warmth, hospitality, innovativeness, and a high emotional quotient that has made Filipinos renowned in service-oriented industries.”

This young man, Don Mariano Fortunato Jhocson, guided by this vision, founded Colegio Filipino, now NATIONAL UNIVERSITY, on August 01, 1900, in Quiapo, City of Manila. It was the first non-sectarian and co-educational institution then. There were only a handful of students in the fledgling School at that time, and they were in the elementary and secondary (High School) levels. To help the school grow, Don Mariano was a teacher, director, and janitor rolled into one.

In a short span of 5 years, he offered courses in Business – bookkeeping and accounting, convinced that thus armed, his students would be financially secure and respectable after graduation. This led to the changing of the name to Colegio Mercantil, awarding the diploma of Perito Mercantil. A short time later, the Philippine Law School was opened with the collaboration of the Lacson brothers. Don Mariano saw the dire need for training the youth in leadership and responsibility. He firmly believed that the discipline of Law would turn out men and women who would eventually be advocates for Philippine self-government.

In 1916, the Board of Trustees changed the name from Colegio Mercantil to National Academy. The growth of the Academy was continuous and added Liberal Arts, which became the gateway to other disciplines that followed.

After 21 years of educational service, on January 17, 1921, the Board of Trustees applied for and secured permission from the Department of Public Instruction to change the name of the National Academy to NATIONAL UNIVERSITY. On that same day, the University also installed Senator Camilo Osias, one of the most respected and outstanding Filipino educators as President of the University.

Thereafter, the Colleges of Education and Commerce were opened in the same year. During the following years, the Colleges of Pharmacy and Dentistry were opened in 1922. The College of Engineering, offering initially Civil Engineering opened in 1925 and the Normal School in 1930. Sanitary Engineering was initially offered in 1930.

From July 1945, its facilities have since continuously expanded and the following disciplines were added – bachelor’s degrees in chemical, Electrical, Industrial, Mechanical Engineering and Architecture and Arts. Master in Sanitary Engineering was also organized.

Responding to the needs of industry and modern technology, the University started offering the following programs: Computer Science in 1990, Marine Engineering and in 1994 Computer Engineering and Electronics and Communications Engineering. College of Nursing was offered in 2004, Hotel and Restaurant Management in 2008 and Information Technology in 2009.

On January 01, 1998, a disastrous fire razed four buildings of the University – the Main Building, Law and Commerce Building, Elementary Building and the Graduate School Building. The University was able to re-open its doors after three weeks of unrelenting restoration work.

In the last quarter of the year 2008, the SM Group of Companies acquired majority ownership of the National University. The all-out support of the SM Group strengthened the University as a higher institution with the building of new infrastructure, improved and upgraded laboratories all of which are focused on academic excellence.

Today, the University is engaged in a continuous modernization and upgrading program for its facilities, faculty, and sports development. Our new University infrastructure is an 8-storey modern design building with two units of escalators and four units of elevators.

NATIONAL UNIVERSITY is a founding member of the University Athletic Association of the Philippines (UAAP) and is a pioneer of the Philippine Association of Colleges and Universities (PACU). Its international affiliations and memberships include the Association of Southeast Asia Higher Institutions of Learning (ASAIHL) and the International Association of Universities (IAU).

## National University Hymn

This is the hymn of the National University. The Institution encourages everyone to memorize, internalize and live by the tenets of the institution with the proud singing of this Hymn.

Hence as a guideline to all personnel of National University, the National University Hymn shall be made part of all official activities of the Institution, most especially the colleges and the students. The School Hymn shall be sung either before the activity begins or ends. With this, we shall inculcate a deep pride and love for National University.

I pledge my life, my honor,  
To thee, my Alma Mater,  
Who made me grow in wisdom,  
Gave me love and made me strong.  
I shall defend thy good name.  
I'll strive to bring thee more fame.  
I shall wave thee gold and blue,  
The colors of National U.  
I shall wave thee gold and blue,  
The colors of National U!  
(Repeat)

## School Logo, Colors and Motto

### School Logo



### Colors

**Blue** stands for the noble cause of National University.

**Gold** portrays the unwavering dedication of the school to nation-building.

### Motto

The motto of National University is “**Education That Works**”.

## Vision, Mission and Dynamic Filipinism

### Vision

We are National University, a dynamic private institution committed to nation-building, recognized internationally in education and research.

### Mission

Guided by the core values and characterized by our cultural heritage of Dynamic Filipinism, National University is committed to providing relevant, innovative, and accessible quality education and other development programs.

We are committed to our:

**STUDENTS**, by molding them into life-long learners, ethical, spiritual citizens, and self-directed agents of change.

**FACULTY and EMPLOYEES**, by enhancing their competencies, stimulating their passion, cultivating their commitment, and providing a just and fulfilling work environment.

**ALUMNI**, by strengthening their sense of pride through engagement, loyalty, and love for their alma mater.

**INDUSTRY PARTNERS and EMPLOYERS**, through active collaborations by providing them Nationalians who will contribute to their growth and development.

**COMMUNITY**, by contributing to the improvement of life's conditions and well-being of its members.

### Dynamic Filipinism

Dynamic Filipinism is internalizing all that is best in the Filipino, with the time-honored values and deep spirituality stamped upon our education for Philippine citizenship that is compatible with global progress, kinship, and universal culture guided by intense nationalism, democracy, and evolving internationalism.

## NU Core Values

The University is a community of men and women dedicated to the task of molding Filipino leaders with spiritual, cultural, and moral values through the delivery of quality education. Each student contributes to this noble mission and supports the successful pursuit of all institutional goals.

The University commits its highest regard for human dignity. It is fair in dealing with students and looks after their well-being. Thus, the University expects students to be efficient and effective as manifested through its core values. A Nationalian possesses the core values as described below:

### ***Integrity***

This is a reflection of who and what we are as individuals. We are honest, we are fair, we are just, and we will do right by anybody at all times.

### ***Compassion***

This shows how much we value people. We can feel what they feel, and we can treat each one with care and understanding regardless of any situation.

### ***Innovation***

We continuously introduce creative change in something established not for the sake of change itself, but with the purpose of constantly improving and being responsive to the times.

### ***Resilience***

An evidence of the strength of our character. We are not easily discouraged by trials and tribulations, but we know how to roll with the punches and spring back into action.

### ***Patriotism***

Nationalism is rightfully at the center of our institution and community. We display undying and devoted love for our country and everything that it stands for.

## NU Graduate Attributes Intended for Nationalians (NU GAINS)

The NU Graduate Attributes Intended for Nationalians (NU GAINS) refer to the high-level, interdisciplinary qualities, skills, and understandings that a Nationalian graduate is expected to develop because of the learnings and total NU experiences they engaged with while at the University. Each attribute is characterized by institutional learning outcomes that measure the competencies of every Nationalian when they graduate.

NU Graduate Attributes Intended for Nationalians (NU GAINS)	Institutional Learning Outcomes
<b>1. Leadership and Teamwork</b>	a. Exhibit moral, ethical, and competent leadership. b. Collaborate effectively in teams of different cultures.
<b>2. Responsible Citizenship</b>	c. Participate actively in community-oriented advocacies that contribute to nation-building
<b>3. Innovative, Creative, and Critical Thinking</b>	d. Develop an entrepreneurial mindset. e. Provide solutions to challenges in various fields of specialization and society in general.
<b>4. Academic and Professional Competence</b>	f. Demonstrate mastery of foundational skills and specific areas of specialization.
<b>5. Effective Communication</b>	g. Express ideas meaningfully, accurately, and appropriately in multicultural and multidisciplinary contexts.
<b>6. Whole Person Character</b>	h. Practice NU Core Values in personal and professional life.
<b>7. Life and Career Skills Orientation</b>	i. Engage in continuing personal and professional development. j. Exemplify the capacity for self-reflection. k. Demonstrate adaptability, flexibility, productivity, and accountability in diverse settings.
<b>8. Technological Literacy</b>	l. Exhibit mastery in navigating various technological tools and techniques.

### **Leadership and Teamwork:**

**Leadership** is characterized by having the ability to manage, guide, inspire, provide direction, delegate tasks to a team and bring them to efficiently work together towards common goals, as well as having the ability to hear different ideas from the team, provide discipline as necessary, set expectations and goals with clear timelines, challenge, and nurture ideas, resolve conflicts within and among team members, with integrity and impartiality.

**Teamwork** refers to the ability to work together efficiently as a group, collaborate with others to achieve one goal, communicate to and with each other to improve work relationships, services, and achievement of objectives, regardless of the group's diversity and level of inclusivity.

### **Responsible Citizenship:**

This refers to a Nationalian graduates' ability to abide by the law and order of the country to be able to exercise their rights and duties, protect and enjoy their privileges, and actively participating in community-oriented advocacies that are significant and relevant to nation-building

**Innovative, Creative, and Critical Thinking:**

Being **Innovative** refers to being able to utilize innovative, original methods and resolutions to enterprising enough to take calculated risks and address current and emerging needs of society.

Being **Creative** refers to having the ability to generate ideas, designs, systems, and processes, being original, having the imagination for solutions, having the curiosity for learning which results to positive impact in the lives of other people, and being original in tackling problems and seeking out opportunities for learning.

**Critical Thinking** refers to being able to objectively analyze and evaluate a situation, issue, or concepts to form and practice good judgment.

**Academic and Professional Competence:**

**Academic Competence** is the multidimensional characteristic of a person that makes them efficient learners, giving them the confidence to participate in any learning environment and exchange ideas with others with adequate success.

**Professional Competence** refers to being able to demonstrate the foundational skills, specific knowledge, and capabilities or proficiencies that are particularly valued by professional associations, organizations and other agencies that are related to or associated to one's future career.

**Effective Communication**

This refers to the ability to express knowledge, information, ideas, opinions, and thoughts meaningfully, accurately, and appropriately in multicultural and multidisciplinary contexts in such a way that these are received and understood clearly and purposefully.

**Whole-Person Character**

This is characterized by having the ability to demonstrate the core values of National University – integrity, compassion, innovation, resilience, and patriotism – in the graduates' personal and professional lives.

**Life and Career Skills Orientation**

This refers to being a life-long learner, having the ability to engage in continuing personal and professional development, demonstrating the ability for self-introspection, and exemplifying adaptability, flexibility, productivity, and accountability in diverse life situations

**Technological Literacy**

This refers to having proficiency in utilizing and maximizing available technological tools and techniques to increase productivity and efficiency.  
solving problems, having an entrepreneurial mindset and adequate resourcefulness, being



## Quality Policy

Guided by the philosophy of Dynamic Filipinism, the National University has developed leaders since its establishment in 1900. It upholds high standards of educational services for the holistic development of lifelong learners.

The President and CEO, with the management team, shall formulate the quality policy of the National University. The quality policy supports the vision, mission, and the objectives of the University.

The management, faculty, and staff commit to continuously improving the efficiency of operational and management processes to meet ISO 9001 and applicable statutory, regulatory, and institutional requirements.

## Data Privacy Policy (For Applicants, Students, and Alumni)

Welcome to the National University. This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. If you are a parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We, at National University (NU), are committed to protecting your personal information as prospective students, students, and alumni pursuant to the provisions of the Data Privacy Act (DPA) of 2012 (R.A. No. 10173). We assure you that NU holds all your personal information in the strictest confidentiality while allowing us to provide the academic and other related services you need. This document informs/explains the personal data that NU processes, how NU processes your data and for what purpose it is processed. This document shall inform you of our data protection in general and may serve as your guide in exercising your rights under the DPA.

All throughout this policy, we will be using the following terms:

- **Data Subject** - refers to an individual whose personal, sensitive personal, or privileged information is processed by NU. As for this policy, they are our students and applicants for admissions.
- **Personal Information** - refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by NU as the entity holding the information or when put together with other information would directly and certainly identify the student(s) or applicant(s) for admissions; this may be used interchangeably with the term 'personal data'.
- **Processing** - refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure, or destruction of data.

### **Information We Collect, Acquire, or Generate**

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

- a. Information you provide us during your application for admission. When you apply with us for admission, we collect, among others:
  1. Your personal and sensitive information such as:
    - complete name
    - date and place of birth
    - civil status
    - gender
    - religion
    - citizenship
    - name of your parents or legal guardian
    - photos

2. Your contact information such as:
    - physical address
    - mobile and phone number
    - email address
  3. Your other personally identifiable information such as:
    - family background
    - educational background
    - medical/health records and other related medical histories
    - copies of passports for international students
    - copies of student visa and alien certificate of registration (ACR) for international students
  4. Any privileged information obtained during your interview and other necessary documents collected upon admissions such as:
    - school achievements from previous schools
    - scholarship grants
    - good moral and honorable dismissal certifications
    - birth certificate
    - scholastic records
  5. And any or all information obtained during entrance tests or admission examinations.
- b. Information we collect or generate after enrollment and during your stay with the University. After you join the University, we may also collect additional information about you, including:
1. Your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;
  2. Co-curricular matters you may engage in, such as service-learning, outreach activities, internship, or apprenticeship compliance;
  3. Your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and
  4. Any disciplinary incident that you may be involved in, including accompanying sanctions.
  5. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.
- c. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as the information you provide us.

### **Use of Your Personal Information**

National University will only use your data to the extent that it is permitted by law and relevant to our legitimate purpose of being an academic institution. We may use your data for the purpose:

1. evaluating your eligibility for admissions to NU;
2. sending communication about your eligibility or application to NU;
3. processing or confirming any processes or requests on your behalf for all kinds of school documents;

4. generating your scholastic records required for your degree including the generation of directories of alumni;
5. maintaining your school records of academics, co-curricular, extra-curricular, and sports affiliations as a member of the University Athletics Association of the Philippines (UAAP) and other sports leagues;
6. recording, storing, and evaluating student work in both manual and digital formats, such as homework, seatwork, quizzes, long test, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays, and presentations;
7. recording, processing, and maintaining all kinds of forms whether manually or electronically your academic records such as grades, class schedule, and other scholastic activities that may result in generating additional information that may identify you as a student of NU;
8. maintaining the National University Information System (NUIS);
9. processing your university-issued communication tools such as Office 365 services;
10. processing of any scholarship grants whether internal or external of NU;
11. investigating incidents that relate to student behavior and implementing disciplinary measures;
12. compiling and generating reports for statistical and research purposes;
13. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, safety, and security;
14. posting school achievements or official announcements to any forms such as school banners, bulletin boards, websites, and social media platforms;
15. sharing marketing and other promotional materials for the benefit of both the students and NU;
16. soliciting your participation in research and non-commercial surveys sanctioned by NU; and
17. adhering to any legal obligations that are required by the existing bylaws and policies of NU.

If we require your consent for any specific use of your data, we will collect it at the appropriate time. We will not subject your data to any automated decision-making process without your prior consent.

### **How We Share, Disclose or Transfer Your Information**

National University does not and will not sell or rent your personal information. We will not intentionally share or release your personal information other than to you, NU, your authorized representatives (including parents/guardians), and our employees or partners unless required by law or a valid legal process. Our partners may not use your personal information for any purpose other than in performing their functions with or on behalf of the National University. We take steps to ensure that they are bound by confidentiality obligations in the protection of your personal information.

We may share with, disclose, or transfer your data to other organizations permitted by law or upon your requests and with adherence to our legitimate purpose of providing you with efficient academic and support services. We may share your data by means of:

1. posting of acceptance to the University, awarding of merit scholarship grants, class list, class schedules, online, on school bulletin boards, or other places within the campus;
2. sharing your information to your authorized representatives, parents/guardians with your consent, and if required by law or determined by NU on your behalf as necessary for your best interest, protect your interest or health, safety, and security, or that of others;

3. publishing your achievements, awards, and success related to your academic residency at NU both within the campus or online through different social media platforms including official school publications;
4. sharing information to donors, or funders for purposes of scholarship, grants, and other forms of assistance;
5. reporting and/or disclosure of your information to the NPC and other government agencies such as the Commission on Higher Education (CHED), TESDA, Bureau of Immigration, and Professional Regulation Commission (PRC) when required by law;
6. posting of NU Admission Test passers and other related services to the Admissions Office;
7. sharing of information with entities or organizations such as the University Athletic Association of the Philippines (UAAP) and other sports bodies for determining eligibility in sports or academic competitions, as well as other similar events;
8. sharing of information involved in accreditation or ranking purposes done by the Philippine Association of Colleges and Universities Commission of Accreditation (PACUCOA), International Organization for Standardization (ISO), QS World University Rankings;
9. research or surveys done internally for academic purposes and advancement of NU;
10. complying with court orders, subpoenas, and/or other legal obligations;
11. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
12. promoting the school, events and activities, marketing and advertising materials such as newspapers ads, brochures, website articles, bulletin boards, and social media platforms;
13. live streaming of University events;
14. publishing of communications with journalistic content, such as news information in University publications, and social media sites; and
15. providing the official class list to our partners and external linkages such as SM Group of Companies, hospitals, and other similar organizations where our students are spending their internship programs, immersion, and other related academic services.

### **How We Store and Retain Your Information**

National University treats your personal information with the utmost security and is handled with the strictest confidentiality. They are transmitted securely in different formats such as paper and electronic through NUIS and Office 365 services. Access to your data is limited to the authorized personnel of the National University including, but not limited to, teachers, staff, unit heads, and officers. Modification of your personal information is done through your legal requests.

Your data are retained securely by NU for as long as they serve the legal purpose to the function of NU as an educational institution such as historical and statistical purposes. When your personal information is no longer required, an official institutional procedure will be followed for its disposal.

### **Your Rights as Data Subject**

In compliance with the DPA, we recognize your rights for your personal information as the data subject. If you want to add, update, delete, or any concern related to your data or matters concerning data privacy, please contact:

NU Data Protection Office

Email: [dpo@national-u.edu.ph](mailto:dpo@national-u.edu.ph)

Phone: (02) 8712-1900

Website: <https://national-u.edu.ph/privacy/>

Address: 551 MF Jhocson Street, Sampaloc, Manila 1008

**Changing This Policy**

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website or uploading to NUIS.

## Section I: Main Directives

### A. General Norms

1. All undergraduate students enrolled in National University are required to comply with the provisions of the Student Handbook. They should familiarize themselves with its content. Ignorance of any provision of the Student Handbook does not excuse any student from being sanctioned for non-compliance. Parents, as well as guardians, must also familiarize themselves with its content.
2. Subject to the duties and responsibilities corresponding to each right as well as the limitations provided for in the Student Handbook, and provided the exercise of a right does not infringe the right of others, National University recognizes the rights of students, more specifically the following:
  - a. the right to express concern through dialogue on matters related to the quality of education they deserve;
  - b. the right to express oneself provided it is exercised without malice or ill will; and
  - c. the right to due process of law.
3. The University recognizes the hazards of smoking to health and declares the University premises as a cigarette (including electronic) and tobacco-free campus.
  - a. University premises refers to the territorial boundaries of a National University campus, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences, or dividing walls of buildings.
4. Guided by Republic Act No. 9165, also known as the “Comprehensive Dangerous Drugs Act of 2002,” the University secures its campus and protects the physical and mental well-being of its students from the use of dangerous drugs. Under the rules and regulations as contained in this handbook and with notice to the parents, students shall undergo a drug testing procedure. Students found using drugs within university premises will be subject to sanctions under Category 3: Major Offense.
5. Students should be courteous towards all persons within or beyond the University premises and even during online classes or meetings.
6. All students should come prepared for each class.
7. All students on campus should properly observe the health and safety protocols prescribed by the Health and Safety Committee (HESACOM).
8. The University acknowledges the right of the student to equal access to available campus spaces. Benches and tables for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need. No permanent “reservation right” is acknowledged by the University.
9. Students are regarded as responsible individuals by the University from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or updated on their academic standing, attendance, and the consequences of their failures and absences. Ignorance on the part of the parent or guardian of the academic standing of the student may not be imputed to the University.
10. All official businesses by a student with any office, unit, or department of the University, or with any administrative personnel, should be transacted in writing via email following the standard correspondence. The students’ names, signatures, year level, and the course must be included. Oral arrangements or agreements have no merit.
11. Students’ hairstyles must always be kept neat regardless of length; however, a college may require an appropriate hairstyle, hair length and hair color. *(Please refer to the Appendices under Student Etiquette, item number 6, for guidance.)*

12. The University administrators, faculty, and staff including security personnel shall have the right and duty to approach any erring student to confiscate the school ID, refer the student to the Student Discipline Office for appropriate action, and to report any cases of violation.
13. It is the duty of the student to keep their things/belongings attended to at all times. The procedure for lost items can be seen under Section VIII Disciplines Office. The University shall not be held liable for the loss of such items.

#### B. Rules of Conduct

Each student at the University is always expected to act like a mature individual, whether on or off-campus, showing respect to proper authorities and fellow students for the good name of the University. To maintain an order necessary for the common good, and a campus conducive to the formation of Nationalians, students are expected to adhere to the following norms:

1. In dealing with all the members of the University community, students are expected to observe the usual norms of politeness, etiquette, and courtesy. Faculty members, administrators, or University staff, in their obligation to exercise the judgment of good parents, may call the attention of students who display unbecoming behavior on campus, online environment, or during officially sanctioned University activities outside the campus.
2. Students should follow the usual classroom policies and procedures as well as those preset by the teacher, provided these are communicated and accepted beforehand by the students. Any student who violates usual classroom policies and procedures will be reported to the Student Discipline Office. A student cannot be admitted back to class without a re-admission slip from the Student Discipline Office.
3. Students who disregard classroom policies repeatedly may be referred by the Student Discipline Office to the Guidance Services Office.
4. To help keep the peace and order of the campus, students should observe silence and proper decorum inside elevators, along corridors, the stairways, and other areas where classes or student activities are going on. Unbecoming behavior such as boisterous conduct, whistling, running, or any action that may disturb classes or student activities should be avoided.
5. Mobile phones and other electronic communication devices are to be switched off or kept in silent mode during class hours or official University activities, inside or outside the campus unless authorized by the attending teacher or responsible personnel.
6. Smoking, drinking alcoholic beverages, and gambling inside school premises are strictly prohibited.
7. Racist, sexist, and unfavorable or unethical language is prohibited.
8. Areas exclusively used by men or women, marked accordingly as Ladies' and Men's Room, are off-limits to the opposite sex.
9. Healthy interaction with members of the opposite sex is encouraged by the University. However, acts or gestures that tend to offend other members of the community, including public displays of physical intimacy, are not tolerated.
10. The University may allow recognized professional/technical organizations to use University facilities for business meetings and social, cultural, and recreational activities. However, the University also reserves the right to deny the use of such facilities to policy violators.
11. Recognized professional/technical organizations who invite guests from outside the campus (e.g., lecturers, speakers, and seminar participants) should submit a letter to the Office of Student Development and Activities indicating the purpose of the visit, the name of the campus visitors, and



the expected time of their arrival. This will be forwarded to the Security on Duty for proper information. Guests should always be accorded appropriate courtesy.

12. Any report of a student exhibiting unbecoming behavior automatically brings about an inquiry by the Student Discipline Office.
13. Any student suspected of being a threat or danger to himself/herself and others due to psychological reasons must be referred to the Guidance Services Office.
14. Students are not allowed to participate in any outside activity, contest, play, band, orchestra, choir, conference, association, society, or group as representatives of the University or any recognized student organization without the written authorization of the Academic Services Directors or the concerned College Dean. However, students have the discretion to participate in activities as individuals and not as representatives of the University.
15. Recognized organizations or students may make announcements and post notices about University-issued communication or approved student activities through allowed public communication channels.
16. Hazing and initiation activities that inflict bodily or psychological harm or demean an individual's dignity are not allowed. Such an act constitutes a major offense and is subject to the disciplinary sanctions listed in this handbook. The University is not responsible for the actions of students who, on their own, without regard for the existing law, and despite awareness of possible grave punitive sanctions, will engage in such activities, either actively or passively.
17. Organization of fraternities, sororities, varsitarians, and "samahan" are strictly prohibited. Students shall be asked to sign a Non-Fraternity Contract stating their discontinuance of membership during their stay at the University.
18. The University recognizes the value of being genuinely concerned for the environment. All members of the University are encouraged to observe practices that put this value into action.

### C. Academic Integrity

1. All works submitted, such as homework, assignments, papers, examinations, and the like, are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes published primary and secondary material and information and opinions gained directly from other people. The responsibility for learning the proper forms of citations lies with the students. Quotations must be properly placed within quotation marks and must be completely acknowledged. The sources must be indicated whenever ideas or facts are derived from a student's reading and research.
2. Students reiterating or drawing on ideas or facts from another paper they are writing, or have written, should properly cite that paper as the source.
3. A computer program written to satisfy a course requirement is like a paper that is expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.
4. Students' papers and other works are expected to be submitted in only one course. If the same or similar work is to be submitted in more than one course, the written permission of all instructors involved must be obtained.

#### D. Student ID

1. Upon enrollment, a student is issued an identification card (ID) with a computer-registered student number. Students should always wear their IDs with the official ID lace inside the school premises.
2. The ID is valid if the student is enrolled in the University.
3. Students should surrender their ID to authorities if requested by the latter.
4. Students who lost their IDs should follow the procedure below:
  - a. Inform the attending security personnel about the loss of the ID and present their Certificate of Registration (COR) as proof of their enrollment. The attending security personnel shall record the case in the logbook.
  - b. Proceed to Discipline Office for verification
  - c. Request a student pass from the Student Discipline Officer.
  - d. Pay for the ID replacement at the Credit and Collection Office.
  - e. Present a copy of the Affidavit of Loss and the Official Receipt of payment for ID replacement to the Information Technology Resources Office (ITRO) for the processing and issuance of the new ID.
5. Students are liable for any false information in the ID, registration form, and other school documents. Any change in the students' information should immediately be reported in writing to the Registrar's Office. Requests for a change of address should carry the approval of the parent or guardian of the students. Any written communication sent by the school to the last recorded address of the students shall be considered delivered even if returned.
6. Students who forget to bring their school ID will have to go through the following procedure:
  - a. Inform the attending security personnel and present the certificate of Registration (COR) as proof of enrolment and a valid ID. The attending Security Personnel shall record the student's name, course and year level in the security logbook.
  - b. Proceed to Student Discipline Office.

#### E. Uniform Policy

Students are required to wear the prescribed uniform when coming inside the school premises from Mondays through Fridays and during official University activities outside the campus unless specific instructions are given.

Except for the Allied Health, Dentistry, Tourism, and Hospitality Management programs, the prescribed uniform shall consist of the following:

For Male Students:

- Navy blue slacks/pants
- Light blue polo with National University logo
- Black leather shoes

For Female Students:

- Navy blue slacks or skirt
- Light blue blouse with National University logo
- Black leather shoes

Students from the Allied Health, Dentistry, Tourism, and Hospitality Management programs shall refer to the guidelines released by their college concerning their prescribed uniform.

Students need to be in their prescribed school uniform even during school days when they have classes in Physical Education (PE) and/or NSTP. With this said, students shall wear their PE uniform and NSTP uniform only during their classes in the respective courses.

Students shall be allowed to enter the school premises wearing their PE uniform and/or NSTP uniform if:

- Their only classes for the day are Physical Education and/or NSTP; or
- Their first class for the day is either of the two aforementioned courses. However, they shall be required to change to their prescribed uniform immediately after for their succeeding classes.

In case the student does not have classes but needs to enter the school premises due to meetings, or any other school-related activities, a letter must be given to the Student Discipline Office ahead of time, stating the reason for his/her entry without wearing the school uniform.

Wednesdays and Saturdays are washdays. The prescribed uniform is not required unless specific instructions are given by the College Dean. During washdays, students are encouraged to wear an NU shirt. Attire that are not allowed include but not limited to the following:

- Shorts, torn or worn-out jeans, and ripped jeans
- Sleeveless and halter tops, spaghetti straps, razor back, tube, backless upper garment
- Blouses and dresses with plunging necklines
- Midriffs, hanging blouses, off-shoulder blouses and dresses
- Miniskirts (more than 2 inches above the knee)
- Rubber slippers and worn-out shoes
- Body-hugging blouses and tight-fitting skirts and pants
- Revealing see-through attires
- Jogging pants and similar attire
- Cross-dressing

Non-compliance in wearing the prescribed uniform is considered a Major Offense on its third occurrence as defined in Section VI Student Discipline unless the student secures a written permit from the Student Discipline Office.

Management may prescribe a specific uniform policy when necessary.

F. Suspension of Classes

1. The University follows the Commission on Higher Education (CHED) memorandum CMO No. 19, Series of 2005, "Revised Guidelines on the Suspension of Classes in the Tertiary Level on the Occasion of Typhoon/Storms, Earthquakes, Floods, Fires and Other Natural and/or Man-Caused Calamities." Class suspensions are usually announced through radio, television, and social media.
2. In cases of inclement weather, the following are observed:
  - a. Classes are suspended when the local government or the University President declares suspension due to heavy rains and flooding even in the absence of typhoons.
  - b. For Typhoons with Signal No. 1 and 2, classes shall continue unless an announcement is made by the local government or the University President.
3. For Typhoon Signal No. 3 or 4, classes at all levels are automatically suspended. The campus shall be closed, and all activities are suspended.

## Section II: Admission to the University

The NU Admissions Office is responsible for conducting the National University Admissions Test (NUAT) and admitting students to the University through online application. The said office and other departments in charge of the enrollment employ a hybrid set-up of online and face-to-face/on-site enrollment.

The Admissions Office utilizes NU Quest, an online application platform all student applicants should use for registration. All applications for admission must be coursed online through NU QUEST.

### **A. Required Documents for Admission**

The applicant must submit the required documents to the Admissions Office online through NU Quest or by visiting the Admissions Office of the preferred campus.

#### **1. Incoming Freshman**

- Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- PSA-Authenticated Birth Certificate (Original Copy)
- Recent 2x2 colored ID picture with white background

For Philippine Educational Placement Test (PEPT) or Alternative Learning System (ALS) passers, additional requirements are as follows:

- Certificate of Rating
- Certificate of Passing
- Photocopy of Diploma
- Original Admission Credentials from the last school attended prior to taking ALS (Original Report Card/Form 137)

#### **2. Transferee/Transfer Student**

- Transcript of Records (TOR) or Certified True Copy of Grades
- Honorable Dismissal or Transfer Credentials
- Certificate of Good Moral Character
- PSA-Authenticated Birth Certificate (Original Copy)
- Recent 2x2 colored ID picture with white background

#### **3. Second-Degree Taker or Second-Degree Undergraduate Student**

- Transcript of Records (TOR) or Certified True Copy of Grades
- Transfer Credentials
- Certified True Copy of Diploma
- Course Description of Courses Earned
- Certificate of Good Moral Character
- PSA-Authenticated Birth Certificate (Original Copy)
- Photocopy of Marriage Certificate (for married female applicants)
- Recent 2x2 colored ID picture with white background

#### **4. Graduate Student**

- Transcript of Records (TOR) or Certified True Copy of Grades
- Certified True Copy of Diploma
- Transfer Credentials
- Certificate of Good Moral Character

- PSA-Authenticated Birth Certificate (Original Copy)
- Marriage Certificate (for married female applicants)
- Recent 2x2 colored ID picture with white background

## **5. International Student**

### **a. Freshman Applicant**

- Authenticated High School credentials/High School Report Card or Transcript of Records
- Authenticated Certificate of Good Moral Character from the School/Police Clearance from the country of origin or departure
- Authenticated Certificate of Graduation or Copy of Diploma
- Authenticated Birth Certificate
- Copy of Passport, updated Student Visa, and Alien Certificate of Registration (ACR)
- Recent two (2) pieces 2x2 Colored ID Picture with white background

### **b. Transferee, Second-Degree, Graduate Applicant**

- Transcript of Records (TOR) or Copy of Grades
- Honorable Dismissal/Transfer Credentials (for Transferee)
- Authenticated Certificate of Good Moral Character from the School/Police Clearance from the country of origin or departure
- Authenticated Certificate of Graduation or Copy of Diploma (For Second Degree and Graduate Applicants)
- Authenticated Birth Certificate
- Photocopy of Passport, updated Student Visa, and Alien Certificate of Registration (ACR) (Original to be presented)
- Recent two (2) pieces 2x2 Colored ID Picture with white background

## **B. General Admission Guidelines**

### **1. Freshman**

A Senior High School (SHS) graduate or a Philippine Educational Placement Test (PEPT) or Alternative Learning System (ALS) passer who did not enroll in any Higher Educational Institution (HEI) as a first-year student may be admitted on the following basis:

- Passed the National University Admission Test (NUAT). A “No Retake Policy” applies to the NUAT. An applicant who fails the NUAT may be endorsed to the College Dean or Program Chair for evaluation. If accepted, the applicant shall be placed on probationary admission.
- Submitted the required admission documents.

### **2. Transferee/Transfer or Second-Degree Student**

A student from another HEI applying to transfer or take a second undergraduate degree at the University may be accepted in the applied program upon completion of the following:

- Submission of the required application documents.
- Accepted to the applied program by the college upon evaluation.

The above conditions also apply for inter-campus transfer of students.

### **3. Graduate Student**

A student applying to any graduate program may be accepted upon completion of the following:

- a. Submission of the required application documents.
- b. Accepted to the applied program by the college.

Once an applicant qualifies, the Admissions Office endorses the applicant to the Registrar's Office for the issuance of the Assessment Form. An international student shall be assessed by the Language Learning Center of the University on English as a Second Language through a proficiency test.

## Section III: Academic Policies and Procedures

The Registrar's Office manages all the student scholastic records of National University.

### A. Student Classification

A student is classified by the following:

#### 1. **Citizenship**

- **Filipino Student:** a natural-born Filipino student who is not a naturalized citizen of any other country.
- **International Student:** a student who is not a natural-born Filipino, carries a foreign passport, and is issued an ACR (Alien Certificate Registration) I-card and CTRs (Certificate of Temporary Residence for Students) by the Bureau of Immigration.
- **Dual Citizenship:** a student holding dual citizenship (e.g., Filipino-American, Filipino-Chinese) should choose citizenship to be declared before admission to National University. If the student wishes to be considered a Filipino, the student should submit a copy of the order of the Identification Certificate issued by the Bureau of Immigration before admission. A student who chooses to be classified as a Filipino during the initial enrollment shall be considered a Filipino until graduation.

#### 2. **Entry to National University**

- **New Student:** an international or Filipino student who will enroll in the University and may be either a Freshman, Transferee, Graduate School or Second-Degree student.
  - **Freshman Student:** a student who is a senior high school graduate of a Philippine or international school, college or University and has not been admitted to any undergraduate degree program in another Philippine school, college, or University.
  - **Transferee Student:** a student from another Philippine school, college, or University who has been granted Transfer Credentials or Honorable Dismissal and seeks admission in any of the undergraduate programs of this University.
  - **Graduate School Student:** a graduate of a bachelor's degree wanting to pursue admission to any of the master's programs or a graduate of a master's degree wanting to pursue admission to any of the doctoral programs of the University. For a graduate's earned degree program not aligned with the intended master's or doctoral program to take, a bridging course should be taken before acceptance to the program. This includes graduates of National University.
  - **Second Degree Student:** a graduate of a bachelor's degree wanting to pursue another bachelor's degree program offered by the University. This includes graduates of National University.
- **Inbound Cross Enrollee:** a student officially enrolled in another school, college, or University who is permitted to cross-enroll in National University to take a course that is not, at that moment, offered in their school, college, or University.

#### 3. **Enrollment**

- **Continuing Student:** a student who has officially enrolled every term since acceptance to the University. The student is a late enrollee if the time of enrollment was on or after the first day of classes.
- **Graduating Student:** a student in the last term of the curriculum.
- **Returning Student:** a student seeking enrollment for the coming term but was not enrolled in the previous term. A returning student who has not filed a leave of absence is considered AWOL (absent without leave).



- **Shiftee:** a student who will enroll in a different bachelor's degree program, major, or specialization within the University.
- **Outbound Cross Enrollee:** an NU student allowed to enroll in a course or two in another higher educational institution provided the course is unavailable at NU, and the student is on his or her last term before graduation.
- **Late Enrollee:** a student who enrolls on or after the first day of classes.

#### 4. *Campus Enrollment*

- **Branch Transfer Student:** a student from an NU campus intending to transfer to another NU campus to continue his/her degree program.
- **Campus Cross Enrollment:** an NU student who is allowed to enroll in a course or two in another NU campus provided the course is unavailable at the home campus, and the student is on their last term before graduation.

### B. Submission of Academic Credentials

1. New students from another school, college, or University within the Philippines must submit a hard copy of the original admission credentials upon acceptance to the University. For foreign educational institutions, students must submit the original apostilled admission credentials.
2. Admission credentials, listed in Section II of the Student Handbook, must be submitted before the end of their first term of enrollment. Otherwise, the student will not be allowed to enroll in the next term.

### C. Registration and Enrollment

National University implements a trimestral academic calendar, each term lasting 13.5 weeks, including the Final Exam Week. NU students are expected to enroll in each of the three (3) terms, as their curriculum requires, for the academic year during their residence as bona fide students at the University.

1. **Registration** is the systematic process of reserving seats for the following term in particular classes for eligible continuing students. Registration should be accomplished after the midterm period until before final exam week.

To register for classes during the registration period, the student logs in to their NUIS and navigates to the Online Class Registration module. If the student missed the registration, they could still register for classes during the enrollment period using the Online Enrollment module in NUIS.

2. **Enrollment:** the process by which a student completes the registration process and is afforded the full rights and privileges of a student officially enrolled. Enrollment is accomplished upon payment of the matriculation fee, issuance of the Certificate of Registration (COR), validation of University ID, and compliance with policies, rules, and regulations of the Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA).
3. **Important registration and enrollment reminders for each term are the following:**
  - a. Except for new and returning students, all other students accomplish the registration process during the prescribed period indicated in the Academic Calendar using the following modules in the NU Information System (NUIS):
    - Online Class Registration Module during the Online Registration period (after the midterm period until before the final exams week)
    - Online Enrollment Module (during the regular and late enrollment periods).

- b. Freshmen Students in their 1st Term are assigned to a block schedule by the Registrar's Office.
- c. New transfer, second-degree, or graduate students are evaluated by their respective college (College Dean or Program Chair) and, upon acceptance, are registered for classes by the College Dean, Program Chair, or College Adviser.
- d. Students blocked from registering for a class due to a failing grade ("See the Dean" remarks in NUIS) should see their respective college (College Dean, Program Chair, or College Adviser) for academic advising, curriculum flowchart assignment, or approval of academic load for the term.
- e. A student is considered officially enrolled only upon receipt of a Certificate of Registration (COR) issued by the Registrar's Office through email for new students or through the NUIS View My COR module for continuing students and upon authentication of the University Identification (ID) card by the Information Technology Services Office (ITSO). Registration alone does not guarantee enrollment, nor does registration alone guarantee the right to participate in a class.
- f. Once officially enrolled, any request for changes in the Certificate of Registration (COR) must be coursed through the College during the load revision period, which starts on the first day of classes for each term.
- g. A late enrollee is given TWO WEEKS from the first day of classes to process the student's enrollment in the University. A late penalty fee shall be charged to the student.
- h. Dates of registration and enrollment for each term are posted on the University's website, the NUIS Academic Calendar module, the official University social media accounts, or emailed to the student University email before and during the registration and enrollment period for information and guidance of the students.

#### D. Cross Enrollment

Cross Enrollment refers to enrollment in another Higher Education Institution (HEI) other than the home school. The HEI may be another NU campus or another HEI within the Philippines.

##### Types of Cross Enrollment

1. **Inbound Cross Enrollment** is for enrolled students in other HEI who wish to enroll in specific courses (maximum of two) at NU without earning a degree or completing an academic program. Inbound cross enrollment is subject to the availability of the course for and slots in those courses.

For inbound cross-enrollment, a cross-enrollee must do the following:

- a. Register and fill out an application through the NU QUEST (<https://onlineapp.national-u.edu.ph/quest>).
  - b. Upload the required academic credentials for cross-enrollee.
  - c. Follow the instructions stated in the NU Quest Dashboard.
  - d. Check your inbox for an email from NU Quest with the attached Assessment Form.
  - e. Pay the tuition fee online through NU Bills (<https://onlineapp.national-u.edu.ph/bills>). The amount and payment scheme is shown in the Assessment Form.
  - f. Monitor your enrollment status through the NU Quest Dashboard until officially enrolled.
2. **Outbound Cross Enrollment** is for enrolled NU graduating students wishing to enroll in a specific course (maximum of two) at another HEI (maximum of one) for the purpose of credit to their program. Approval of outbound cross-enrollment is based on the following policies:
    - The course is not offered at NU during the Academic Year and Term on which it will be cross enrolled in another HEI.

- The student is a candidate for graduation in the Academic Year and Term at the time of cross-enrollment in another HEI.
- The course description in the host school is similar to that of the University as approved by the College Dean.

For outbound cross-enrollment, an NU student must do the following:

- Submit a filled-out Cross Enrollment Application Form (REG-FO-006) to the Registrar's Office for evaluation of graduation status.
  - See the College Dean for approval of the cross-enrollment with the following documents:
    - Host school's academic calendar.
    - Host school's course description of the course/s to cross-enroll.
  - If the College Dean approves, pay the cross-enrollment processing fee.
  - Submit the accomplished Cross Enrollment Application Form, proof of payment, photocopy of the host school's academic calendar, and course description of the course to cross-enroll to the Registrar's Office to secure the Cross Enrollment Permit (REG-FO-004).
  - Enroll in the host school upon presentation of the Cross Enrollment Permit.
  - Submit to the Registrar's Office the proof of enrollment (photocopy and original) from the host school. The office should receive the proof of enrollment on or before the midterm period of cross-enrollment.
  - Receive an Acknowledgement Slip (REG-FO-005) of the document submitted.
  - At the end of the cross-enrollment period, the Registrar's Office should receive a Certificate of Grade sealed in the host school's official letter envelope.
3. **Campus Cross Enrollment** is for enrolled NU graduating students wishing to enroll to a specific course (maximum of two) at another NU campus (maximum of one) for the purpose of credit to their program. Approval of campus cross-enrollment is based on the following policies:
- The course is not offered at the home campus during the Academic Year and Term on which it will be cross enrolled in another NU campus.
  - The student is a candidate for graduation during the Academic Year and Term it will be cross enrolled to another NU campus.
  - If the student is enrolled in the home campus, only the tuition fee shall be paid. Otherwise, the student has to pay the full matriculation fee (tuition and miscellaneous fees).

For campus cross-enrollment, a NU student must do the following:

- Submit a filled-out Cross Enrollment Application Form (REG-FO-006) to the Registrar's Office for evaluation of graduation status.
- If the College Dean approves, pay the cross-enrollment processing fee.
- Submit the accomplished Cross Enrollment Application Form and proof of payment, to the Registrar's Office to secure the Cross Enrollment Permit (REG-FO-004).
- Submit to the Registrar's Office the proof of enrollment (photocopy and original of the CoR) from the NU campus. The office should receive the proof of enrollment on or before the midterm period of cross enrollment.
- Receive an Acknowledgement Slip (REG-FO-005) of the document submitted.
- At the end of the cross-enrollment period, the Registrar's Office should receive a Certificate of Grade sealed in the NU campus' official letter envelope.

## E. Grading System

The University adopts the grade point system, with the following grade points and corresponding descriptions and equivalences of other schools:

NU Grade Point	Grade Range (%)	Description
4.0	96 - 100	Excellent
3.5	90 – 95	Very Good
3.0	84 – 89	Good
2.5	78 – 83	Above Satisfactory
2.0	72 – 77	Satisfactory
1.5	66 – 71	Fair
1.0	60 – 65	Pass
R	< 60	Repeat
0.0		Fail
Dr		Officially Dropped
Inc		Incomplete
P	>= 60	Pass for Bridging / Intervention Courses
F	< 60	Fail for Bridging / Intervention Courses

### 1. **Pass (P) or Fail (F) Grade**

P or F grade is assigned to bridging or intervention(non-credit) courses offered in select degree programs to support student learning.

### 2. **Repeat (R) Grade**

A grade of “R” is given to students who did not meet the passing standard of 60 percent. The student must enroll in the subject again. A grade of “R” is not a failing grade, as it is not included in the computation of the General Weighted Average (GWA). “R” simply means that the student is given another chance to perform better by re-enrolling in the subject.

### 3. **Failed (0.0) Grade**

A grade of “0.0” (or Failed) is given to students under the following circumstances:

- The student incurred absences more than the required limit and are considered deficient in course requirements and are given a final grade of 0.0 (Failed).
- The student is caught cheating on quizzes or major exams.

This grade cannot be changed into a “Dr” if the student officially drops after the deadline for submission of midterm grades.

A midterm grade of 0.0 is carried over as the final grade for the course.

### 4. **Incomplete Grade**

A grade of “Inc” is given to the student who fails to comply with the major requirements of the subject, e.g., major examinations, projects, research, clinical requirements, practicum requirements, or thesis.

Removal of “Inc” must be done within the prescribed time (refer to University Calendar published in NUIS’ Academic Calendar module and official website) by submitting an accomplished Completion of Grade Form (REG-FO-013) after which the student shall be given a final grade based on the student’s overall performance. A student who fails to comply with the requirements within the prescribed time will be given a final grade of “R” and must re-enroll in the course.

A student who would like to complete their “Inc” grade must do the following:

- a. Secure the Grade Completion Form (REG-FO-013) at the Registrar’s Office or download it from the NUIS Registrar Manual Module.
- b. Pay the grade completion processing fee.
- c. Submit the form to the concerned faculty to fill out the final grade in the Grade Completion Form and affix their signature. The faculty shall endorse the form to the Dean. If the faculty is not with National University anymore, consult with your program chair for assistance.
- d. Submit the accomplished Grade Completion Form with attached proof of payment to the Registrar’s Office.
- e. For email submission, the Dean will forward the accomplished form with the proof of payment to the Registrar’s Office ([nuregistrar@national-u.edu.ph](mailto:nuregistrar@national-u.edu.ph)) following this format: “Grade Completion – [College Abbreviation] – [Student No.]: [Student Complete Name]”, e.g., **Grade Completion – COA – 2000-109999: Maria M. Makabayan.**

**5. Officially Dropped (Dr)**

A grade of Officially Dropped (Dr) is given to a student who voluntarily drops a course and files the corresponding Load Revision Form within the prescribed period.

**6. Cumulative General Weighted Average (GWA)**

The Cumulative General Weighted Average (GWA) is the average of the grades in all courses taken by a student. If the grades to be considered are only for a particular term, it is referred to as the Term GWA.

The following grades are excluded in the computation of the GWA:

- Repeat (R)
- Incomplete (INC)
- Pass (P)
- Fail (F)
- Final grade in the following courses or their equivalent:
  - National Service Training Program (NSTP)

Effective AY2023-2024, final grades in the four (4) Physical Activity Towards Health and Fitness (PATHFit) courses, with the course codes, MCFIT01X to MCFIT04X, are included in the computation of CGWA.

The CGWA is computed as follows:

- Multiply the credit units for each course taken by the corresponding final grade earned, except for the exclusions stated above. The resulting product is the Honor Points (H) earned for the course.
- Get the sum of the honor points earned.
- Divide the honor points obtained by the total number of credit units for the courses taken, except for the exclusions. The quotient is the student’s GWA for the term.
- Indices are computed to four decimal places and rounded off to two.

$$\text{GWA} = (H_1 + H_2 + \dots + H_n) / (U_1 + U_2 + \dots + U_n)$$

Where:

H = Honor Points

U = Credit Units

N = Total Number of Courses

Sample Computation: GWA for Term 1 (without Repeat or Fail grades)

COURSES	CREDIT UNITS	FINAL GRADE	HONOR POINTS
MLSHIS1C	2.0	2.5	5.0
MLSHIS1L	1.0	3.5	3.5
MLSPMLS1	3.0	3.0	9.0
GEPCM01X	3.0	2.5	7.5
PHYSED11	2.0	1.5	3.0
MCFIT01X	(3.0)	4.0	
	11.0		28.0

$$\begin{aligned}\text{Term 1 GWA} &= (5.0 + 3.5 + 9.0 + 7.5 + 3.0) / 11.0 \\ &= 28.0 / 11.0\end{aligned}$$

$$\begin{aligned}\text{Term 1 GWA} &= 2.5454 \\ &= 2.55\end{aligned}$$

Sample Computation: GWA for Term 2 (with R or F grades)

COURSES	CREDIT UNITS	FINAL GRADE	HONOR POINTS
GEUTS01X	3.0	R	
GEFIL01X	3.0	2.5	7.5
MLSPML2C	2.0	3.0	6.0
MLSPML2L	1.0	0.0	0.0
PHYSED12	2.0	1.5	2.0
MCFIT01X	(3.0)	4.0	
	8.0		15.5

$$\begin{aligned}\text{Term 2 GWA} &= (7.5 + 6.0 + 0.0 + 2.0) / 8.0 \\ &= 15.5 / 8.0\end{aligned}$$

$$\text{Term 2 GWA} = 1.9375$$

Sample Computation for CGWA as of Term 2

$$\begin{aligned}\text{CGWA} &= (5.0 + 3.5 + 9.0 + 7.5 + 3.0 + 7.5 + 6.0 + 0.0 + 2.0) / (11.0 + 8.0) \\ &= 43.5 / 19.0 \\ &= 2.2894 \\ &= 2.29\end{aligned}$$

## F. Crediting and Evaluation

Courses taken and earned from another HEI within the Philippines may be credited during the evaluation before admission to National University provided the content of these courses is equivalent to that of the courses required for the program.

### Guidelines in Crediting and Evaluation

- The initial evaluation of academic records of transfer and second-degree applicants who qualified for admission shall be done by the College Dean or Program Chair to determine which courses earned in the other institution may be accepted for credit in the chosen program at the University.
- The maximum credit allowed is 75% of the total units of the chosen program. The 75% threshold for crediting of courses may be waived if the student is from another NU campus.
- Regardless of the result of the initial evaluation, the student's year standing is First Year or Freshman. The crediting form is processed, and the student is re-evaluated to the appropriate year standing once the official Transcript of Records with the notation, "Copy for National University", is received from the school where the transferee or second-degree student came from.
- The University follows the new General Education courses required by the Commission on Higher Education (CHED) as a requirement for all degree programs at NU for all new students, including transferee and second-degree students. In most cases, only Physical Education (PE) and National Service Training Program (NSTP) may be credited.
- For second-degree students who graduated after 2018, General Education (GE) courses already taken in the completed degree shall be credited to the corresponding GE of the second degree being taken at the University.
- Crediting in the following General Education and Institutional courses offered by NU is not allowed:
  - GEFID01X: Wika at Panitikan sa Pagpapatibay ng Pilipinong Identidad
  - GEACM01X: Advanced Communication
  - GEENT01X: The Entrepreneurial Mind
- The Crediting Form (REG-FO-002), duly signed by the College Dean, should be submitted to the Registrar's Office either in-person or through email using the prescribed Subject format: Crediting – [College Abbreviation] – [Student No.]: [Student Complete Name] (e.g., Crediting – COA – 2000-109999: Maria M. Makabayan).
- No additional course may be credited after the first year of admission.

## G. Academic Load

- An academic load is the total number of credit units (e.g., lecture, laboratory, field, internship, etc.) enrolled during a term.
- A regular student load per term is reflected in their curriculum flowchart. As a rule, students should enroll in courses prescribed by the curriculum flowchart for the term to complete their degree program within the prescribed period.
- A credit unit is equivalent to one hour and twenty minutes of lecture a week in a term, while it is equal to four (4) hours in the case of laboratory.
- Only graduating students authorized by the College Dean, upon the recommendation of the Program Chair, shall be allowed to take more than the prescribed curricular unit load through the Student Retention module.
- An overload should not exceed six (6) lecture units.

#### H. Shifting to Another Program

A student can shift to another program offered by the University at the end of the term or before enrollment.

A student intending to shift to another program must do the following:

1. Secure a Shifting Form (REG-FO-042) at the Registrar's Office and fill it out.
2. Proceed to the College Deans (of the previous and new academic program) for evaluation and acceptance.
3. Pay the shifting processing fee.
4. Proceed to the Guidance Services Office for an interview.
5. Submit or email the accomplished Shifting Form with proof of payment to the Registrar's Office. For email submission, strictly follow this format: "Shifting – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Shifting – COA – 2000-109999: Maria M. Makabayan.

#### I. Load Revision

Load revision is a process of changing the academic load of a student affected by the dissolution and merging of classes. The load revision period is within two weeks from the opening of classes every term. Any request for changes in the Certificate of Registration (CoR) must be done upon consultation and approval of the College Dean or Program Chair. The approved request will be processed by the Registrar's Office the day after its approval and is submitted to the Accounting Office for the adjustment of matriculation fees. The adjusted fees will be reflected in the View Certificate of Registration (CoR) module and the load revision processing fee in the My Student Ledger module in NUIS.

#### J. Enrollment Withdrawal

An enrolled student regardless of whether the student enrolled late or on time may withdraw their enrollment within two weeks from the class opening of every term. Enrollment withdrawal before the second week will not appear in the student's official academic record.

Enrollment withdrawal requires the payment of fees following the guidelines below as stipulated in the CHED Manual of Regulations for Private Higher Education Institutions (MORPHE):

- Ten percent (10%) of the full tuition and other fees for withdrawals made during the first week of classes;
- Twenty percent (20%) of the full tuition and other fees for withdrawals made during the second week of classes; or
- One hundred percent (100%) of the full tuition and other fees for withdrawals made after the second week of classes.

Complete withdrawal before the start of classes shall be imposed with a nominal processing fee.

#### K. Official Dropping

Except for meritorious reasons, dropping the entire academic load for the term shall not be allowed. Students who fail to apply for dropping of courses are considered officially enrolled and are covered by all the provisions pertinent to an enrolled student. The application for official dropping is open after the second week of classes until the working day before the midterm period. Dropping of courses is prohibited starting the midterm period.



The official dropping of courses requires the payment of tuition fees and other fees associated with the dropped course. A grade of **Dr** will be reflected on all scholastic records of the student who officially dropped a course for the term.

A student who needs to drop a course or courses must do the following:

1. Secure a Load Revision Form (REG-FO-024) and fill it out.
2. Proceed to your College Dean or Program Chair for approval.
3. Pay the official dropping processing fee.
4. Submit or email the accomplished Load Revision Form to the Registrar's Office. For email submission, strictly follow this format: "Official Dropping – [College Abbreviation] – [Student No.]: [Student Complete Name]", e.g., Official Dropping – COA – 2000-109999: Maria M. Makabayan.

#### L. Petition of Course(s)

**Petition** is a process whereby students may officially request for the opening of an off-term or tutorial class of a course included in a curriculum.

A student can petition for a course during the registration period. A minimum of 12 students are needed for the opening of petition classes. Opening the petition course could start as early as the registration period but not later than a day before the start of enrollment.

A petition with less than 12 students, referred to as a **tutorial class**, may be allowed to continue provided all students enrolling in the class are graduating. Students who enroll in a tutorial class are charged 25% higher per unit compared to a regular class.

The petition class must be entered in NUIS following the section code name [PRG][P/T][\*\*] where:

[PRG] is the degree program, e.g., MED for BS Medical Technology, ENP for BS Environmental Planning, FIN for BSBA major in Financial Management, etc.

[P] is for petitioned or [T] for tutorial

[\*\*] is a no. from 01 to 99 which identifies the no. of petition classes for the term for that program.

#### M. Substitution of Course(s)

Substitution is crediting of courses earned within NU that has an equivalent but different course code in the student's curriculum.

Substitution may happen in any of the following condition:

- when a student shifts to a different degree program within NU.
- when a student seeks re-admission and was advised to be transferred to the latest curriculum flowchart of the degree program.

Substitution of courses will only be processed if the final grade in the course is a passing grade.

A student who needs to request for a substitution must do the following:

1. Download the form, REG-FO-012 – Substitution Form, in the NUIS Registrar Manual module.
2. Fill-out the form.
3. Send the form to the Registrar's Office, nuregistrar@national-u.edu.ph the form if the course title is the same. Otherwise, send it to the College Dean for approval.

4. Once approved, the Dean will email the signed form to the Registrar's Office indicating the email subject: Substitution – Course – Student No.: Last Name, First Name Middle Initial (e.g., Substitution – 2015-109999: Dela Cruz, Juan M.)
5. The Registrar's Office processes the form.

#### N. Discontinuance of Studies / Transfer Credentials

Studying at National University may be permanently discontinued under any of the following circumstances:

- Issuance of a Certificate of Transfer Credentials (Honorable Dismissal by the Registrar's Office to a student who has petitioned it for reasonable cause.
  - The certificate should be requested in writing (by parents or the student's legal guardian if the student is under 18 years of age) as soon as the student decides to discontinue his/her studies at the University.
  - To secure this certification, a student must be cleared of all accountabilities from the University. No records will be released to any student with unsettled accounts with the Accounting Office or any NU office.
  - The Certificate of Transfer Credentials, once issued, is a permanent termination of studies and may not be cancelled. A second copy of this certificate shall not be issued at any time.
- Exclusion / Expulsion of a student as initiated by the University for major offenses as stipulated in the Discipline Policies.

An official Transcript of Records (ToR) is issued for transferring a student's credits to another institution of learning. These transcripts are sent directly from the Registrar's Office to the school to which the student wishes these credits transferred.

A student who has been issued a Transfer Credentials by National University may not be re-admitted anymore to the NU campus that issued the Transfer Credentials.

A student or graduate may obtain scholastic records for evaluation purposes. This record which contains a complete record of a student's academic performance at the University with remarks, "For Evaluation Purposes Only" and is attested by the Registrar's Office.

#### O. Leave of Absence and Readmission

**Leave of Absence (LoA)** refers to approved absence from studies for valid reasons without loss of privileges and rights due to an officially enrolled student at the University.

A student may take a leave from their studies if valid circumstances prevent them from enrolling for a particular term. In this case, the student should request for a Leave of Absence (LoA) to be approved by the College Dean and processed at the Registrar's Office. Requests for official LoA for a term should be filed not later than the last day of late enrollment.

The approved leave shall be valid only for a maximum of three (3) consecutive terms. If circumstances do not permit the student to officially return to the University within this period, they must renew their request before the leave expires.

A student on official LoA is not allowed to study elsewhere. A Transfer Credential is required for this purpose.

A student who withdraws from their studies without securing the approval for an official LoA is considered Absent Without Leave (AWOL) and will have their registration privileges curtailed or entirely revoked. The rules on attendance as stipulated in the next section (N. Rules on Attendance) shall apply to the student. The University reserves the right not to accept students who are AWOL.

**Re-admission** is a process that returning students undergo if they have been on LoA or AWOL for a given period. Returning students or returnee should apply at the Registrar's Office subject to compliance of applicable clearance requirements by the Accounting Office.

#### P. Rules on Attendance

Attendance of students in in-person and synchronous classes is required.

There are no excused absences. Twenty percent (20%) of all class sessions are deemed sufficient to cover absences due to emergencies. Thus, the maximum number of absences is as follows:

- 3 meetings for classes meeting once a week
- 6 meetings for classes meeting twice a week

Students who incur excessive absences are considered deficient in course requirements will be given a final grade of 0.0 (Failed).

#### Q. Dean's Honors List

The Registrar's Office is responsible for releasing the official list of honor students every term. Students on the list will receive a Certificate of Recognition.

To qualify, the student must:

- Attain a Term General Weighted Average (GWA) of at least 3.25 as indicated below:
  - Dean's First Honors List – GWA is 3.50 or higher
  - Dean's Second Honors List – GWA is from 3.25 to 3.49
- Carry a minimum academic load of 12 academic units unless specified otherwise in the program flowchart. **Note:** If the regular load for the term falls below 12 units, have the Registrar's Office validate your qualifying GWA for the term on or before the midterm period of the following term.
- No final grade below 2.5 in any course.
- No failing grade of F, R, or 0.00 in any course.
- No Officially Dropped (Dr) in any course.
- No incomplete (Inc) grade in any course at the time of award.
- Not have been found guilty of cheating or academic dishonesty as provided for in this Handbook.

#### R. Graduation, Academic Honors and Awards

##### 1. **Graduation and Commencement Exercises**

**Graduation** refers to completion of academic requirements (all required courses have passing final grades), admission credentials (e.g., Form 137 for Freshmen, Transfer Credentials, and official Transcript of Records for transferees, etc.), and clearance from both academic and non-academic issues. Generally, the last day of the Final Exam Week of each term and academic year of completion is the Date of Graduation.

**Administrative requirements related to graduation are the following:**

- Successful completed the required number of units or courses required in their curriculum to qualify to apply for graduation.
- Submission in hardcopy of all original credentials required upon admission to the University.
- Completion of the Online Application for Graduation in NUIS.
- Attendance to the graduation and career orientation, exit interviews, rehearsals, graduation photo and toga measurement, distribution of graduation kit and toga and commencement exercises.

**Commencement exercises** refer to the formal ceremonies of degree and title conferment. Students may not participate in any activity related to the Commencement Exercises unless all administrative procedures relating to graduation are completed and discipline sanctions, if any, are served.

The Registrar's Office takes the lead in preparing for the commencement exercises. The University schedules the commencement exercises each academic year as recommended by the Registrar. Only those on the Final List of Candidates for Graduation are allowed to attend the commencement exercises.

## **2. *Application for Graduation***

Each term and after late enrollment, the Registrar's Office will extract the Initial List of Graduates in NUIS' Candidates for Graduation module (i.e., last term of enrollment in National University, enrolled in last remaining courses). During this period, evaluators check and inform candidates of admission credential deficiencies (e.g., Form 137 for Freshmen, official Transcript of Records for Transferees). If student has no admission credential deficiencies, the Evaluators assign the NUIS' Application for Graduation module to the student.

Prior to approval of the application for graduation by the Evaluator, academic requirements must be completed (i.e., no Inc and no admission credential deficiencies). Failure to complete academic requirements shall mean exclusion from the Final List of Candidates and will not be allowed to attend the commencement exercises.

Upon approval of the application for graduation a Request for Document Form is emailed to the student so that they can start processing their exit clearance requirements from their college and offices within the University.

## **3. *Graduation Clearance***

This is a requirement for the timely processing and release of graduate credentials such as the Transcript of Records (TOR) and Diploma. The graduation clearance period starts upon the Evaluator's approval of the student's Application for Graduation up to a month before the conduct of Commencement Exercises.

Failure to complete the graduation clearance on time shall be a ground for non-inclusion in the Commencement Exercises. In the event that the candidate is allowed to attend the ceremony, the graduate credentials shall not be released pending submission of the completed graduation clearance.

Upon submission of the graduation clearance to the Registrar's Office, graduate credentials such as the TOR and diploma shall be ready for release within 30 working days. The diploma of those attending the Commencement Exercises will be given at the said event. Otherwise, the credentials shall be released at the Registrar's Office.

Graduate credentials not claimed after two (2) years shall be destroyed and shall be requested anew by the graduate at their cost.

#### **4. Graduation Fee**

The payment of graduation fee is mandatory for all graduating students, regardless of their attendance in the Commencement Exercises. The fee covers the graduate credentials and other expenses associated with the graduation ceremonies.

#### **5. Academic Honors**

Academic Honors, also known as Latin Honors, are awarded to qualified undergraduate students who have completed the requirements for a bachelor's degree and have achieved the Cumulative General Weighted Average (CGWA) required for the award.

The University awards three (3) types of Academic or Latin Honors to qualified students who have completed their bachelor's degree. Each award type is based on the Cumulative General Weighted Average (CGWA) of all course grades in the curriculum, except those in all Physical Education and National Service Training Program courses. Effective AY2023-2024, final grades in the four (4) Physical Activity Towards Health and Fitness (PATHFit) courses, with the course codes, MCFIT01X to MCFIT04X, are included in the computation of CGWA.

The awards, with the corresponding CGWA range, are shown below:

<b>Award Type</b>	<b>Description</b>	<b>Required CGWA</b>
<b>Summa Cum Laude</b>	This award is given to students who have earned their degree with the highest distinction for receiving the highest possible grades in their degree.	3.75 or higher
<b>Magna Cum Laude</b>	This award is given to students who have earned their degrees with great distinction. This is the middle tier of the three types.	3.50 – 3.74
<b>Cum Laude</b>	This is the lowest type of award given to students who have earned their degree with distinction.	3.25 – 3.49

The following guidelines shall be observed in selecting the recipients of the award for students who joined NU starting AY2023-2024, i.e., student number from 2023 onwards. For onboard students, i.e., student number 2022 and below, the policies in place when they entered shall be applied.

- a. A student who completes the academic requirements for the program is qualified to receive academic honors if the following criteria are met:
  - 1) The CGWA is at least 3.25.
  - 2) There are no Fail (0.0), Repeat (R), Fail for Bridging/Intervention Courses (F), or Officially Dropped (Dr) grades in any course taken at the University.
  - 3) The program is completed within the prescribed curriculum length.
  - 4) 100% of courses in the curriculum are taken at any National University campus.

- 5) There is no record of disciplinary action for committing a major offense as determined by the Student Discipline Office.
- b. A transfer or second-degree student who opts to take all courses in the curriculum and foregoes crediting of courses taken from the previous school or earned degree shall be subject to the above provisions.

#### **6. *Don Mariano Fortunato Jhocson (DMFJ) Memorial Award***

The highest, most meritorious award that may be given to a National University student is the Don Mariano Fortunato Jhocson Memorial Award. It is usually given annually to a graduate who has exemplified the five core values of a true Nationalian during his or her student life in the University while actively engaging in socially productive co-curricular and extra-curricular activities and, at the same time, maintaining academic excellence. The Award is not only a measure of impressive student achievement and leadership, but also, more importantly, a recognition of outstanding character, goodness, and moral strength.

#### **7. *Loyalty Award***

Loyalty awards are given to students who have completed their schooling at any NU campus, from the first grade of their elementary studies. Students with enrollment in any school outside of the NU System shall be disqualified from receiving the Loyalty Award.

With the acquisition of Nazareth Catholic School on March 23, 2013, and its subsequent renaming to NU Nazareth School (NUNS), only first-grade students of NUNS starting from AY 2013-2014 with continuous education in any NU campus shall be qualified to receive the Loyalty Award upon graduation.

#### **S. Institute of General Education**

The Institute of General Education (IGE) establishes the guiding principles, standards, and procedures that govern the delivery of general education at National University Manila. It ensures that all academic, administrative, research, and community-engagement activities within the IGE align with the University's mission, the Commission on Higher Education (CHED) policies, and global best practices in higher education.

### **1. Scope**

This Policy applies to all faculty, students, administrative staff, and stakeholders involved in the development, delivery, and assessment of general education courses under the IGE. It also guides inter-college collaborations for courses designated as general education electives.

## **Vision, Mission, and Core Values**

### **2. Vision**

To be a center of excellence in general education that cultivates critical, creative, and compassionate Filipino graduates.

#### **The Institute commits to:**

- Delivering holistic and interdisciplinary learning experiences to equip students with essential analytical, scientific, and communication skills;
- Integrating Indigenous Knowledge Systems (IKS), peace education, local cultural heritage, and the rich history of National University through dedicated subjects that cultivate identity, appreciation, and patriotism;
- Fostering ethical scholarship, civic engagement, and a passion for lifelong learning grounded in academic excellence and cultural inclusivity.

### **3. Governance and Administration**

#### **3.1 Organizational Structure**

The IGE is headed by the Associate Dean and operates under the Dean of College of Education, Arts and Sciences and Office of the Vice President for Academic Affairs. It is supported by cluster coordinators, committee heads and administrative personnel.

#### **3.2 Roles and Responsibilities**

- Associate Dean – provides strategic leadership and ensures policy compliance.
- Cluster Coordinators – oversee curriculum implementation, faculty load, and quality assurance.  
IGE is composed of coordinators for the following departments:
  - A. Nationalian/English (handles Nationalian, Purposive Communication and Advanced Communication)
  - B. Science and Mathematics (handles Science, Technology and Society and Mathematics in the Modern World)
  - C. Humanities (handles Art Appreciation, Ethics and Understanding the Self)
  - D. Social Science (handles Readings in Philippine History, The Contemporary World and Rizal)
- Faculty – design and deliver courses, conduct assessment, and engage in research and community extension activities.

#### 4. Academic programs and Curriculum

##### 4.1 Program Offerings

The IGE offers CHED-mandated core courses, electives, and Institutional GE courses that support degree programs across the University.

SUBJECT TITLE	DESCRIPTION
<b>Readings in Philippine History</b>	<p>The course analyzes Philippine history from multiple perspectives through the lens of selected primary sources coming from various disciplines and of different genres. Students are given opportunities to analyze the authors' background and main arguments, compare different points of view, identify biases and examine the evidence presented in the document. The discussions will tackle traditional topics in history and other interdisciplinary themes that will deepen and broaden their understanding of Philippine political, economic, cultural, social, scientific and religion history. Priority is given to primary materials that could help students develop their analytical and communicative skills. The end goal is to develop the historical and critical consciousness of the students so that they will become versatile, articulate, broad-minded, morally upright, and responsible citizens.</p> <p>This course includes mandatory topics on the Philippine Constitution, agrarian reform, and taxation.</p>
<b>Living in the IT Era</b>	<p>This course introduces students to the fundamental concepts of the digital age and explores the profound ways information and communication technologies (ICTs) have transformed modern life. The course begins by examining the development and role of digital technologies in communication, education, business, and governance. As the course progresses, students explore key concepts in data, the internet, and digital citizenship, leading toward an understanding of automation and artificial intelligence (AI). By the end of the course, students will have a foundational awareness of how AI technologies operate, where they are applied in everyday life, and what ethical and societal implications they carry. The course emphasizes critical thinking, responsible technology use, and informed engagement with emerging technologies that shape our present and future.</p>
<b>The Contemporary World</b>	<p>The TCW is an interdisciplinary outcome-based course that comprehensively discusses both globalization and the globalized world through various disciplines of the social sciences. This course likewise deliberates the economic, social, political, technological advancements, and other transformations that contributed to the interconnectedness of people and places around the globe. With foremost importance, this discipline aims to guide students to determine the challenges posed by globalization and analyze its effects on traditional cultures and communities, nations and political institutions, including local, national and regional economies. Specifically, it is through the combination of readings, class discussions, writing activities, group presentations, and educational trip that will make the learners meet, and later, problematize the communities' responses to persistent issues.</p>
<b>Life and Works of Rizal</b>	<p>The course covers the Life and Works of Dr. Jose Rizal as mandated by RA 1425 of 1956. Various issues and topics on Rizal's biography, his writings particularly the <i>Noli Me Tangere</i> and <i>El Filibusterismo</i>, selected literatures, and correspondence will be the main focuses of discussion and critical analysis and how these affect the development on the spirit of nationalism, patriotism, and volunteerism among the Filipinos.</p>



SUBJECT TITLE	DESCRIPTION
<b>Art Appreciation</b>	<p>Art Appreciation, which is a general introduction to art history, visual arts, and the techniques employed, is intended to increase knowledge and to promote a deeper appreciation of the processes involved in making visual arts. Students will learn how to develop a formal, cultural, and historical approach to understanding art in all forms based on Description, Analysis, Interpretation and Judgment. Through systemic thinking, reflective and blended learning, students are envisioned to become active participants, critical of their surroundings. This course likewise aims to provide students with the opportunity to explore visual principles and elements, observe, participate in a variety of art activities to experience and better understand the creative process, and thereby appreciate art's role and purpose in life.</p>
<b>Ethics</b>	<p>Ethics is a course about moral decision-making in everyday life. The course follows a multidisciplinary approach, primarily looking at the ideas and theories made by classical and contemporary ethicists and events that are worth moral inquiry. This course would ask basic questions which demands philosophical and moral scrutiny. By learning about the history and current state of intellectual theory in ethics, students will discover better techniques for recognizing moral problems when they present themselves, develop approaches for untangling the complicated knots morality can tie us in, and even arrive at concrete answers for many common moral dilemmas. Most importantly, students will learn how to ask themselves tougher questions about what the good life is and what kind of ethical challenges it presents.</p> <p>Students will broaden their worldview about value and they will recognize that very often what they thought was ethically simple and straightforward is actually much more complex, morally speaking, than it first appears. Students will become experts in ethics—and experts in confronting our own moral mistakes, prejudices, and hypocrisies.</p>
<b>Understanding the Self</b>	<p>The course deals with the nature of identity, as well as the factors and forces that affect the development and maintenance of personal identity. This course is intended to facilitate the exploration of the issue and concerns regarding self and identity to arrive at a better understanding of oneself. It strives to meet this goal by stressing the integration of the personal with the academic – contextualizing matters discussed in the classroom and in the everyday experiences of students-making for better learning, generating a new appreciation for the learning process, and developing a more critical and reflective attitude while enabling them to manage their selves to attain a better quality of life.</p>
<b>Math in the Modern World</b>	<p>This course deals with the nature of mathematics, appreciation of its practical, intellectual, and aesthetic dimensions, and applications of mathematical tools in daily life. It begins with an introduction to the nature of mathematics as an exploration of patterns in nature and the environment as well as an application of inductive and deductive reasoning. By exploring these topics, students are encouraged to go beyond the typical understanding of mathematics as merely set of formulas but as a source of aesthetics in patterns of nature, for example, and a rich language in itself governed by logic and reasoning. The course then proceeds to survey ways in which mathematics provides a tool for understanding and dealing with various aspects of present-day living, such as managing personal finances, making social choices, appreciating geometric designs, understanding codes used in data transmission and security, and dividing limited resources fairly. These aspects will provide opportunities for actually doing mathematics in a broad range of exercises that bring out the various dimensions of mathematics as a way of knowing, and test the students' understanding and capacity.</p>

SUBJECT TITLE	DESCRIPTION
<b>Science, Technology and Society</b>	The course deals with interactions between science and technology and social, cultural, political, and economic contexts that shape and are shaped by them. This interdisciplinary course engages students to confront the realities brought about by science and technology in society. Such realities pervade the personal, the public, and the global aspects of our living and are integral to human development. Scientific knowledge and technological development happen in the context of society with all its socio-political, cultural, economic, and philosophical underpinnings at play. This course seeks to instill reflective knowledge in the students that they are able to live the good life and display ethical decision-making in the face of scientific and technological advancement. This course includes mandatory topics on climate change and environmental awareness.
<b>PATHFIT 1</b>	This course builds on the foundation of motor skills achieved through core training. It will provide experiences in a variety of exercise programs for the purpose of maintaining and enhancing cardiorespiratory and muscular skeletal fitness. (i.e... Core stability, muscle strength, endurance, and power) It includes speed agility training with a focus on body coordination and balance. In conjunction with fitness and wellness concepts, exercise and healthy eating principles, learner will be able to enhance their fitness through goal setting and application of the exercise principles.
<b>PATHFIT 2</b>	This course builds on the foundation of motor skills achieved through core training. It will provide experiences in a variety of exercise programs for the purpose of maintaining and enhancing cardiorespiratory and muscular skeletal fitness. (i.e., Core stability, muscle strength, endurance, and power) It includes speed agility training with a focus on body coordination and balance. In conjunction with fitness and wellness concepts, exercise and healthy eating principles, learner will be able to enhance their fitness through goal setting and application of the exercise principles.
<b>PATHFIT 3</b>	This course provides a basic training in the world renowned Filipino Martial Arts with distinct form and style Arnis. Technique and fundamental drills like striking and blocking as self-defense. The course introduces also the beauty of Sinawali movements and Redonda to help the student perform a better skill in striking in any part of the body.
<b>PATHFIT 4</b>	This course will provide physical activities for the purpose of optimizing health and fitness. It will enable students to develop the skills in playing Team Sports. It introduces to the -discipline, improved reflexes, better mood and total body workout. The learners will be able to analyze game tactics in terms of defense and offense based on their knowledge of the rules of the game and achieve their personal fitness goal by engaging in prescribed moderate-to-vigorous physical activities (MVPAs) regularly.
<b>Nationalian</b>	This course provides an understanding and a deep appreciation of the great culture and traditions seen in the long and rich history of National University. It will also give in-depth reflections on the university's vision, mission, and core values that embed the Nationalian spirit and philosophy; thus, it will help the students develop their identity as proud Nationalians. Significantly, the course will develop students to be moral, ethical, and responsible citizens so that they may be able to contribute to society and be part of nation-building.

## 4.2 Curriculum Development

Curricula shall be outcomes-based, learner-centered, and periodically reviewed through consultative processes involving faculty, students, alumni, industry partners, and indigenous cultural communities.

## 4.3 Integration of Indigenous Knowledge Systems (or Indigenous People Studies) and Peace Education

All relevant courses (such as Readings in Philippine History and The Contemporary World) must incorporate Peace Education, Indigenous People studies content and perspectives to promote cultural inclusivity.

## 4.4 Interdisciplinary Collaboration

The IGE encourages team-teaching, team-based projects, and interdisciplinary approach to enrich student learning.

## 5. Teaching and Learning

### 5.1 Outcomes-Based Education

Course design shall align learning outcomes with teaching strategies and assessment methods.

### 5.2 Instructional Standards

Faculty shall use evidence-based pedagogies, digital technologies, and inclusive practices to accommodate diverse learners. Mode of delivery (face-to-face, blended, hybrid) is based on the policy implemented by the University.

### 5.3 Assessment and Evaluation

Student performance shall be assessed through varied formative and summative measures. Grade submission deadlines and documentation requirements are stipulated in the Faculty Handbook.

The student will be graded in all IGE courses (except Nationalian course) according to the following breakdown:

Percentage Allocation (All IGE Courses)					
Components	Written Works	Performance Tasks	Midterm Exam (or major PETA)	Final Exam (or major PETA)	Total
Midterm Grade	30%	40%	30%		100%
Final Grade	30%	40%	15%	15%	100%

Percentage Allocation (Nationalian Course)					
Components	Written Works	Performance Tasks	Midterm Exam (or major PETA)	Final Exam (or major PETA)	Total

<b>Midterm Grade</b>	30%	30%	40%		100%
<b>Final Grade</b>	30%	30%	20%	20%	100%

*\*As an Institutional subject, Nationalian allocation of grade has been decided by all NU campuses*

IGE follows the university's grading system:

Numerical Grade	Equivalent	Numerical Grade	Descriptive Equivalent
4.00	96 – 100	R	Repeat
3.50	90 – 95	0.00	Failure
3.00	84 – 89		Cheating
2.50	78 – 83		Excessive Absences
2.00	72 – 77	Dr	Dropped
1.50	66 – 71	Inc	Incomplete
1.00	60 – 65		

#### 5.4 Academic Integrity

Plagiarism, cheating, and other academic offenses are subject to the National University's Code of Conduct. Faculty must educate students on ethical scholarship and utilize plagiarism-detection tools.

### 6. Faculty Development and Welfare

#### 6.1 Recruitment and Appointment

Faculty hiring follows NU's merit-based policies, prioritizing disciplinary expertise, teaching competence, and commitment to IGE values.

#### 6.2 Professional Development

The IGE shall provide regular training through the Faculty Development Program of the University.

#### 6.3 Performance Evaluation

Faculty performance is reviewed annually through classroom observations, student evaluations, research productivity and community extension services participation.

#### 6.4 Ethics and Conduct Faculty must adhere to the NU Code of Ethics and professional norms.

### 7. Student Support and Services

**7.1 Admission and Advising** Students enrolled in IGE courses shall receive academic advising to ensure timely completion of general education requirements.

#### 7.2 Learning Resources

The University Library and Learning Management System (LMS) provide instructional materials and support.

#### 7.3 Student Conduct and Discipline

Students are subject to the Student Handbook provisions.

## **8. Research, Scholarship, and Creative Work**

**8.1 Research Agenda** The IGE promotes research in general education pedagogy, IKS integration, and interdisciplinary studies.

**8.2 Faculty and Student Research** outputs may include publications, creative works, and community-based projects.

**8.3 Ethical Standards** All research must comply with National Ethics Committee guidelines and secure appropriate ethics clearance.

## **9. Community Engagement and Extension**

### **9.1 Outreach Programs**

The IGE partners with local schools, indigenous communities, and NGOs for service-learning and extension activities.

**9.2 Partnerships** Formal agreements (MOUs/MOAs) shall be forged to ensure mutual benefits and sustainability.

## **10. Quality Assurance and Continuous Improvement**

### **10.1 Internal Quality Assurance (QA)**

The IGE through its QAT representative employs regular curriculum reviews with education experts.

## **11. Sustainability and Resource Management**

The IGE commits to efficient utilization of financial, physical, and digital resources and to implementing environmentally sustainable practices.

## Section IV: Tuition and Other School Fees

### A. Schedule of Fees and Other Charges

The schedule of fees and other charges shall be announced through postings at the students NUIS Portal. The schedule of fees shall also be posted in designated strategic areas on campus.

### B. Payment of Fees and Other Charges

Tuition and miscellaneous fees may be paid in full or on an installment basis. Full payment made on or before the first official day of the start of classes will get a 10% discount on tuition fees.

An installment payment plan approved by the Treasury Office is available. Students who opt to pay through installments are required to pay at least Php 6,100.00 to be officially enrolled for the term. If the monthly installment is not paid on the designated date, the student shall be charged a penalty of Php 200.00 for every due date.

A student who enrolls after the official enrollment period is considered a late enrollee. A one-time penalty per term of Php200.00 applies.

### C. Available Payment Channels

The preferred payment channels for fees and other charges are the following:

- **NUIS Bills payment** - Online Payment Facility thru NUIS for payment of at least Php500.00 <https://onlineapp.national-u.edu.ph/bills/login2.php>
- For cash and check payments, including payments less than Php500.00 please pay over the counter at NU Cashier.

Posting and verification of payments will take 2-3 working days upon receipt of the bank report.

For check payment, the payee is NATIONAL UNIVERSITY, INC., and use the numerical format of the date required by The Philippine Clearing House Corporation. (PCHC). No postdated check is allowed.

### D. Refund

Refund of fees shall be made in accordance with the following rules:

#### 1. **Refund without Deduction**

The corresponding refund or credit adjustment without deduction shall be made in any of the following cases:

- a. When a class is dissolved or discontinued.
- b. When a student enrolled in courses that have already been taken and passed.
- c. When a student drops a course mainly due to conflict of schedule with other courses.

#### 2. **Refund with Deductions**

If students have already paid their tuition and other university fees, the corresponding refund or credit adjustment with deductions shall be made in any of the following cases:

Official Dropping or Withdrawal of Enrollment	Refund or Credit Entitlement
Within the first week of the opening of classes	The student needs to pay 10% of his total matriculation plus the registration and ID fees.
Within the second week of classes	The student needs to pay 20% of his total matriculation plus the registration and ID fees.

<b>Third week onwards</b>	No refund. The student will pay the total amount of matriculation stated on the Certificate of Registration (COR) form.
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***The application for a refund shall be processed only within the term it is filed.***

**E. Non-settlement of Financial or Property Accounts**

A student who fails to settle his financial and/or property accounts with the university shall not be issued with a clearance for his transfer credentials and/or transcript of records.

**F. NUIS Student Ledger**

The Student Ledger in NUIS provides students and authorized users with a real-time, easily understandable statement of account; summarizes the financial transactions of students' total assessment, payments, and balances; and/or any additional fees charged by the colleges/departments organized by term.

**G. Application for Promissory**

The PROMI application process is conducted entirely online and can be accessed via the NUIS portal. Please follow the outlined steps provided within the portal.

## Section V: Scholarships, Discounts, and Other Benefits

### A. Academic Scholarship

The following scholarship types are granted to freshmen, except for the University Academic Excellence Benefit (UAEB). The Admissions Offices shall process the application for these scholarships upon admission to the University. All awardees shall be required to sign the Scholarship Contract and render ten (10) hours of return service, which should be completed within the term of the grant. The Student Development and Activities Office (SDAO) shall oversee the deployment of students with return service requirements in offices or departments. Failure to sign the contract and finish the return service requirement per term will lead to the forfeiting of the scholarship.

The following are the requirements for application for all types except the UAEB:

- Certificate of Recognition from the high school and signed by the School Principal indicating the award received by the student
- Original and Complete Grade 12 Report Card (Form 138)
- Certificate of Good Moral Character
- Original copy of PSA-Authenticated Birth Certificate
- Two (2) pieces of recent 2x2 Colored ID Pictures with white background
- At least a grade of 90 in any subject taken in Grade 12, except for the following:
  - Doña Pacita J. Ocampo White Scholarship, which requires at least a grade of 88 in any subject taken
  - Mariano Jhocson Science Scholarship Program, which requires a Grade 12 GWA of at least 88

Scholarship Type	Details
<b>Don Mariano F. Jhocson Gold Scholarship</b>	<p>Benefits:</p> <ul style="list-style-type: none"> <li>• 100% discount on tuition and miscellaneous fees</li> <li>• Php2,000.00 book allowance per term</li> <li>• Php3,000.00 stipend per term</li> <li>• Php3,500.00 uniform allowance per academic year</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• SHS graduate with Highest Honors, enrolling as a freshman</li> <li>• Passed the NUAT with an Above Average rating</li> <li>• Submission of required and complete enrollment documents for evaluation by the Admissions Office</li> </ul> <p>Retention:</p> <ul style="list-style-type: none"> <li>• Maintain a Cumulative General Weighted Average (CGWA) of at least 3.50</li> <li>• No course grade lower than 3.0 on the most recent term</li> <li>• No grade remarks of Fail (F), Repeat (R), or 0.0 in any course</li> <li>• Enroll continuously and must follow the program flowchart as specified</li> <li>• Maintain good conduct and have no record of any disciplinary offense</li> </ul> <p>Additional Grounds for Disqualification:</p> <ul style="list-style-type: none"> <li>• Shifting into another degree program or major of the same program at the University. Shifting to another specialization of the same</li> </ul>



	<p>program is allowed before the scheduled offering of the specialization courses in the curriculum.</p> <ul style="list-style-type: none"> <li>• Adding or dropping a course unless it is college-initiated</li> <li>• Should a scholar decide to transfer, they will be required to pay the tuition fees corresponding to the years covered by their scholarship.</li> </ul> <p>A student who fails to meet the retention requirements may qualify for the Doña Miguela M. Jhocson Blue Scholarship, provided its retention requirements are met.</p> <p>A student who fails to meet the retention requirements for the Gold scholarship shall not be able to regain it but may apply for Blue Scholarship if the requirements are met.</p>
<b>Doña Miguela M. Jhocson Blue Scholarship</b>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• 100% discount on tuition and miscellaneous fees</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• SHS graduate with High Honors, enrolling as a freshman</li> <li>• Passed the NUAT with an Average rating</li> <li>• Submission of required and complete enrollment documents for evaluation by the Admissions Office</li> </ul> <p><b>Retention:</b></p> <ul style="list-style-type: none"> <li>• Maintain a Cumulative General Weighted Average (CGWA) of at least 3.00 (Student No. 2020 onwards).</li> <li>• No course grade lower than 2.5 on the most recent term</li> <li>• No grade remarks of Fail (F), Repeat (R), Incomplete (INC) or 0.0 in any course</li> <li>• Enroll continuously and must follow the program flowchart as specified.</li> <li>• Maintain good conduct and has no disciplinary record for committing any offense</li> </ul> <p><b>Additional Grounds for Disqualification:</b></p> <ul style="list-style-type: none"> <li>• Shifting into another degree program or major of the same program at the University. Shifting to another specialization of the same program is allowed before the scheduled offering of the specialization courses in the curriculum.</li> <li>• Adding or dropping a course unless it is college-initiated</li> <li>• Should a scholar decide to transfer, they will be required to pay the tuition fees corresponding to the years covered by their scholarship.</li> </ul> <p>A student who fails to meet the retention requirement may only lose the Blue scholarship grant once. The student must be able to regain it within two (2) consecutive terms of losing it. Otherwise, it will lead to permanent disqualification.</p>
<b>Doña Pacita J. Ocampo White Scholarship</b>	<p><b>Benefit:</b></p> <ul style="list-style-type: none"> <li>• 100% discount on tuition fees only. The awardee shall avail this scholarship benefit only for one (1) academic year, provided the retention requirements are met.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• SHS graduate with Honors, enrolling as a freshman</li> <li>• Passed the NUAT with an Average rating</li> </ul>

	<ul style="list-style-type: none"> <li>• Submission of required and complete enrollment documents for evaluation by the Admissions Office</li> </ul> <p>Retention:</p> <ul style="list-style-type: none"> <li>• Maintain a Cumulative General Weighted Average (CGWA) of at least 2.50</li> <li>• No course grade lower than 2.0 on the most recent term</li> <li>• No grade remarks of Fail (F), Repeat (R), Incomplete (INC) or 0.0 in any course</li> <li>• Enroll continuously and must follow the program flowchart as specified.</li> <li>• Maintain good conduct and has no disciplinary record for any offense</li> </ul> <p>Additional Grounds for Disqualification:</p> <ul style="list-style-type: none"> <li>• Shifting into another degree program or major of the same program at the University. Shifting to another specialization of the same program is allowed before the scheduled offering of the specialization courses in the curriculum.</li> <li>• Adding or dropping a course unless it is college-initiated</li> <li>• Should a scholar decide to transfer, they will be required to pay the tuition fees corresponding to the years covered by their scholarship.</li> </ul> <p>A student who fails to meet the retention requirement loses the scholarship permanently.</p> <p>A White Scholar may be elevated to a Blue Scholarship after completing one (1) academic year, provided the retention requirements for Blue Scholarship are met.</p>
<b>Nationalian Scholarship Program (NSP)</b>	<p>Benefit:</p> <ul style="list-style-type: none"> <li>• 50% discount on tuition fees only on the first term of enrollment</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• SHS graduate with no grade below 88%, enrolling as a freshman</li> <li>• Passed the NUAT with an Average rating</li> <li>• Submission of required and complete enrollment documents for evaluation by the Admissions Office</li> </ul> <p>An NSP awardee may be elevated to White Scholarship at the end of the 1<sup>st</sup> term of enrollment provided the retention requirements for White are met, subject to slot availability.</p>
<b>Mariano Jhocson Science Scholarship Program (MJSSP)</b>	<p>Benefit:</p> <ul style="list-style-type: none"> <li>• 100% discount on tuition and miscellaneous fees only on the first term of enrollment</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• SHS graduate from a recognized Science High School</li> <li>• 12th Grade GWA of at least 88%</li> <li>• Passed the NUAT with at least a score of 90%</li> <li>• Annual family income not exceeding Php360,000.00</li> <li>• Submission of required and complete enrollment documents for evaluation by the Admissions Office</li> </ul> <p>Additional Requirements:</p> <ul style="list-style-type: none"> <li>• Any of the following:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Latest tax exemption certificate or income tax return of both parents</li> <li>○ Certificate of Indigency issued by their residing barangay if parents or legal guardians are unemployed.</li> <li>• Two (2) recommendation letters from the school administrators or faculty (with the photocopy of the valid ID of the recommender) addressed to the Admissions Director.</li> </ul> <p>An MJSSP awardee may be elevated to the UAEB Scholarship at the end of the 1<sup>st</sup> term of enrollment provided the retention requirements for UAEB are met.</p>
<b>University Academic Excellence Benefit (UAEB)</b>	<p>Benefit:</p> <ul style="list-style-type: none"> <li>• 100% discount on tuition and miscellaneous fees</li> </ul> <p>Application Requirements:</p> <ul style="list-style-type: none"> <li>• Recommendation Letter from a full-time NU teacher who can vouch for the applicant's academic performance and personal circumstances. The letter should include the name of the student and details of the endorser: name, department, designation, email address, and contact number.</li> <li>• Any of the following documents (both parents and educational provider, if applicable): <ul style="list-style-type: none"> <li>○ Income Tax Return (ITR) of parents or the one supporting the financial needs of the family with a gross annual family income of less than Php300,000.00. If a business owner, the annual income should not exceed Php100,000.00.</li> <li>○ Certificate of Tax Exemption obtained from the BIR District Office (if ITR is not available)</li> </ul> </li> <li>• Notarized Solo Parent Affidavit with Solo Parent ID for students with solo parents</li> </ul> <p>Qualifications and Retention:</p> <ul style="list-style-type: none"> <li>• Maintain a Cumulative General Weighted Average (CGWA) of at least 3.00 (Student No. 2020 onwards)</li> <li>• No course grade lower than 2.5 on the last three (3) consecutive terms</li> <li>• No grade remarks of Fail (F), Repeat (R), Incomplete (INC) or 0.0 in any course</li> <li>• Enroll continuously and must follow the program flowchart as specified.</li> <li>• Maintain good conduct and has no disciplinary record for any offense</li> </ul> <p>Additional Grounds for Disqualification:</p> <ul style="list-style-type: none"> <li>• Shifting into another degree program or major of the same program at the University. Shifting to another specialization of the same program is allowed before the scheduled offering of the specialization courses in the curriculum.</li> <li>• Adding or dropping a course unless it is college-initiated</li> <li>• Should a scholar decide to transfer, they will be required to pay the tuition fees corresponding to the years covered by their scholarship.</li> </ul> <p>A student who fails to meet the retention requirement may only lose the UAEB scholarship grant once. The student must be able to regain it within</p>

	two (2) consecutive terms of losing it. Otherwise, it will lead to permanent disqualification.
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#### B. Discounts

The University offers discounts on tuition and/or miscellaneous fees for each term of enrollment by qualified students.

Discount Type	Details
<b>NUNS and NU-SHS Graduate</b>	Benefit: <ul style="list-style-type: none"> <li>20% discount on tuition and miscellaneous fees for every term of enrollment</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Completed Senior High School (Grades 11 and 12) at NU Nazareth School (NUNS) or any NU campus</li> </ul> Application Requirements: <ul style="list-style-type: none"> <li>Certificate of Graduation from the Registrar's Office of NUNS or any NU Campus</li> <li>Certificate of Good Moral Character</li> <li>Original copy of PSA-Authenticated Birth Certificate</li> <li>Two (2) pieces of recent 2x2 Colored ID Pictures with white background</li> </ul>
<b>Armed Forces of the Philippines (AFP)</b>	Benefit: <ul style="list-style-type: none"> <li>One (1) slot for 100% discount on tuition and miscellaneous fees</li> <li>Unlimited slots for 20% discount on tuition and miscellaneous fees</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Student is a child of an active member of the AFP</li> </ul> Requirement: <ul style="list-style-type: none"> <li>Endorsement Letter from the AFP Educational Benefit System Office (AFP EBSO)</li> </ul>
<b>Bureau of Fire Protection (BFP)</b>	Benefit: <ul style="list-style-type: none"> <li>One (1) slot for 100% discount on tuition and miscellaneous fees</li> <li>Unlimited slots for 20% discount on tuition and miscellaneous fees</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Student is a child of an active member of the BFP</li> </ul> Requirement: <ul style="list-style-type: none"> <li>Endorsement Letter from the BFP</li> </ul>
<b>PMA Alumni Educational Foundation, Inc. (PETFI)</b>	Benefit: <ul style="list-style-type: none"> <li>One (1) slot for 100% discount on tuition and miscellaneous fees</li> <li>Unlimited slots for 20% discount on tuition and miscellaneous fees</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Student is a qualified dependent of a PETFI member receiving the educational benefit</li> </ul> Requirement: <ul style="list-style-type: none"> <li>Endorsement Letter from PETFI</li> </ul>
<b>Person with Disability (PWD)</b>	Benefit: <ul style="list-style-type: none"> <li>20% discount on tuition fees</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Student possessing a PWD identification card</li> </ul> Requirements:

Discount Type	Details
	<ul style="list-style-type: none"> <li>• PWD Identification Card</li> <li>• Medical Abstract</li> <li>• Must be registered on the DOH website</li> </ul>
<b>Family (Children) of Alumni</b>	<p>Benefit:</p> <ul style="list-style-type: none"> <li>• 20% discount on tuition and miscellaneous fees</li> </ul> <p>Qualification:</p> <ul style="list-style-type: none"> <li>• Child, grandchild or sibling of an NU Alum</li> </ul>
<b>NU Faculty Members and Employees</b>	<p>Benefit:</p> <ul style="list-style-type: none"> <li>• 100% discount on tuition fees and 50% on miscellaneous fees</li> </ul> <p>Qualification:</p> <ul style="list-style-type: none"> <li>• Child of a regular faculty member or employee of National University</li> </ul>
<b>SM Employees and its Affiliates</b>	<p>Benefit:</p> <ul style="list-style-type: none"> <li>• 20% discount on tuition and miscellaneous fees</li> </ul> <p>Qualification:</p> <ul style="list-style-type: none"> <li>• Spouse or child of an employee, or sibling of an unmarried employee of the SM Group of Companies.</li> </ul> <p>Application Requirements:</p> <ul style="list-style-type: none"> <li>• Latest Certificate of Employment from the HR Department of the SM Affiliated Company</li> <li>• Photocopy of the SM Employee company ID</li> <li>• Photocopy of the PSA-Authenticated Birth Certificate of the SM Employee</li> <li>• Original and Complete Grade 12 Report Card (Form 138)</li> <li>• Certificate of Good Moral Character</li> <li>• Photocopy of PSA-Authenticated Birth Certificate of the applicant</li> <li>• Two (2) pieces of recent 2x2 Colored ID Pictures with white background</li> </ul> <p>For Continuing Students Applying for the Child of SM Employee Discount (First-Time Application):</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Latest Certificate of Employment (COE) issued by the HR Department of the SM-affiliated company</li> <li>• Photocopy of the SM employee's company ID</li> <li>• Photocopy of the PSA-authenticated birth certificate of the SM employee</li> <li>• Photocopy of the PSA-authenticated birth certificate of the student applicant</li> </ul> <p>Note:</p> <p>Submission of the Certificate of Employment is required every 1st Term of the Academic Year. For the 2nd and 3rd Terms, only verification between the HR of NU Manila and the HR of the SM-affiliated company will be conducted.</p> <p>Subsequent Availment:</p> <ul style="list-style-type: none"> <li>• Verification by the NU HR Office of the legitimate employment in any entity of the SM Group of Companies</li> <li>• Certificate of Employment from the SM affiliate, if the NU HR cannot verify the employment</li> </ul>

Discount Type	Details
<b>Varsity/PEP Squad/Band Members (VPB)</b>	Benefit: <ul style="list-style-type: none"> <li>Discount to be determined by the Athletics Office</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Official member of any NU varsity team, the National U Pep Squad, the National U Band, and the National U Drummers</li> </ul>
<b>Siblings Discount</b>	Benefit: <ul style="list-style-type: none"> <li>Two (2) enrolled siblings: 10% discount on tuition and miscellaneous fees each</li> <li>Three (3) enrolled siblings: 15% discount on tuition and miscellaneous fees each</li> <li>Four (4) or more enrolled siblings: 20% discount on tuition and miscellaneous fees each</li> </ul> Qualification: <ul style="list-style-type: none"> <li>The student must have at least a sibling enrolled at the same time in any NU campus</li> </ul>
<b>Achiever's Discount</b>	Benefit: <ul style="list-style-type: none"> <li>10% discount on the tuition fee on the 1<sup>st</sup> term of the academic year. The first availment of the discount will be on T1 AY2024-2025.</li> </ul> Qualification: <ul style="list-style-type: none"> <li>Consistent Dean's First Honors List in all terms of the academic year. Availing of the benefit will be on the 1<sup>st</sup> term of the succeeding academic year.</li> </ul> <p>A Consistent Deans List award does not automatically qualify a student for any academic scholarship, such as the UAEB. A formal application is required, and acceptance is based on qualification and slot availability, as stated in Section V.A Academic Scholarship.</p>

#### C. Discount for Graduate Studies

The University offers a 20% tuition fee discount for qualified students in any graduate program offered at NU.

- **Nationalian Discount for Graduate Programs** – This is a one-time discount that graduate students may avail themselves of on their first term of enrollment only.
- **Partner Group Discount for Graduate Programs** – This is available to regular employees of private and government agencies enrolled in a graduate program provided at least ten (10) employees employ for the first time and at least six (6) are enrolled in subsequent terms to avail of the discount.

#### D. Student Assistant Program

The Student Assistant Program is designed to provide support and guidance to students in helping them to lessen their educational expenses by gaining valuable work experience. The purpose of the Student Assistant Program is to identify and assist students who are experiencing difficulties financially. The program aims to promote academic success and improve the overall student experience.

For the Eligibility, Student Assistant applicant should have at least two consecutive terms residency in the university, must not have R, F or INC grade on the final period on the preceding term of

application.

For the policy and guidelines:

- The Student Assistance Program is on a term basis and renewable every term.
- The SA should maintain the grading policy which is NO R/F/INC grade to renew the contract.
- The SA should be evaluated by the immediate supervisors after the term.
- The SDAO has sole discretion and responsibility in recruiting and assigning the students based on the request of offices.
- The SA may be terminated if there is a proven and valid reason for a violation to be reported by their immediate supervisor.

\*The rate is 40 pesos per hour and is automatically credited to the student's tuition and miscellaneous fees every month.

#### E. Other Private Scholarships

The following private scholarships are also accepted at the University. The granting agency processes the scholarship application and acceptance is subject to their policies and procedures.

- SM Foundation
- New Golden City Builders and Development Corporation (NGCB)
- Megaworld Foundation (MWF)
- Jose Siao Ling and Associates (JSLA)
- Boysen Paint College Scholarship Program (MBFI)
- Arthaland
- ADGO Foundation INC.

Inquiries on available discounts and scholarships may be directed to the Student Development and Activities Office (SDAO).

## Section VI: Student Discipline

Student Discipline plays a significant role in the academic training of all students. Character and values formation is the ultimate objective of having rules and regulations inside and outside the University. As students can freely exercise their rights inside the school, they must abide by the rules and fulfill their obligations and responsibilities inside the University. Students must know the University discipline structures, policies, rules, regulations, procedures, and practices.

### A. Role of the Student Discipline Office

The Student Discipline Office (SDO) has the primary role of ensuring that students abide by the rules and regulations of the University. Its functions include the following:

1. Promote proper decorum inside the University through orientations, lectures, and dissemination of information on student discipline stated in the Student Handbook and other discipline-related educational materials.
2. Prevent rather than correct unseemly student behavior by expanding and promoting preventive and formative discipline programs.
3. Oversee the student disciplinary cases through case conferences with students, faculty, and parents/guardians and referral of the student for counseling.
4. Serve as custodian of the Lost and Found items inside the University.
5. Issue Good Moral Certificates and clearance from discipline-related infractions.

### B. Definition of Terms

1. Student refers but is not limited to:
  - a. A person who, at the time of the commission of the offense, is enrolled in any academic or non-academic course or courses, whether in an undergraduate or graduate program;
  - b. A person admitted to any college or unit or any academic or non-academic program of the University at the time of the filing of the charges or during the pendency of the proceedings. The person may or may not be enrolled or has complied with all the requirements for graduation in the program where the person was admitted;
  - c. A person who has been allowed to graduate from the University but has yet to be cleared to take delivery of their certificate of completion, diploma, or transcript of records, regardless of whether the University has granted them an alumnus status.
2. University premises refers to the territorial boundaries of a National University campus, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences, or dividing walls of buildings and within a radius of two hundred (200) meters for the following offenses, to wit:
  - a. Brawl
  - b. Inflicting physical injuries on another
  - c. Unauthorized bringing in, carrying, possession, or use of drugs or chemicals as defined in Section VI.E.38
  - d. Vandalism or destruction of property belonging to another
  - e. Direct assault
  - f. Threatening
  - g. Unjust enrichment
  - h. Making sexual advances
  - i. Gambling



- j. Disruption which tends to create disorder, breach of the peace or serious disturbance not necessarily connected with the school functions or activity.
3. In loco parentis refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.
  4. In flagrante means the very act of committing a disciplinary offense or the condition of being caught in the act of committing the offense.
  5. Exparte hearing refers to a hearing held in the absence of one of the parties.
  6. Illegal demonstration includes a public show of feeling or opinion, such as a mass meeting or parade accompanied by force, coercion, or violence.
  7. Deadly weapons include but are not limited to, firearms, explosives (e.g., firecrackers, pyrotechnics), and sharp or cutting instruments (e.g., ice picks, Swiss knives, or blades of any length, etc.). Stones, lead pipes, clubs, and similar objects are considered deadly weapons if their use results in physical injury or death.
  8. Unjust enrichment means any condition where students take a thing at the expense of another for their benefit regardless of their intent to gain.
  9. Lost property refers to any unattended, abandoned, misplaced, or forgotten item found inside the school premises.
  10. Gross misconduct refers to any unethical or unprofessional behavior a student engages in.

#### C. Classification of Offenses

Infraction of the University's policies, rules and regulations constitutes an offense classified either as a Minor or a Major Offense. Each offense classification has a corresponding disciplinary action or intervention measure.

#### D. Minor Offenses

Minor Offenses shall be subject to disciplinary action depending on the number of times the same offense has been committed, to wit:

- 1<sup>st</sup> Offense – Violation slip issued by the SDO
- 2<sup>nd</sup> Offense – Violation slip and a written warning issued by the SDO
- In case of the third and succeeding violations of the same or different offenses, the student is charged with a Major Offense under Section VI.E.19.

The following are classified as Minor Offenses:

1. Non-wearing of the prescribed uniform inside the campus.
2. Non-wearing or failure to bring University ID on campus or during official University activities outside the campus.
3. Wearing inappropriate attire within the University premises, such as but not limited to:
  - a. Torn, worn-out, or ripped jeans or bottoms
  - b. Bare-shouldered top or dress (e.g., sleeveless, spaghetti straps, razor back, tube, strapless, halter, etc.)
  - c. Top or dress with a plunging neckline, exposed back, and midriff
  - d. Shorts and skirt more than two (2) inches above the knee
  - e. Figure-hugging attire, crop top and the like.
  - f. See-through or sheer attire
  - g. Joggers, jogging pants, sweatpants, leggings, and the like
  - h. Slippers, flip-flops, slip-ons, slides, and open shoes.

- i. Cross-dressing
4. Wearing clothing with inappropriate language and suggestive graphics that do not conform with the University's values.
5. Using the classroom, facilities, or equipment without reservation or proper authority.
6. Loitering along the classroom corridors while classes are going on.
7. Eating in classrooms, laboratories, offices, libraries, and study areas.
8. Littering.
9. Rearranging the tables, chairs and other fixtures in classrooms, laboratories, or the library without approval.
10. Violating the policies on the use of lockers.
11. Concealing or hiding of library materials in any area of the library for one's exclusive use.
12. Dyeing hair with artificial color that is deemed inappropriate by the University. *(Please refer to the Appendices under Student Etiquette, item number 6, for guidance.)*
13. Presence of the opposite sex in areas designated exclusively for the use of either the male or the female sex, e.g., ladies' and men's rooms.
14. Bypassing the student entrance in bringing any item inside the University premises.
15. Piercings, excessive and dangling earrings.
16. Earrings among males.

#### E. Major Offenses

Major offenses are subject to intervention depending on how the offense is categorized. A respondent may be placed on preventive suspension if he or she poses a threat to the security and safety of any member of the NU community.

The categories of intervention for major offenses are:

Category of Offense	Disciplinary Intervention
<b>Category 1</b>	<b>Probation for three (3) academic terms and referral for counseling.</b> Subsequent commission of any major offense and/or infringement of the University Rules and Regulations committed during the probationary period shall mean SUSPENSION or NON-READMISSION the next term.
<b>Category 2</b>	<b>Formative Intervention</b> , which could be any or all the following: <ul style="list-style-type: none"> <li>• University service</li> <li>• Referral for counseling</li> <li>• Attendance to lectures in Discipline Education Program</li> <li>• Evaluation</li> </ul>
<b>Category 3</b>	<b>Non-Readmission</b> "A penalty that allows the institution to deny admission or enrollment to an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated." The student is allowed to finish the current school term. (Section 106 of the CHED Manual of Regulations for Private Higher Educational Education)
<b>Category 4</b>	<b>Exclusion</b> "A penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated." (Section 106 of the

Category of Offense	Disciplinary Intervention
	CHED Manual of Regulations for Private Higher Educational Education)
<b>Category 5</b>	<b>Expulsion</b> “A penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines.” (Section 106 of the CHED Manual of Regulations for Private Higher Educational Education)

The following are classified as Major Offenses with the corresponding category depending on the number of times the same offense has been committed.

Major Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Academic Dishonesty or Fraudulent Acts</b>			
<p>1. Cheating or academic dishonesty, in online or face-to-face settings, before or during an examination, such as quizzes, long tests, written reports including papers, case analysis, experiments, or assignments required.</p> <p>Any form of cheating, including the following acts, shall be dealt with a penalty by the faculty, proctor, and the Dean of the college to which the student belongs. The case should also be filed in writing to the SDO for proper documentation and processing.</p> <ol style="list-style-type: none"> <li>Unauthorized possession of notes or any material related to the examination, whether the student used them or not.</li> <li>Copying or allowing another student to copy during the examination.</li> <li>Glancing or looking at another student's examination papers, allowing another student to glance or look at their examination paper.</li> <li>Communicating with other students and using any electronic device during the examination without permission from the proctor/teacher.</li> <li>Plagiarism and other forms of academic dishonesty.</li> <li>Leaking examination questions to other student/s.</li> <li>Having somebody else take an examination or test or prepare a required report or assignment. If both parties are students, both are liable.</li> </ol>	Category 2 & 0.0 in the course	Category 3 & 0.0 in the course	
2. Unjust enrichment or stealing whether attempted, frustrated or consummated.	Category 3		
3. Unauthorized collection or exaction of money, checks, or other instruments as equivalent of money in connection with matters pertaining to the University.	Category 3		

<b>Major Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
4. Selling items, engaging in business, or soliciting contributions or donations in campus without prior approval or authority.	Category 2	Category 3	
5. Forging, falsifying, or tampering of academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.	Category 3		
6. Committing perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.	Category 3		
7. Lending one's University ID to another or using someone else's University ID.	Category 2	Category 3	
<b>Campus and Public Disturbances</b>			
8. Misconduct inside the class (F2F or online), library, laboratory, or any place inside the campus such as disregarding proper class etiquette, disrupting classes deliberately such as loud talking, uncontrolled laughter, whistling, heckling, creating unnecessary noise, provoking other students, etc.	Category 2	Category 3	
9. Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, breach of peace, or serious disturbance not necessarily connected with the function or activity.	Category 2	Category 3	
10. Brawl within the University premises or during an academic function or school activity outside the University.	Category 3		
11. Inflicting physical injuries on another inside the University premises or during an academic function or school activity outside the University.	Category 3		
12. Direct assault upon the person of any member of the administration, faculty, administrative support personnel (ASP), or any student or person vested with authority.	Category 3		
13. Any provocation that results in a heated verbal or physical confrontation between students and group of students.	Category 3		
14. Possessing or detonating an improvised explosive device (IED) inside the University premises.	Category 4		
<b>Malicious Mischief</b>			
15. Vandalism, unhygienic use, or destruction of property belonging to the University or to any NU personnel, student, or visitor while on campus.	Category 2 and charged for the damages	Category 3 and charged for the damages	

<b>Major Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
16. Preventing circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.	Category 2	Category 3	
17. Gross acts of disrespect in words or deed that put the University or any administrator, faculty member, ASP, security guards, maintenance personnel, students and visitors in ridicule or contempt.	Category 2	Category 3	
18. Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance, tending to cause dishonor, discredit, or contempt to the name of the University.	Category 3		
19. Participating in unauthorized activities off-campus in school uniform or wearing any item of the school uniform.	Category 2		
<b>Violation of Rules and Regulations of the University, CHED, other Regulatory Agencies and Philippine Laws</b>			
20. Habitual disregard or willful violation of established policies, rules or regulations consisting of three (3) minor offenses of the same kind or nature, or four (4) minor offenses of different kinds or nature.	Category 2	Category 3	
21. Refusal to present University ID when asked by authorities.	Category 2	Category 3	
22. Entering any restricted area within the University without proper authority.	Category 2	Category 3	
23. Violation of Student Athlete Dormitory Rules and Regulations amounting to misconduct or major offense as defined in this handbook.	Category 2	Category 3	
24. Unauthorized bringing in or drinking liquor or alcoholic beverages inside the University premises or during off campus activities.	Category 3		
25. Entering the University premises or attending academic functions and any school activity under the influence of alcohol or prohibited drugs.	Category 2		
26. Bringing in, carrying, possession or use of deadly weapons inside the University premises or outside the University during an academic function or school activity.	Category 3		
27. a. Bringing in cigarette, e-cigarette, vape and the like within the University premises.	Category 2 and item confiscation	Category 2 and item confiscation	Category 2 and item confiscation

Major Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
b. Smoking cigarette, e-cigarette, vape and the like within the University premises.	Category 2 and item confiscation	Category 3 Non-Readmission and item confiscation	
28. Threatening another person with any act amounting to crime, delict or wrong, or with the infliction of any injury or harm on the person's honor or integrity.	Category 3		
29. Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating the other person's practices and beliefs, or by offering special inducements.	Category 2	Category 3	
30. Gambling in any form inside the University or during an academic function or school activity outside the University.	Category 2	Category 3	
31. Acts of subversion	Category 2	Category 3	
32. Conviction before any court for a criminal offense involving moral turpitude and other criminal offenses under the Revised Penal Act and other relevant laws.	Category 4		
33. Hazing or physical injuries for initiation, admission, or continuance of membership in any organization, society, or group, whether open or secret. For this purpose, the members who were present shall be liable whether they participated in the hazing. The officers of the organizations, society, or group shall also be responsible whether they are present during the hazing incident.	Category 4		
34. Membership in a fraternity or sorority for students.	Category 3		
35. Membership in any organization not recognized by the school. This includes conducting any operation within the school premises by any unrecognized school organization.	Category 3		
36. Recruitment of fellow student to join fraternity, sorority, or organization that are not recognized by the University.	Category 3		
37. Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority or any organization not recognized by the University.	Category 3		
38. Violation of other provisions defined in <u>RA: 11053: Anti-Hazing Act of 2018</u> .	Category 3		
39. Committing any forms of bullying.	Category 2	Category 3	
40. Committing any gender-based sexual harassment as defined in <u>RA 11313: The Safe Spaces Act of</u>	Category 2	Category 3	



**F. Other Prohibited Acts**

The University may add other prohibited acts that may be classified as minor or major offenses, provided the application is prospective and properly disseminated to students through official announcements.

**G. Disciplinary Action Procedures**

**1. Jurisdiction and Investigation Body**

The Student Discipline Office (SDO) shall have the jurisdiction to impose appropriate and reasonable disciplinary measures on all student offenses or discipline infractions. There are (3) three possible ways of resolving cases presented/filed at the SDO:

- Resolution at the SDO Head's level
- Recommendation by the University Panel for Case Conference (UPCC)
- Resolution by the President's Council

**2. Procedure in Handling Major Offenses**

Any report of a major offense received by the Student Discipline Office (SDO) shall be subject to the disciplinary procedures stated below.

- a. Submission of the formal complaint in writing and all other documents related to the incident/s may be made through any of the following means:
  - Email/ Postal mail to the Discipline Officer (for NU Manila: studentdisciplineoffice@national-u.edu.ph)
  - Submission to the Student Discipline Office
- b. Evaluation of the formal complaint
  - Jurisdiction of the school on the complaint presented
  - Determination of the probable cause
  - Case conference with the complainant
- c. Issuance of Notice to Explain to the respondent in-person or through email. The SDO may call for a case conference with the respondent.
- d. The respondent may submit the written explanation through any of the following means:
  - Via Email / Postal mail to the Discipline Officer
  - Submission to the Student Discipline Office
- e. Evaluation of the respondent's written explanation. The Discipline Officer shall convene the University Panel for Case Conference (UPCC) if the case merits more investigation or the respondent denies the allegation(s).
- f. Issuance of Decision/Recommendation within ten (10) days upon the completion of the case conference.

**3. University Panel for Case Conference (UPCC)**

**a. UPCC Composition and Responsibilities**

The UPCC is a panel formed to investigate and resolve cases requiring further investigation. It is composed of the following:

- Discipline Officer as presiding officer,
- Student Development and Activities (SDAO) Head
- One (1) selected full time faculty/program chair/college dean, and
- One (1) elected student body representative.



The UPCC shall have the following responsibilities:

- Determine the responsibility of the respondent in committing the alleged offense.
- Assess all the statements presented by all parties concerned.
- Recommend the resolution of the case that may be formative or punitive in nature depending on the merits of the case within ten (10) working of the convening of the UPCC.
- Maintain the confidentiality of the case and its proceedings by signing a non-disclosure agreement.

b. **Administrative Proceedings**

- 1) The student respondent shall be informed in writing of the allegation(s) and must submit a written explanation. The student's parent(s) or guardian shall be furnished with a copy of the letter.
- 2) The student shall have the right to listen and examine the evidence presented, ask clarificatory questions, and present evidence on their behalf.
- 3) In all stages of the proceedings, the student shall have the right to the assistance of a counsel of their choice.
- 4) The UPCC must have a quorum to pass a resolution.
- 5) Once a resolution is made, the UPCC shall submit its report to the President's Council as a recommending body.
- 6) Upon approval of the recommendation, the student shall be informed of the decision in writing.

**4. Appeal**

Should the respondent find the decision of the UPCC unfavorable, they may file an appeal within five (5) working days of the receipt of the decision. It must state the grounds and reasons for the appeal. Appeals not filed within the indicated period shall render the decision of the UPCC final and executory.

Depending on the campus, the appeal shall be submitted to:

- NU Manila: Office of the Assistant Vice President for Academic Services
- NU Campuses: Office of the Academic Services Director, if existing. Otherwise, to the Office of the Academic Director.

**5. Preventive Suspension**

As stipulated in Section 106 of the CHED Manual of Regulations for Private Higher Educational Education,

"A student under investigation may be preventively suspended from entering the school premises and attending classes when the evidence of guilt is strong. The responsible school official is morally convinced that the continued stay of the pending student investigation would cause a sufficient distraction to the normal operations of the institution or would pose a real or imminent threat or danger to persons and property inside the institution's premises."

## Section VII: Dangerous Drugs Testing

National University recognizes and fully supports the government's campaign against the trafficking and use of dangerous drugs and other similar substances. It envisions a safe and drug-free campus and community.

The University conducts its own random drug testing program starting the academic year 2017-2018. Guided by the policies under Article VII of CHED Memorandum Order no. 64 Series of 2017, this program is separate from the random drug testing to be conducted by the government pursuant to Section C of Article III RA 9165, otherwise known as "The Comprehensive Dangerous Drugs Act of 2002".

Nonetheless, it follows the government's guiding principles where those found positive for illegal drug use are considered victims who need assistance and guidance. Hence, the results will be strictly confidential and will not be used in any way for any criminal proceedings against the student.

### A. Service Provider

National University cooperates with a service provider in the implementation of the Drug Testing Program. The service provider has the drug testing expertise, technology, experience, and personnel to perform quality control and assurance programs that encompass all aspects of the drug testing process.

The collection, transport, and receipt of specimens, a chain of custody, and operation and interpretation of results shall be performed under the strict supervision of a physician designated by the Service Provider, who shall be a Dangerous Drug Board (DDB) Accredited Physician and with Training on Laboratory Management for Drug Testing Laboratories conducted by the Department of Health (DOH) and the Philippine Society of Pathologists (PSP), Inc.

### B. University Drug Testing Committee (UDTC)

The UDTC is composed of selected University officials who shall oversee the drug testing procedure, the selection process, and the evaluation of the whole program. The committee shall be chaired by a Drug Testing Coordinator who is duly appointed by the University. The DTC handles the overall program operation and safekeeping of the results forwarded by the Service Provider.

### C. Drug Testing Procedure

#### 1. Notification

All students are notified in writing of the drug testing program, however, failure to return the acknowledgment receipt shall not prevent the conduct of the drug testing.

#### 2. Selection

- a. The Drug Testing Coordinator shall convene the UDTC who will conduct the random selection of classes that will undergo the drug testing procedure.
- b. The committee shall ensure the confidentiality and integrity of the random selection of classes.
- c. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in evaluating the confirmatory drug test.
- d. The Service Provider shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times.
- e. The monitors assigned to ensure the integrity of the collection process shall be of the same sex as the student.

- f. The drug testing shall be done in the University and conducted by the duly accredited drug-testing laboratory. The UDTC shall assist the service provider in the conduct of the drug testing.

### **3. Treatment of Drug Test Results**

- a. The results of the drug test shall be strictly confidential. No results shall be published or posted, whether positive or negative.
- b. The service provider shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator.
- c. In case the test result is positive, a confirmatory test shall be conducted using the same urine specimen as the initial drug test.
- d. The results of the confirmatory test shall be transmitted by the service provider and handed directly to the Drug Testing Coordinator.
- e. If confirmed positive, the student shall be informed of the scheduled conference with the Drug Testing Coordinator. The student shall also be advised to refrain from revealing the test result to other persons.
- f. The first-time positive confirmatory drug test result shall not be a ground for non-readmission or any disciplinary action against the student.
- g. The Drug Testing Coordinator shall refer the student to a DOH-accredited physician to determine the student's dependency level. A student may be evaluated as:

#### **1) Non-drug dependent**

- The student shall then undergo a six (6) month monitoring period under the supervision of the drug committee of the National University. The monitoring period includes the following:
  - Counseling
  - Monthly drug testing with the service provider (at the expense of the student)
  - Other interventions identified by the UDTC
- The student must be drug-free within the monitoring period. The UDTC shall only declare the student drug-free at the end of the six-month monitoring period.
- If at the end of the six-month monitoring period, the student shows no sign of improvement or recovery or fails the drug test the second time, the UDTC shall refer the student to the DOH-accredited physician for further evaluation and assessment. The DOH-accredited physician can recommend for the UDTC to refer the student to a DOH-accredited facility suited to the student's level of dependency.

#### **2) Drug dependent**

- The student shall then undergo a six-month recovery period under the supervision of the DOH- accredited facility.
  - The UDTC shall only declare the student drug-free upon the presentation of a clearance given by the DOH-accredited facility.
  - The rehabilitation period of the student in a DOH-accredited facility shall be considered an official leave of absence by the University.
- h. If in the next drug testing program conducted by the University on the same student population and in another period the student is found positive the second time, the school shall proceed in accordance with Section 61 of RA 9165.

## Section VIII: Anti-Hazing and Non-Membership in Fraternity, Sorority, or Any Unrecognized Student Organizations

### A. Policy Statement

The University strictly prohibits hazing activities in any form, whether physical or psychological, committed by any student, individual, or organization, whether school or community-based. As defined under RA 11053, Hazing activities refer to any act occurring on or off campus that results in physical or psychological suffering, harm, or injury inflicted on a person as a prerequisite for admission or continuing membership in any fraternity, sorority, or organization or endangers the mental or physical health or safety of a student, regardless of the student's willingness to participate in the activity.

The University likewise prohibits students from joining fraternities, sororities, or other organizations, whether or not registered with the University, which condone or participate in hazing activities and other violent actions. Examples of hazing include but are not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, and forced consumption of any food. Liquor, beverage, drug or other substance and any form of sexual harassment and abuse,

In establishing this policy, the National University is exercising its right as an institution of higher learning I to prescribe the conditions and qualifications for enrollment, re-enrollment, employment, and engagement as members of the University.

### B. Objective

This policy aims to prevent and eliminate hazing activities in the University. This policy is based on the provisions of Republic Act 8049 as amended by RA 11053 (The Anti-Hazing Act of 2018). It aims to promote a safe and healthy environment for all university community members. It also intends to prevent students from joining fraternities, sororities, or other organizations that condone or participate in prohibited hazing activities and other violent actions.

### C. Coverage

This policy shall apply to applicants, current students, faculty members, employees, and other personnel of the National University with respect to their compliance with the provisions of the Anti-Hazing Law.

### D. General Guidelines

#### 1. **For New Applicants**

Applicants shall be required to disclose their membership in any fraternity, sorority, or organization, whether school or community based, that participates or engages in hazing or violent initiation activities as part of the application process. This will be reflected in the question of membership in fraternities and sororities online application in NU Quest with RA11053 spelled out.

#### 2. **Disciplinary Action**

- a. Any student found guilty of engaging in hazing activities shall, after due process, be subject to disciplinary action, including expulsion from the university.
- b. Any student organization found guilty of conducting or condoning hazing activities of its members shall be subject to revocation of its recognition by the university.
- c. Any student who joins fraternities, sororities, or other organizations not recognized by the University that condone or participate in violent acts such as hazing and initiation activities shall be subject to disciplinary action, including suspension or expulsion from the University.

**3. *Education and Awareness Program***

- a. The Student Discipline Office shall conduct regular awareness programs to inform students about the dangers of hazing activities and the penalties for committing such prohibited activities.
- b. The Student Development and Activities Office shall ensure that appropriate measures are taken to inform the students of the provisions of this policy. These measures shall include, but shall not be limited to the following:
- c. Policy reminder through the Certificate of Registration
- d. Inclusion of the provisions in the Student Handbook, student, and class orientations.
- e. Regular reminders during classes.
- f. Provide training and resources to student organizations.
- g. Conduct seminars on values and character development, mental and physical health, bonding and camaraderie, and other activities promoting the overall wellness of students.

## Section IX: Student Grievance

Students at National University are given the right to air their grievances against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Nationalian academic community. Formal grievances may be pursued only as a last resort. The procedures for handling grievances are outlined in this section. For assistance, students are encouraged to meet with the Student Council.

### A. Definition of Grievance

For purposes of this section,

1. A grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as a respondent that may be the cause of a complaint.
2. A grievance may be informal or formal. The grievance made orally is considered informal. Any informal grievance complaint should be settled informally.
3. Only when a grievance is reduced into writing and duly signed does it become a formal complaint and will follow the set of procedures as mentioned in this section below.
4. A grievance may be academic or behavioral. An academic grievance arises from any controversy related to learning or performance in academic courses while a behavioral grievance arises from the manner a person conducts himself/herself.

### B. Academic Grievance

Any informal or formal complaint against a member of the academic college community should be reported to their immediate supervisor. Such as complaint cases against teachers, which should be reported to their program chairs, or the case against program chairs should be reported to their College/School Deans. As much as possible, cases on member/s of the academic college community should be settled by the college/school dean.

A student's grievance may be against a/an:

- Fellow student
- Faculty member
- Administrator
- Trainer/coach

A student grievance against a support staff shall be handled on a level-by-level basis following the order or hierarchy of the administration as follows:

- Class adviser, if available
- Program chair/Associate Dean
- College/School Dean
- Student Development and Activities Director or Coordinator
- Immediate Head of the Student Development and Activities Director or Coordinator

If the complainant is not satisfied with the decision of the college/school dean, they can elevate it to the Student Grievance Board for investigation.

### C. Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University rules and regulations implementing RA7877, otherwise known as the "Anti-Sexual Harassment Act".

1. The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Any student having a complaint of sexual harassment should follow the steps outlined in this Section. The student complainant may forward his/her complaint to the respondent's superior in cases deemed necessary.

**D. Composition of the Student Grievance Board**

- Student Development and Activities Director or Coordinator as chair and presiding officer
- College/School dean of the student complainant
- College/School dean of the student/faculty respondent; or department head if the respondent is a non-faculty employee
- Human Resources Campus Head
- Representative of the University Student Government
- Representative of the Association of National University Employees (ANUE), if the complaint is against a support staff

**E. Formal Grievance Procedure**

The procedure for filing and settling a complaint by level is as follows:

1. The student files a written complaint to be submitted to the direct supervisor of the subject of the complaint.
2. The direct supervisor conducts a one-to-one conference with the student/faculty/staff respondent, the purpose of which is to settle the matter amicably.
3. If the faculty adviser fails to resolve the case, he/she refers it to the department chair/dean. The department chair/dean then creates an ad hoc committee to deliberate on and resolve the conflict.
4. If the decision on the case by the department chair/college dean is not satisfactory to the student complainant, he/she may elevate the case to the Student Grievance Board, chaired by the Student Development and Activities Director or Coordinator.
5. The Student Development and Activities Director or Coordinator convenes the Student Grievance Board, which then hears the case until the conflict is resolved.

**F. Procedural Requirements/Guidelines during the Hearing/Deliberation**

1. The Student Development and Activities Director or Coordinator acts as the chair and presiding officer during the hearing. S/He shall start the proceedings by reading the complaint and replies filed before the Board.
2. Once a decision is made by the Board, copies of the decision are furnished to all parties concerned. In case the complainant is not satisfied with the Board's decision, he/she may move for a reconsideration of the case with the Board within 48 hours after receipt of the decision.
3. If the complainant fails to file an appeal for reconsideration within 48 hours after receipt thereof, the decision becomes final and executory.
4. Decisions on student grievances against any NU employees shall align with the HR policies and procedures on handling disciplinary cases against NU employees.

## Section X: Information Technology Systems Office

The Information Technology Systems Office (ITSO) provides the following technology services and support to students and employees of the University.

### A. **NU Account Information**

1. ITSO is responsible in assigning all students an official NU account. NU Accounts are assigned upon enrollment and will be used for official announcements and communications. The NU Account format is as shown:

- Student Name: Don Mariano Fortunato Jhocson
- NUIS Account and NU Email Address: jhocsondf@students.national-u.edu.ph

### 2. **Password Reset**

Self-Service Password Reset allows users to change their password online via <https://aka.ms/sspr>

- For other NU account and Microsoft 365 app concerns, you may use the NU Manila ITSO Ticketing link (Ticket Form) <https://bit.ly/ITSO-Ticketing> to submit your request.
- For locked account, you may use this link <https://bit.ly/Ticket-Lock-Account> to submit your request.

### 3. **Account Lifecycle**

The account lifecycle of a student account discusses the process of account creation, deactivation, reactivation, deletion, and the data retention policy applied.

The account is issued upon enrolment and will be retained the same and active until the student exits the university. Once the student has graduated or transferred from the University, his or her account is categorized for deletion.

An account is deactivated for the following reasons:

- **Leave of Absence (LOA)** – Deactivated after the date of filing.
- **Non-enrolment to the University** - Deactivated if not enrolled in the current term.

An account may be reactivated only for the criterion below:

- **Returning Student** – A returnee slip signed by the Registrar's Office, or a Certificate of Registration (COR) must be presented before the reactivation of the account.

The account is subject for deletion after the student has graduated or has transferred out from the University.

- **Graduated** – Deleted after two (2) months from the date of graduation march.
- **Transfer Out** – Deleted after clearance signing.

The retention for data and files stored in Microsoft services, such as OneDrive for Business, are removed based on their category listed below:

- Two (2) months after the date of graduation march.
- Immediately after clearance signing for transferred students.

Users should back up files stored in OneDrive for Business to their personal drives, as the service will also be discontinued.

### B. **NU Information System (NUIS)**

The National University Information System (NUIS) is the main management information system of NU



designed to support the university in its daily transactions and services. The NUIS can be accessed through: <https://onlineapp.national-u.edu.ph> using your NUIS account information as provided in Section X.A.

The NUIS has the following modules for students:

#### **Documents & Manuals**

- **Academic Calendar** – This module displays the university’s official academic calendar. It serves as a guide to help students keep track of important academic events, deadlines, and holidays throughout the term.
- **Registrar Manual** – This module provides downloadable versions of Registrar-related forms such as requests for transcripts, certifications, and documentations. It serves as a resource hub for student document processing.
- **Student Manual** – This module contains digital versions of the student handbook, including the latest policies and updates. It helps students stay informed about their rights, responsibilities, and campus regulations.

#### **Student Services**

- **My Profile** – This module contains personal information, educational history, and family background of the student. It serves as the student's official profile in the university's records.
- **Apply for Scholarship** – This module allows continuing students to apply for their preferred scholarships for the upcoming term. It provides access to scholarship requirements, deadlines, and application status.
- **List of Class Offerings** – This module shows all available courses for the current term. Students can view class schedules, sections, and check for slot availability before registering.
- **My Clearance Information** – This module helps students monitor any outstanding liabilities such as unpaid fees, unreturned materials, or academic requirements. Completing these is necessary for enrollment and other transactions.
- **My Flowchart** – This module displays the student’s curriculum flowchart. It shows completed, ongoing, and remaining courses, and is especially useful for transferees reviewing credited subjects.
- **My Schedule Viewer** – This module shows the student’s current class schedule based on their enrolled subjects. It includes course names, time slots, room assignments, and instructor names.
- **My Student Ledger** – This module allows students to view a summary of their financial transactions. It includes assessments, payments made, and any outstanding balances for the term.
- **Online Class Registration** – This module is used to reserve courses the student intends to enroll in for the next term. It helps ensure students secure slots in classes with limited capacity.
- **Online Enrollment** – *This module finalizes the enrollment process by confirming reserved courses through online payment or submission of proof of payment. It allows students to officially enroll without visiting the campus.*
- **Online Teacher’s Evaluation** – This module allows students to evaluate the teaching performance of their instructors. It is mandatory during Midterm and Final periods and must be completed to view their grades.
- **View Certificate of Registration** – This module generates a downloadable and printable version of the student's Certificate of Registration (COR). It includes course details, units, assessment fees, and schedule for the term.
- **View My Grades** – This module displays the grades for all courses the student is enrolled in during the current grading term. It provides a summary of academic performance and remarks per subject.

#### **C. Microsoft 365®**

Microsoft365 empowers students to unlock creativity, promote teamwork, and provide a simple and safe experience in a single, affordable solution built for education. As one of the Microsoft® Showcase Schools in the Philippines, NU provides the students access to these tools for free as one of their

benefits. This is to ensure that the students are exposed to the same technology that most companies are using to help them be familiar with these tools even before joining the corporate world as Nationalians.

**D. Student ID Card**

The Student ID Card is issued every first term of the school year or upon enrollment for new students. ID Card contains the basic information of the students given to the university during admission.

The following are some of the important reminders on the use and care of the Student ID.

1. Students must check if the information printed on the card is accurate before leaving the ITSO.
2. The ID Card contains a magnetic chip used to validate if the student is enrolled or not. Please make sure that the card is not bent or twisted.
3. Any damage caused to the card by the student will require a replacement of the card, with a corresponding replacement fee.
4. In case of a lost ID:
  - a. Secure an affidavit for loss and present it to the Student Discipline Office (SDO) for verification.
  - b. Request a temporary pass from the Student Discipline Officer.
  - c. Proceed with the NU cashier to pay the ID replacement fee.
  - d. Present the proof of payment for ID replacement to ITSO and get a new ID card.

**E. Reserving IT Equipment and Devices**

IT equipment is only allowed to be borrowed by NU Employees. In case a student, group of students, or a student organization will need to borrow IT equipment for a valid purpose, the course instructor, organization faculty adviser, or any authorized employee can borrow the equipment on behalf of the student(s) or student organization. The request must be submitted to ITSO at least five (5) working days before the scheduled event.

**F. Computer Laboratory Policies and Guidelines**

These policies are developed to provide a secure, reliable, and effective learning environment while ensuring that IT resources are used appropriately. These guidelines apply only to the Computer Laboratories maintained by ITSO and all users of the computer laboratories including students, staff, and faculty. These guidelines are subject to change and review and will be updated from time to time. Failure to comply with these policies may result in the loss of computing privileges and/or possible disciplinary actions as stipulated in Section VI Student Discipline.

1. Before entering the computer laboratory, remember that your assigned course professor must be available and is in charge of informing the ITSO to have it prepared.
2. Laboratory users are responsible for their belongings. ITSO is not responsible for personal items that are lost or stolen while inside the computer laboratory.
3. Mobile phones are to be switched off or set to silent mode.
4. Maintain a quiet environment, unless instructed otherwise. Avoid disturbing other classes.
5. FOOD and DRINKS are strictly prohibited anywhere inside the computer laboratory.
6. Use your assigned NUIS credentials to sign into the computer units. Sharing of credentials is strictly prohibited. The account owner is responsible for whatever actions are associated with your account.
7. All computer units in the computer laboratory are for academic, instructional, and research purposes only. Using school-related equipment for personal and commercial gains is strictly prohibited.
8. Do not disconnect any cables or peripherals from the computer units for your devices such as laptops, switches, etc.

9. Do not dismantle equipment to troubleshoot issues.
10. If any computer unit malfunctions, laboratory users should not attempt to repair it. Inform any of the ITSO Staff immediately.
11. Playing any kind of GAMES is strictly prohibited.
12. Only software owned by or licensed to National University shall be installed in the computer laboratories. Seek approval from ITSO in case you need assistance. ITSO reserves the right to uninstall or remove any unapproved software from the computer units.
13. Laboratory users are encouraged to use their OneDrive for Business in storing their personal or school-related documents or files. Saving your files to the internal storage of the computer units is discouraged as they are maintained and reformatted from time to time. ITSO is not responsible for any damage or loss, nor in any way for restoring the lost or corrupted files.
14. Use of any type of external storage devices such as mobile phones, flash drives, or external hard disks is strictly prohibited.
15. Modifying any computer configuration such as desktop wallpaper, audio, or any peripherals is strictly prohibited.
16. Any attempt to violate the security of the system, e.g., guessing passwords, using any hacking tools/software including VPNs and other type of proxy servers to penetrate the system, or bypassing the firewall will result in appropriate disciplinary actions of up to grave offense.
17. Laboratory users are prohibited from sending any form of communication that may result to harassment or offensive messages, photos, or files to anyone both internal and external of the university.
18. Accessing pornographic materials and/or explicit contents or sites is strictly prohibited.
19. Accessing to any social media platforms while using the computer units in the laboratory is strictly prohibited.
20. Observe cleanliness at all times.

#### G. **Wireless Internet Access for Students**

##### **Wireless Internet Access for Students**

Students are provided access to a wireless network every term. The following guidelines on the use and access of the wireless network should be observed. Any violation of these guidelines shall be subject to disciplinary action in accordance with Section VI Student Discipline.

1. Wi-Fi Access to students is filtered for educational purposes only. Use of any type of proxy server or VPN to bypass network security is strictly prohibited.
2. Students have an unlimited Data Allowance every term (90 days).
3. Students can only register and use one (2) device for the entire term. In case of loss/damage of the registered device, visit the ITSO and present the issued Wi-Fi Voucher for replacement.
4. Wi-Fi Voucher replacement can only be claimed if the allotted data allowance is only less than 50% consumed and should be less than 45 days from the first time it is used.
5. Acceptable terms of use are available at the portal and should be read and accepted before using the Wi-Fi service.

#### H. **NU Manila ITSO Ticketing System**

The NU Manila ITSO Ticketing System helps us manage and respond to your IT concerns in an organized and timely manner. To ensure a smooth support process, please follow the guidelines below:

1. Accessing the Ticketing System
  - The ticketing system can be accessed through <https://bit.ly/ITSO-Ticketing> (**Ticket form**)

<https://bit.ly/Ticket-Lock-Account> (**Ticket form for Lock Accounts only**)

2. Submitting a Ticket
  - Select the appropriate type for your request (e.g. Internet/Network Concern; NU Account Issues; Microsoft 365 Apps Concern)
  - Provide your NU Email Address and Full Name
  - Provide a clear and detailed description of the issue
  - Attach relevant screenshots or documents, if applicable
  - Provide your preferred contact method (e.g. Email and Teams Chat)
  - Avoid submitting duplicate tickets for the same concern
3. Tracking and Resolution
  - Users will receive an email confirmation with a ticket reference number upon submission
  - ITSO will review and prioritize tickets based on urgency and impact and will provide queueing number per ticket
  - ITSO will send an email notification regarding the status of the user's request
1. Accessing to any social media platforms while using the computer units in the laboratory is strictly prohibited.
2. Observe cleanliness at all times.

#### **G. Wireless Internet Access for Students**

- B. Wireless Internet Access for Students

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3. Students can only register and use one (1) device for the entire term. In case of loss/damage of the registered device, visit the ITSO and present the issued Wi-Fi Voucher for replacement.
4. Wi-Fi Voucher replacement can only be claimed if the allotted data allowance is only less than 50% consumed and should be less than 45 days from the first time it is used.
5. Acceptable terms of use are available at the portal and should be read and accepted before using the Wi-Fi service.

## Section XI: Student Services

### A. Community Extension Office Guidelines for all Community Engagements, Activities, and Projects

The Community Extension Office commits itself to nation-building by molding good citizens and by participating in the development of communities. Through its programs and projects, it seeks to realize sustainability, resiliency, and replicability manifested in a community where there is Economic Prosperity, Environmental Responsibility, Cultural Vitality, and Social Equity.

This unit aims to improve standards of living and welfare of its stakeholders through programs/projects designed based on the ComEx Manual. Therefore, engagements that focus on the marginalized, minorities, and indigenous groups are given priority. By using a participatory approach, collaboration with the NU community is highly encouraged. With this, students have an equal role in achieving the university's objectives. They serve as the manpower that aids in accomplishing community outreach activities. Hence, the importance of overseeing students' participation in community extension activities. This also aids in the enhancement of our services, and fulfillment of the standards required in monitoring the students' volunteering hours.

#### **POLICIES AND GUIDELINES ON OUTREACH ACTIVITY FOR STUDENTS AND RSO STEP 1. INITIATE**

A duly recognized or accredited student organization may initiate a

1. Community outreach activity to support the sustained project of their mother college/department.
  2. Community outreach activity based on the organization's advocacy (for special interest organizations)
  3. Community outreach activity relative to disaster preparedness, mitigation, and rehabilitation for victims
  4. Emergency outreach activity
- ComEx student volunteer groups shall submit their ComEx Activity Matrix before the start of the next academic year. This is to prepare the calendar of activities of community extension engagements.
  - The student organization submits a Letter of Intent to the Community Extension Office (ComEx) of a student-initiated community engagement endorsed by the Adviser and the Activity Proposal,

#### **Identify communities for partnership based on the following:**

- (1) Marginalized/Minority
- (2) Indigenous Peoples Community
- (3) Non-grid/Off-grid areas.

- **Criteria for Selecting Communities:**

1. Stable peace and order situation

2. Lack of political unrest
  3. Low health and safety risk area
  4. Availability of public transport
  5. Cooperative LGU/Local Leaders
  6. Community's openness to partnership
  7. Relevance of our academic programs to their implied need
  8. Willingness to participate in community development programs.
- Ensure that the activity is anchored to the needs of the community.
  - Prepare the proposal based on the template of the ComEx Office.

## **STEP 2. COORDINATE**

The target group's consent must be secured (especially if LGU's/organizations/communities are involved). The date for the implementation shall be set in consultation with the target group. A courtesy letter must be submitted to the target group/community.

## **STEP 3. ASSESS**

The activity proposal reviewed by the organization adviser/s, the ComEx Coordinator reviews submitted outreach activity proposal and community profile. This involves initial review if the proposal meets the basic requirements as stated in the ComEx Manual.

## **STEP 4. PLAN**

The final proposal together with related documents shall be submitted by the organization to the ComEx Office, c/o the ComEx Coordinator for Student Organizations, who considers the proposal's completeness and compliance with the requirements.

- If a proposal meets the basic requirements, the ComEx Coordinator presents this to the ComEx Supervisor for assessment in terms of the set criteria. Once reviewed, the ComEx Supervisor shall endorse the proposal to the ComEx Director for a decision. After which, the ComEx Supervisor recommends this to the ComEx Coordinator for endorsement to SDAO/College.

## **STEP 5. IMPLEMENT**

After its approval by the SDAO/College, an outreach activity shall be implemented by the student organization.

- If major changes are made, the project leader must coordinate with ComEx Coordinator prior to carrying out such changes before its implementation.
- If a project is deemed not implementable due to circumstances beyond the control of the organization, the group should recommend the cancellation of the project to the ComEx Coordinator. Such cancellation requires the endorsement of the ComEx Supervisor and the approval of the ComEx Director.

## **STEP 6. EVALUATE**

After the activity has been successfully implemented, an evaluation shall be conducted by the leader and the volunteers involved in the activity.

- The basis of evaluation would be the approved activity proposal. Its focus shall be on the implementation
- of the activity as planned and its possible conversion or integration into a sustainable project in the future.

- The post-activity report must be submitted to the ComEx Coordinator **2-3 weeks after the activity** was implemented. Documentation must include pictures and/or videos of the actual activity.

#### **IMPLEMENTING GUIDELINES FOR ON-CAMPUS ACTIVITY**

- On-campus ComEx activities must be documented and submitted to the ComEx Office.
- If community partners are involved in the on-campus activity, a letter informing the Health and Safety Committee regarding the activity must be submitted. This includes the list of community participants and vehicles/s that will enter the University.
- There must be at least one (1) among the proponents who will cater to the partner communities' concerns as liaison.
- The submission of documentary requirements must be done 15 working days before the first implementation date.
- Activity implementers must ensure that participating partner communities do not have other engagements (both online and offline) for the whole day.
- An on-campus activity may only proceed once the status is approved by the SDAO (if a Registered Student Organization) or College (if a local student council/college activity).
- All participants must adhere to the health protocols set by the HESACOM.
- If cancellation of an on-campus activity takes place due to a fortuitous event, the lead proponent(s) must inform the community extension coordinator and the partner community immediately or at least a day before.

#### **IMPLEMENTING GUIDELINES FOR OFF-CAMPUS ACTIVITY**

- Off-campus community extension activities must be documented and submitted to the ComEx Office.
- A vehicle reservation form must be filled out and submitted to the ComEx Office with the attached proposal and a list of passengers including the accompanying adviser.
- The submission of documentary requirements must be done **30 working days before** the first implementation date.
- Project implementers must ensure that participating partner communities do not have other engagements (both online and offline) for the whole day.
- An off-campus activity may only proceed once the status is approved by the SDAO (if a Registered Student Organization) or College (if a local student council/college activity).
- All participants must adhere to the health protocols set by the HESACOM.
- If cancellation of an on-campus activity takes place due to a fortuitous event, the lead proponent(s) must inform the community extension coordinator and the partner community immediately or at least a day before.

#### **GUIDELINES FOR CONDUCTING FUNDRAISING, DONATION DRIVES AND SPONSORSHIP**

- Voluntary donation drives/sponsorship/fundraising activities may be supported by the ComEx office if it adheres with the community extension activity guidelines.
- This is to ensure that community engagements are not being carried out solely by the institution alone but in partnership with relevant stakeholders to maximize effective and efficient service delivery proposed for partner communities/organizations.
- All fundraising, donation drives, and sponsorship programs must be formally laid down on paper, complete

with all necessary elements/components as set in the Community Extension Manual.

- The identified beneficiary or charitable organization should be verified before the activity is implemented to ensure they meet the criteria for selecting communities set by the ComEx Office. Hence, a community profile shall be submitted by the student organization.
- The financial report (which includes the disbursement and turnover of proceeds generated from the fundraising activity) will be submitted to ComEx Office. As well as the issuance of a Donation / Sponsorship Receipt which includes all details pertaining to the donation or sponsorship.
- All fundraising projects must first be pre-approved by the ComEx Office prior to its implementation.

#### OFFICIAL COMMUNICATIONS AND FINANCIAL TRANSACTIONS

- All transactions/communications shall be accomplished and signed by the activity leader and organization adviser. If there are collaborating organizations, the signature of at least one (1) student representative or one (1) organization adviser from all collaborating organizations must be included. Likewise, all communications to the organization will be addressed and directed to its activity leader, copy furnished to the Student Organization Adviser and the ComEx Coordinator.
- Official communications from the student organization that is addressed to the target group and other relevant parties relative to the project shall be duly endorsed by the Student Organization Adviser and the ComEx Coordinator. Copy shall be furnished to them likewise.
- Activity proposals shall include a proposed budget which covers the costs for the implementation of its component activities and the budget source. All needed supplies and expected expenses should be itemized in the line-item budget of each activity.
- Funding for a project may be requested from the Accounting Office based on the approved budget of the student organization, if there are any. Furthermore, all financial transactions shall be dealt with by the Accounting Office, subject to its existing policies and regulations.

For the forms needed, activity proposal-related or document submission concerns, please email the ComEx Coordinator for Student Organizations. For communications and other concerns, please email at [comex@national-u.edu.ph](mailto:comex@national-u.edu.ph).



**A. Facilities and Equipment**

The use of university facilities and equipment is subject to prior consent or approval of the Physical Facilities Management Office.

**1. Procedure for Securing Approval or Authorization**

- a. The student or group of students shall secure a copy of Facilities Reservation Form from the Physical Facilities Management Office.
- b. The College Dean/Adviser shall sign the reservation form as recommendation for approval.
- c. If the requesting group is a recognized student organization, the reservation form must be noted by the adviser and approved by the campus head of the Student Development and Activities Office.
- d. Submit the duly accomplished reservation form, copy of the event program, and proposed lay-out of the venue to the Physical Facilities Management Office at least one (1) week before the date of event.
- e. Late submission of required documents shall nullify the reservation.

**2. Posting of Announcements and Other Similar Materials**

Streamers, tarpaulins, banners and other signages prepared for mounting in designated areas of the campus must be routed through the appropriate offices for approval (SDAO and Corporate Marketing and Communications Office for NU Main).

**B. Guidance Services**

Guidance Services refers to the different organized programs and activities geared toward developing self-directing individuals to carry out personal plans, make personal choices, and cope with adjustments through establishing desirable behavior patterns. It assists the individuals to achieve holistic development using their basic potential and environmental opportunities. Encounters and interactions facilitated with students and the information acquired from the different services are confidential and will be handled separately from all records kept by the school. Consultation and coordination with faculty and staff, referral system, research, follow-up activities, and individual inventory are naturally embedded in the system to promote effective services to the entire community.

**1. Smart Chat**

Smart Chat is the heart of the guidance services. It is a process of dynamic interpersonal relationships that will help the individual overcome obstacles for personal growth. It involves assisting a student in the reorganization of attitudes, feelings, and emotions through self-realization and awareness. Smart Chat is a year-round service offered to students and can be done individually or in groups. It can be done thru referral, invitation, and walk-in.

**2. Student Development Program (SDEP)**

This program is designed to address student needs in various areas that will help them develop life skills and achieve well-balanced personhood. The components identified are based on the student needs assessment.

The following are the components of SDEP:

- Academic and School Adjustment Program (ASAP)

- Career Development and Planning Program (CDAPP)
- Values, Social, and Personal Development Program (VASOPED)
- Home and Family Relationship Program (HAFREP)
- Holistic Enhancement of Student Leaders Program (HELP)

### **3. *Student Module for Interactive Learning Experience (SMILE)***

This is composed of various topics conducted through group guidance sessions or learning sessions. The topics presented will provide learning that can be used by the students in everyday living. The activities involved are also aimed at promoting self-awareness and understanding of individual experiences through sharing and self-expression.

### **4. *Student Empowerment Program (STEP)***

This program is aimed at empowering the individual to be socially involved and expressive of one's thoughts and feelings through a guided dialogue. This activity serves as an avenue for open communication, respect for the opinion of other individuals, and insight sharing.

### **5. *Student Wellness Assessment Program (SWAP)***

This involves the administration of different testing materials that will help in identifying student personality, level of intelligence, and other significant data. The result of the test and evaluation is confidential and will be used for counseling and research purposes only. Various research and surveys are also conducted to continuously answer the needs of the students.

### **6. *Support Group Management***

Peer facilitators, children of OFW, student-athletes, LGBT, and other special populations are managed to provide assistance specific to their conditions. Different activities are provided to establish a support system among peers. These Support Groups/Recognized Student Organizations (RSO) are as follows:

- **National University Peer Facilitators (NU PEERS)**, a Recognized Student Organization (RSO) of NU Manila under the Guidance Services Office, advocacy for Mental Health. It exists to facilitate the growth of the students' emotional and psychological well-being through various projects and activities.
- **National University Sexuality and Gender Alliance (NU SAGA)**, a Recognized Student Organization under the Guidance Services Office that supports and uplifts the LGBTQIA+ Community in the institution. NU SAGA aims to stand for their rights, amplify their voices while creating safe spaces to have an inclusive, genderless and friendly Nationalian community.
- **National University Holistic Opportunities for Personal Enhancement (NU HOPE)**, the first Support-Group under the NU Peers that aims to provide assistance to the Nationalians who are in need, especially when it comes to their mental health. It is a support group that centers on the ideas of healing to promote openness, self-empowerment, encouragement, and holistic opportunities.
- **National University Power Wellness for Rising Student-Athletes (NU PWERSA)**, a Support-group (under application for Probation as an RSO), commits to provide assistance to student athletes

through different activities targeting their personal, academic, and mental health concerns so they can be well-rounded individuals.

- **National University Working Alliance of Inspired Scholars (NU WAIS)**, a Support-group under the Guidance Services Office that aims to help the scholars have an avenue outside academics.
- **National University Guild of Empowered Individuals for Non-Traditional Families (NU LINGAP)**, a Support-group that aims to cater, support, and empower Nationalian students who belong from Non-traditional families. In providing them opportunities to build camaraderie and belongingness, it is believed that they can be able to foster a welcoming environment, empower our students, and address the underlying concern of students about their experiences, specifically, in the family systems.
- **NU BUKLOD**, is a Support-group under the National University Guidance Services Office, formed to cater Nationalian PWD community. NU BUKLOD aspires to support and assist them by way of programs where they can be empowered as self-advocates.
- **Interactive Leadership Enhancement Advocacy Program (i-LEAD)** is a Support-group under the National University Guidance Services Office. The main objectives are to identify and train students with leadership interest and potentials to be the next University leaders and of their respective communities.
- **NU BISIG is a Support-group** under the National University Guidance Services Office. It serves as a beacon of support and inspiration among the Student Assistants of NU Manila., embodying the spirit of unity, learning, and personal development.
- **NU Striving Individuals with Passion Assistance Group (NU SIPAG)** is a Support-group of working students and student business owners. Their goal is to support one another and assist the students who support their own education and be united as a family in National University.
- **NU KAISA (KA-International Student Alliance)**. A support group that advocates diversity within students from all races & nationalities. KA-ISA seeks to provide support for mental health and social adjustment thru fun-filled experience for and with international & exchange students together with Filipino student-advocates.

## **7. Information Service**

This includes activities that disseminate relevant information to students thru bulletin boards and social media posting, orientation, text advisory, handout creation, and other printed materials. It also gathers information to be used for various purposes.

***If you need some SAFE SPACE, kindly take note of the following:***

Your mental health and wellbeing are of utmost importance to us, and we want to ensure that you have access to the support and resources you need to thrive, both academically and personally. You can now book and schedule your Smart chat appointment (Face-to-face or on-

line) with your counselor using our ***NU GSO SMARTChat Booking page***: [bit.ly/BookUrNUCounselor](http://bit.ly/BookUrNUCounselor).

You may also email your concern at [guidance@national-u.edu.ph](mailto:guidance@national-u.edu.ph) or visit our official Facebook page: NU Guidance Services Office for more GSO news and updates.

### C. Health Services

The Health Services Office (HSO) aims to provide services that can protect, improve, and sustain the physical, biological, and social welfare of the students, thereby molding them into healthy and wholesome individuals. This goal is achieved through a balance of activities as well as good coordination and cooperation with the school administration, school personnel, parents or guardians of the students, and government and non- government agencies.

#### 1. **General Operational Objectives:**

The Office aims to deliver excellent customer service through:

- a. Accessible medical and dental services
- b. Well-equipped clinics
- c. Trained medical support personnels

#### 2. **Vision**

The National University Health Services Office integrates health into education by offering high-quality, patient-centered, and accessible prime care.

#### 3. **Mission**

The National University Health Services Office is dedicated to supporting the health and well-being of students and employees through quality health services and programs.

We are committed to:

- Reducing health-related barriers to learning and absenteeism to enhance student achievement
- Promoting the health, safety, and wellness of all students and employees
- Fostering positive and collaborative relationships within the community
- Advancing best practices in health services through ongoing professional development

#### 4. **University Core Values**

The National University Health Services Office upholds the University's Core Values:

- A. **Integrity.** Ensuring a healthy environment with quality medical and dental services while maintaining strict confidentiality
- B. **Compassion.** Offering patient-centered primary care with effective and appropriate treatment

### ***I. School Health Services***

The following are the services offered by the HSO:

- Medical consultation and counselling/advise
- Medical and dental services
- Online consultation
- First aid treatment
- Enrollment Physical and Dental examination of new students (Freshmen and Transferees)
- Emergency referrals
- BP monitoring of students with hypertension

- Immunization (flu, Hepatitis B, etc.)
- Information dissemination through webinars and email blasts
- Issuance of medical certificate for OJT, internship, and off-campus activities

## ***II. Health Services Office Policies and Protocols***

- All new students (freshmen and transferees) must undergo pre-enrollment physical and dental examinations.
- All new students (freshmen and transferees) are required to submit a Chest X-ray upon enrollment.
- Students who have not complied with the Chest X-ray requirement will not be cleared from HSO for the next enrollment.
- All medications will not be dispensed to students without a thorough evaluation by the University Physician/Dentist/Nurse.
- All students should follow all the health protocols being implemented on the campus.
- Students with fever and any communicable disease such as Acute Conjunctivitis, Chickenpox, Mumps, Measles, Flu-like Illness and with Covid-related symptoms shall be sent home immediately.
- A medical certificate will be issued to a student who consulted with the HSO at the time of illness. **NO CONSULTATION** (face-to-face or online), **NO MEDICAL CERTIFICATE** policy is strictly implemented.
- All students should observe the HSO's online consultation schedule (Monday to Saturday – 8:00AM to 11:30AM/1:00PM to 4:30PM) - **NO ONLINE CONSULTATION ON SUNDAYS AND HOLIDAYS!**
  - If the student is not feeling well, especially in times of pandemic or outbreak, please follow the guidelines below:
    - Stay at home.
    - Don't come to school and inform your professor or Dean.
    - You may have an online consultation with the available HSO Physician (make an appointment first with the Nurse in-charge of your college for proper triaging).
    - For students who have consultation with Physician outside of NU, please secure a medical certificate/clearance from your attending Physician and present it to the HSO for validation.
    - The HSO will then issue a clearance form prior to attending your classes.
  - All students for OJT/Internship/Hospital Duty should follow strictly the schedules provided for the colleges:
    - **For CAH, CEAS and CBA** – M-W-F only (8:30AM to 11:30AM and 1:30PM to 4:30PM)
    - **For COA, COE, CCIT and CTHM** – T-Th only (8:30AM to 11:30AM and 1:30PM to 4:30PM)
  - All students participating in group off-campus activity/tour should present a **Letter of Request for Medical Clearance** 1 month prior to the scheduled activity for proper coordination and scheduling of student participants for Physical Examination.
  - All students with pending requirements (Chest X-ray, Cardiologist/Pulmonologist clearance, etc.) will not be given medical clearance for the said activity.

## ***III. Student Accident Insurance***

In case of an accident inside and outside the school premises, the student must do the following:

- Accomplish the Accident Insurance Claim Report Form from the HSO.
- Submit the following basic documents:

- Police Investigation Report
- Medical Certificates and Original copy of Hospital Statement of Accounts
- Original Official Receipts of Hospital bills/Professional Fees
- Original Official Receipt of medicines purchased outside the hospital and their prescription.
- For Accidental Death claims, also give a Birth certificate and Death certificates, Autopsy reports, Marriage Contract, or any documents that will prove the relation of the Claimant/Beneficiary
- Proof of Enrollment (School ID/COR)
- c. Submit the original and photocopy of the documents to the SDAO.
- d. SDAO will coordinate with the insurance company for the reimbursement of the student.
- e. Once approved, the insurance company will issue a check and forward it to the NU General Accounting Office.
- f. The General Accounting Office will issue the check to the parents/student of the student.
- g. To claim, the student must write and authorization letter allowing his/her parents to claim the insurance.
- h. Insurance Coverage:
  - Accidental Death & Disablement (AD&D)                      \*Due to accident max of 30 days
  - Unprovoked Murder or Assault (UM&A)                      \*Due to sickness max of 75 days
  - Medical Reimbursement (MR)                      • Double Indemnity
  - Medical Reimbursement (MR)- due to Covid19                      • Commercial general liability (CGL)
  - Accident Burial Benefit (ABB)                      • Loss of Life Cash Assistance (Covid-19 and Dengue)
  - Cash Assistance                      • Motorcycling Benefit (subject to helmet warranty)
  - Daily Hospital Income (DHI)
- D. Learning Resource Center

The University library is also known as the Learning Resource Center (LRC). As a general rule, the LRC is open to all bonafide students, faculty, employees, and alumni of the National University. Alumni may avail themselves of the services of the LRC subject to its rules and regulations. Suppose the client is seriously delinquent in the rules and regulations. In that case, the library staff may deny the use of the LRC, and it may be referred to the appropriate authority for disposition.

## 1. POLICIES, RULES, AND REGULATIONS

### LRC Service Hours

#### Regular Operating Hours

Monday to Friday	7:00 am to 7:00 pm
Saturday	8:00 am to 5:00 pm

## 2. Entrance to the LRC

As a general rule, the LRC is open to all bona fide and fully vaccinated students, faculty, and employees of the National University. Alumni and outside researchers may avail of the services of the LRC subject to its rules and regulations.

If the LRC users are delinquent in following the rules and regulations, the library personnel may deny the borrowing privilege, and the user may be referred to an appropriate authority.

- 2.1. LRC users are required to disinfect and wear a face mask before going inside the LRC.
- 2.2. Upon entry, students, faculty, and alumni of the National University are required to log in to the computer located at the entrance of the library for statistical purposes.
- 2.3. LRC users must bring their bags and other valuable items inside the premises. Note: the LRC will not be held liable for the lost items.
- 2.4. Alumni must present their respective alumni ID for verification at the Reader's Services Counter.
- 2.5. Alumni are allowed to use the LRC for review and other research purposes provided a request to use the library was granted before their schedule. Library users should communicate directly with the LRC through email at [lrc@national-u.edu.ph](mailto:lrc@national-u.edu.ph) for scheduling.
- 2.6. For outside researchers, a maximum of five (5) persons from the same institution are allowed to use the LRC facilities and resources.
- 2.7. Outside researchers are allowed to do research on Saturdays only from 8:00 am to 5:00 pm, except during final examination, summer, and term breaks. The first-time client is allowed during weekdays for consideration; however, the librarian in charge should inform the researcher of the LRC schedule.
- 2.8. Outside researchers are required to present a referral letter from his/her mother institution duly signed by the Librarian and proof of vaccination to ensure safety protocol.
- 2.9. Outside researchers are required to pay an amount of fifty (50) pesos as a research fee to the Treasury Office before he/she may be allowed to access the LRC facilities and resources. Upon payment, the outside researcher must present the official receipt to the librarian in charge for verification and recording purposes.

### **3. Exit from the LRC**

- 3.1. Upon exit, LRC users must present the material/s taken from the shelves for proper verification and borrowing.
- 3.2. Bags and other belongings are subject to inspection.
- 3.3. LRC personnel shall ensure that safety protocols inside the LRC are properly observed.
- 3.4. LRC personnel should disinfect the area before leaving the office and ensure that the area is clean for the next day's use.

### **4. Borrowing of LRC Materials**

- 4.1. Related to a policy of confidentiality, all records relating to registration and materials borrowed by the users are strictly confidential, and no other person or agency other than the borrower or his/her authorized representative can request such data and in a rare case, as a response to a court order.
- 4.2. The Identification Card is non-transferable. Therefore, all LRC privileges are granted only to the person reflected on the Identification Card presented.
- 4.3. The LRC users are required to check first the Online Public Access Catalog (OPAC) and list down the bibliographic information of the materials such as call number, title, author, and location before entering the stack area. Collection retrieval slips are provided at the OPAC terminal station.
- 4.4. The LRC users shall locate the book, or any materials needed following the shelving assignment.

- 4.5. For LRC users who wish to photocopy the book/materials, a photocopying slip shall be accomplished and presented to the circulation in charge.
- 4.6. The LRC users shall present the book/materials at the circulation counter for proper borrowing.
- 4.7. The Reader's Services Librarian/in-charge shall input the ID number or name in the library system. If the user's LRC account is not activated, any proof of NU enrolment/employment shall be presented for account activation.
- 4.8. The Reader's Services Librarian/in-charge shall access the user account and scan/check out the book in the system.
- 4.9. The LRC users shall accomplish the book card with the information needed.
- 4.10. The Reader's Services Librarian/in-charge shall affix his/her initial on the book card and date due slip.
- 4.11. The Reader's Services Librarian/in-charge shall print the receipt and inform the user of the due date.
- 4.12. The Reader's Services Librarian/in-charge shall file the book card to its proper date due file.
- 4.13. Borrowing privileges shall be suspended until the overdue account has been settled.

## **5. *LRC Users' Conduct and Study Atmosphere***

To maintain a safe environment and a place conducive to learning, the following conduct and activities are not allowed inside the LRC:

- 5.1. Borrowing of LRC materials using the ID of other users;
  - 5.2. Mutilation or defacement of LRC materials, including marking of pages with pens, tearing or removal of pages, and purposely damaging the materials for one's own purpose;
  - 5.3. Removing of LRC materials/facilities, including any item from the collection without authorization from the library staff or without passing through the circulation counter for proper check out of borrowing procedures;
  - 5.4. Concealment or hiding of materials in any area of the LRC for one's exclusive use;
  - 5.5. Theft of LRC property, including books and other library materials contained in the library's collection and other property of library personnel;
  - 5.6. Eating (including chewing of gums and candies) and drinking or bringing beverages other than water inside the LRC premises is strictly prohibited.
  - 5.7. Loud conversation, laughing, and or any disruptive behavior (loitering, running, playing loud music from electronic devices, blocking or interfering) with a free movement of other individuals, personal grooming like combing one's hair or other hair, face make-up, and other activities;
  - 5.8. Use headphones/earphones in attending online classes while inside the LRC.
  - 5.9. Accessing a non-public or restricted area and use of equipment like computers /internet access without the approval of the LRC personnel is strictly prohibited;
  - 5.10. Public display of affection/emotion such as hugging, kissing, and other overt sexual behavior;
  - 5.11. Littering and disarrangement of tables and chairs;
  - 5.12. Behavior that seems to be due to the influence of alcohol, illegal drugs, or other chemicals;
  - 5.13. Gross discourtesy or act of disrespect to any personnel and any other misconduct that interferes with the right to enjoy the use of the LRC;
- Other Activities, such as conducting examinations, all kinds of meetings, and assembly in the reading area, deprive the users of the opportunity to have a place conducive to learning.



#### E. Lost and Found

Lost and found items are handled by the Student Discipline Office (SDO). Members of the NU community are expected to be guided by the University's Code of Conduct to maintain the personal integrity and respect for the property of other.

##### 1. **Definitions**

- a. **Lost Property** – Any unattended, abandoned, misplaced, or forgotten item found inside the university premises.
- b. **University Premises** – All buildings, grounds, and residences, whether owned, leased, rented, or otherwise under the control of the University.
- c. **Lost and Found Property Logbook** – Consists of the details and data of the lost item managed by the personnel of the SDO.

##### 2. **Surrendering and Reporting Lost Items**

- a. All property inside the University Premises should be handed and surrendered to the SDO.
- b. The person who surrendered the item shall fill out the Lost and Found Property Logbook for security purposes.

##### 3. **Returning Lost Property to the Owner**

- a. To claim a lost property held by the SDO, owners must retrieve the item personally.
- b. In claiming the item, the owner must provide proof of ownership or a description of the lost property and its contents, if applicable.
- c. The owner must acknowledge receipt of the property by signing and dating the Lost and Found Property Logbook.

##### 4. **Disposing of Unclaimed Lost Property**

- a. Lost property must be claimed within the academic year.
- b. Unclaimed property will be shredded/disposed of within a month after the end of each academic year.
- c. All items shredded/disposed of must be recorded on the Lost and Found Property Logbook.

#### F. Locker Policies and Guidelines

1. All lockers are property of National University and managed by the Student Development and Activities Office (SDAO).
2. Lockers are rented out with the following options and rates. Payments are made only at the Treasury Office, 2nd Floor Main Building.

Option for Every term Contract (ETC)	
• Large lockers	Php 450.00 per semester
• Small lockers	Php 200.00 per semstere
Option for Annual Contract (AC)	
• Large lockers	Php 1,200.00 year-round
• Small lockers	Php 500.00 year-round

3. Payment must be made within the day of acquiring the Locker Rental Agreement.
4. Reservation of lockers without coordinating with Student Development and Activities Office (SDAO) is not allowed.
5. The Lessee must keep the Locker Contract Slip.
6. Locker Rental cancellation is non-refundable.

7. If the student lessee is not satisfied with their chosen locker, they should communicate with SDAO for relocation.
8. Student Lessee will have to provide their own padlock.
9. Student Lessee should not put any objects, markings, labels, and posters outside the locker.
10. Student Lessee may put posters inside the locker but must be removed without marks at the end of the contract.
11. Locker accountability is not transferable but shareable.
12. Student Lessee and the shared people must agree to only occupy the locker assigned to by the Student Development and Activities Office (SDAO).
13. Student Lessee and the shared person will be held accountable for the use of the lockers.
14. Student Lessee must report any damage or defects of their lockers to Student Development and Activities Office (SDAO).
15. Keep lockers neat and clean.
16. Vandals and keeping objects or substances of illegal nature shall be subject to disciplinary action set forth in the Student Discipline Code with corresponding sanctions.
17. Perishable items are not allowed to be kept in lockers.
18. Student Lessee must retain a copy of the agreement during the entire rental period.
19. The Student Lessee must take full responsibility for the items stored inside the lockers.
20. The University is not responsible for any unforeseeable incidents such as theft, and destruction of objects inside the lockers.
21. In the event of locker relocation, the Student Lessee must inform the Student Development and Activities Office (SDAO) prior to moving to another locker. Failure to do so will be tagged as unauthorized.
22. Lockers must be vacated upon termination of agreement. Student Lessee who goes on leave of absence in the middle of the term must clear their assigned lockers within 3 days of the withdrawal.
23. Retention for items from the abovementioned is 1 academic year and is subject for disposal afterwards.
24. If lockers are not cleared by the end of this contract, Student Development and Activities Office (SDAO) shall force-open the locker, remove all the contents/items after thirty (30) days from the termination of this agreement, a notice via email will be provided prior to the action.
25. For unauthorized use of locker is subject to force pull-out. The Student Development and Activities Office (SDAO) will provide a notice via poster prior to the action.
26. Retention for items from unauthorized use is 1 academic year and is subject to a case with the Discipline Office.
27. The Student Development and Activities Office (SDAO) may contact the Student Lessee in case of locker rental concerns.
28. Student Development and Activities Office (SDAO) reserves the right to open any locker in case of emergency or any violation of the abovementioned regulations with notification in advance. The SDAO will open the locker with the presence of an authorized personnel of the University and a video recording for transparency purposes.
29. Any violation of these regulations by the students may result in termination of use of the locker.

#### G. Other Programs

##### 1. ***Gender and Development***

National University provides an educational environment that is fair to all students. Equal opportunities in education allow students to stand on the same grounds and help develop their

self-awareness and draw out their full potential in the curricular, co-curricular, and extra-curricular setting.

Gender equality in the University is promoted through the NU Gender and Development Awareness Program, Students are encouraged to participate in the program by attending orientation training or by volunteering in helping the program.

One student support group that supports and uplifts the LGBTQIA+ community at National University is the NU Sexuality and Gender Alliance (NU SAGA) under the Guidance Services Office. The support groups aim to stand for their rights, amplify their voices and create a safe space to have an inclusive and friendly environment for the NU community regardless of gender.

## **2. *HIV AIDS Awareness***

National University is an advocate of HIV/AIDS Awareness and prevention program and is committed to educating and creating programs through its different student services offices in coordination with the different colleges to prevent HIV/AIDS among youth including clear definitions of the behaviors targeted for change and focus on maximizing a range of positive and lasting health outcomes for the students.

## Section XII: National University Central Student Government

The National University Student Government (NUSG) is the highest governing body of the students at the National University. All undergraduate students and graduate students at the University who are enrolled and duly registered, holding the official identification cards, and Certificate of Registration of the University for the current term are members of the NUSG and to them accrue all the rights and privileges thereunto appertaining.

### A. Principles and Purposes

1. All powers enjoyed and exercised by the NUSG, and all governing councils of the university emanated from the studentry.
2. The NUSG is an independent and sovereign representative body of the studentry of the University free from the dictates of any authority other than the studentry.
3. The NUSG is the prime and foremost defender, protector, and promoter of the rights of the students.
4. The NUSG adheres to the policy of cooperation geared towards institutional harmony among all other sectors of the Nationalian community.
5. The NUSG is founded on the principles of representation, participatory democracy, student empowerment, accountability, equality, unity, and cooperation under the rule of laws implemented by the state and a regime of truth, justice, freedom, love, and peace.
6. The NUSG instills the core values of integrity, compassion, innovation, resilience, and patriotism to its students.
7. The NUSG helps in the development of social and political awareness and instills national consciousness among students geared towards the development of Nationalians who are proactively taking part in nation-building.
8. The NUSG promotes the affordable access to education; enhances critical thought and the ability to make an informed and rational judgment; advocates for educational reforms grounded on the needs of the Nationalians and of the Filipino people geared towards the development of citizens imbued with nationalistic ideas and equipped with competencies that shall make them globally competitive.
9. The NUSG provides democratic platforms for critical discourse for its students' free exchange of ideas and sentiments.
10. The NUSG provides various programs and activities that will cater to the development of their academic, research, social, and leadership skills.

### B. Structure of the NUSG

The NUSG is divided into three branches that are co-equal to each other.

- Executive Department – composed of the President, Vice President, Secretary, Treasurer, and Public Relations Officer.
- Student Congress – the highest law-making body of the NUSG, which is composed of College Representatives and Program Representatives.
- Student Judiciary – the highest law interpreting the body of the NUSG, which is composed of Chief Justice and Associate Justices.

There are three independent Constitutional Commissions (ConComs):

- Commission on Student Elections – decides on all student electoral exercises within the University, which is composed of one Chairperson and commissioners.
- Commission on Audit – audits on all student finances in the University, which is headed by the Chief Auditor and resident auditors.
- Commission on Student Grievances – hears all student complaints against the faculty, staff, administrators, and students at the university, which is headed by the Head Commissioner appointed by the Director of the Student Development and Activities Office.

All College Student Councils (CSC) are under the supervision of the NUSG. All CSC Presidents submit reports directly to the President of the NUSG. The NUSG and CSCs support each other's activities, programs, and projects. They maintain harmony and cooperation among them.

## Section XIII: Recognized Student Organizations

### A. Recognized Student Organizations on Campus

The University encourages its students to join and participate in co- curricular and extra-curricular activities as part of a well-balanced training. The University encourages its students to join and participate in co- curricular and extra-curricular activities as part of a well-balanced training. For this purpose, it seeks to encourage the formation of recognized student groups and organizations whose activities are geared toward social, cultural, moral, literary and recreational aspects of student development.

### B. General Policy

The establishment and operation of recognized student organizations (RSOs) in the University is governed by Batas Pambansa No. 232 otherwise known as Education Act of 1982, specifically on student organizations and their activities on campus.

### C. General Provisions Governing Student Organizations

The authority to regulate the establishment and operation of any student organization other than the National University Central Student Government (NUCSG) is vested upon the Student Development and Activities Office (SDAO).

### D. Student Development and Activities Office (SDAO) Authority

The SDAO has the authority to:

1. Formulate and evaluate policies on the procedures for RSO activities upon consultation with concerned parties.
2. Approve RSO activities/projects, which may be initiated and participated in college-wide and university-wide, and those which involve other schools, companies, and institutions, among others.
3. Revoke the accreditation of a student organization to operate, for cause.
4. Renew the certificate of recognition of a student organization in consultation with the SDAO.

### E. Role of Commission on Student Election

The SDAO may engage the Commission on Student Election in the following situations:

- Executive impeachment
- Executive resignation

### F. Transition of Oversight for the Commission on Audit (COA)

This is to formally inform all concerned offices that starting Academic Year 2025–2026, the Commission on Audit (COA) will now be placed under the direct supervision of the Student Development and Activities Office (SDAO).

This decision was made to ensure that the COA operates with independence and objectivity, especially when reviewing financial documents and liquidation reports of student organizations, including the NU Central Student Government. With this transition, COA will be guided and supported by SDAO to carry out its duties more effectively free from organizational conflicts while maintaining transparency and accountability.

To further strengthen oversight, the COA will be required to conduct and submit audit reports after every academic term. These reports will cover all student group fund use and will be reviewed and archived by SDAO.

In line with this, the Commission on Student Elections (CSE) is requested to release a resolution declaring the COA election null and void, in recognition of this realignment while the NU Central Student Government (CSG) may still recommend or appoint a qualified student to serve as Commission on Audit (COA), the position will now function independently from NUCSG and report directly to SDAO.

This change aims to promote better checks and balances within student leadership and ensure responsible use of student funds across all organizations.

#### G. Application for Recognition

Application for recognition of a new organization can be done anytime during the academic year. All applications for recognition must submit the following documents to the SDAO:

- A. Letter of application addressed to the SDAO Coordinator and Director of Student Development and Activities Office.
  - For co-curricular organizations, signed by the president of the organization and adviser, and endorsed by the college dean and/or department chair.
  - For the special interest clubs, application should be signed by the president and noted by the adviser.
- B. A copy of the Constitution and By-Laws of the organization in accordance with the Vision-Mission of the University and the 2022 Student Constitution of National University.
- C. The updated roster of officers/founders with the following information:
  - Position
  - College/School, Program, Year, and Section
  - Postal Address and Email Address, Mobile Number, and Telephone Number
  - Name, Address, and Phone Number of persons to be contacted in case of emergency
  - Name of Faculty Adviser, his/her academic rank, and his/her College/School and DepartmentFor co-curricular organizations, a letter from the College Dean endorsing the faculty adviser.

***Note: Officers cannot hold two major positions, if in case he/she will choose one major position***

- D. The General Plan of Action (GPOA) to be undertaken for the upcoming Academic Year with the corresponding timetable; and
- E. Other requirements that may be required by the SDAO.
- F. Upon submission of the application of the newly organization for recognition to the SDAO, the president and two other officers of the applying student organization should be available for interview.
- G. Recognized Student Organization (RSO) refers to any organization of students duly recognized by the Accreditation Board operating in pursuant of rules and regulations set by the SDAO.

#### H. Status and Nature of Recognized Student Organizations (RSOs)

To ensure effective classification, support, and monitoring of student-led groups within National University Manila, all Recognized Student Organizations (RSOs) are grouped into specific categories based on their nature, structure, and alignment with academic or non-academic functions.

These categories help clarify the scope of each organization's work, their target membership, and the basis for their recognition. This also allows the Student Development and Activities Office

(SDAO) to implement more responsive policies, budget planning, and developmental support tailored to each category.

Outlined below are the five (5) official categories of RSOs recognized by SDAO, including the new classification to be implemented starting Academic Year 2025–2026.

Each organization must fall under one of these categories upon accreditation or re-accreditation.

### **1. Professional and Affiliates**

These are academic-based organizations affiliated with national or international mother organizations or professional associations outside the university. They follow the structure, advocacy, and direction of their parent organization but are managed locally by students within NU Manila.

- Must submit proof of affiliation or endorsement from the national organization.
- Activities often reflect national advocacies, observances, or themes promoted by their mother org.

### **2. Professional**

Professional organizations are college- or program-based groups that focus on discipline-specific student development, but they do not have any external or national affiliation. These organizations are created and managed within NU Manila and are often guided by the academic department or college they belong to.

- Activities are aligned with course outcomes or student development needs within their academic field.
- These organizations help enhance academic competencies, career preparation, and peer learning.

### **3. Special Interest**

Special Interest organizations are non-academic student groups formed around shared hobbies, advocacies, creative expressions, and social interests. These groups are open to all students across all colleges, regardless of year level or program.

- Examples include performing arts groups, volunteer organizations, media teams, faith-based groups, and sustainability clubs.
- Their goal is to promote a sense of community and belonging, while encouraging student engagement outside the classroom.

### **4. Probationary**

Probationary RSOs are newly established organizations that are in the process of earning full recognition. They are required to operate for one full academic year under probation status to demonstrate that their goals, activities, and leadership practices align with university standards and their approved General Plan of Action (GPOA).

- They must submit all accreditation documents and undergo SDAO monitoring throughout the year.
- Only after successful completion of probation, and upon positive evaluation, will they be classified into their appropriate category (Professional, Professional and Affiliates, or Special Interest).



## 5. Office-Aligned Organizations (*Effective AY 2025–2026*)

Office-Aligned Organizations are student groups that are directly formed, endorsed, and supervised by non-academic offices within NU Manila. These groups serve as support arms for the office's programs, services, and advocacy efforts, providing manpower and student input for office-led initiatives.

- The activities of these organizations must be aligned with the goals of the endorsing office and should support the student experience in non-academic aspects.
- These organizations are officially **recognized by SDAO but are guided operationally by the partner office.**

The following additional guidelines are issued to formally recognize and regulate the operations of these groups under the classification **Office-Aligned Organizations**. These guidelines are to be read in conjunction with the general RSO policies and procedures and are hereby officially adopted as part of the RSO Manual starting Academic Year 2025–2026.

### 1. Classification of RSOs According to Status

#### a. **Applicant Status**

- When an organization is applying for recognition
- The period when an applying organization is completing its requirements and waiting for its interview with the SDAO.

#### b. **Probationary Status**

- Status of an organization that has completed its requirements and passed the interview with the SDAO.
- Status of an organization considered demoted due to failure to meet the requirements for regular status.

#### c. **Regular Status**

- Any RSO that has passed the probationary status.
- Any RSO that has performed satisfactorily during the academic year as evaluated by the SDAO.

### 2. Classification of RSOs According to Nature

#### a. **Co-Curricular Organizations**

Co-curricular organizations are those that support the academic development of its members. The main thrust is based on the objectives and the nature of the academic program each organization aims to complement. All its activities, therefore, require the approval of its college dean.

#### b. **Extra-Curricular Organizations**

Extra-curricular organizations/Special Interest Clubs are those that cater to the development of its members in a specific field of interest. Such interest may be on the social, cultural, religious, literary, and recreational aspects.

#### I. **Renewal of Recognition**

Failure of a student organization to seek recognition for one (1) academic year without justifiable cause shall mean loss of interest in getting university approval for existence. Consequently, the organization shall lose its privilege to be recognized and to use the facilities of the University or to hold any projects/activities.

#### J. **Probationary Status re-application for student organizations**

- Organizations that registered for the previous academic year may re-apply but will remain on probationary status if they fail to meet the criteria for recognition as a student organization by the university. The reasons for this probationary status include:

- Conducting activities from their GPOA without obtaining proper approvals from the adviser, dean, SDAO coordinator, SDAO director, and AVP.
- They did not conduct off-campus activities with all necessary approvals.
- All required forms were signed, but they failed to submit an accomplishment report to the SDAO within three days after the event.
- Did not attend required meetings.

#### **K. Revocation of Recognition**

- The certification of recognition of any student organization already granted prior institutional recognition may be revoked anytime if found to have violated its own statement of purpose, constitution and by-laws or consistently failed to comply with to policies of the University and other circulars/memoranda of the SDAO.
- Revocation of recognition may only be enforced after due process has been observed.
- The aspiring and/or recognized organization can be revoked if the organization does not follow the student policy of the university guided by the academic year: 2023-2024 Student Handbook.

#### **L. Annual Financial Audit**

All RSOs are subject to an annual financial audit by the Commission on Audit (COA).

#### **M. Faculty Adviser**

- The University believes in the importance of assisting and supporting the student organizations in their co-curricular and extra-curricular endeavors. The members of the academic community, especially the faculty, are strongly encouraged to take an active role in the total development of the students by participating as advisers to student organizations.
- The organizations shall have no more than one official faculty adviser whose term shall be for one academic year but may be renewed based on the recommendation of the organization. Before the period ends, a faculty adviser should be recommended by the organization to the Director of Student Development and Activities Office.
- If the adviser fails to fulfill the duties and responsibilities, the executive is authorized to promptly seek a replacement, but only during the first and second terms. The letter requesting a new adviser should be jointly signed by the president and the dean or program chair and addressed to the SDAO coordinator and director.

#### **N. The Right to Join and Participate**

The right to join and participate in recognized student organizations is voluntary.

#### **O. Mandatory Meeting every 3<sup>rd</sup> Wednesday of the Month**

- If the president is unavailable, they may designate a representative within the executives/officers.

The SDAO may create an organization to address specific student needs that are currently unmet by existing student groups. This action ensures inclusivity and responsiveness to the diverse interests and concerns of the student body. By establishing such an organization, the SDAO fulfills its key performance indicator (KPI) of fostering a dynamic and comprehensive campus environment. The approval of the Academic Vice President adds legitimacy and oversight to the process, ensuring transparency and accountability in organization creation. This approach aligns with our commitment to fair and impartial management of student organizations, safeguarding against bias and promoting equal opportunities for all student groups.

**P. Reasons for Demotion or Removal of Recognized Student Organizations**

- Failure to attend mandatory meetings on the third Wednesday of each month without submitting a proper Notice to Explain.
- Non-compliance with their General Plan of Action (GPOA).
- Consistently late in submitting the liquidation reports for their requested budget.
  - 1st late- warning
  - 2nd late- demotion
- In any cases of unresolved conflicts within the organization or between organizations/parties, the SDAO may intervene and render an appropriate decision.

**Q. Procedure for School Activity Application On- or -Off Campus**

- The procedure for application of a school activity applies to all colleges and recognized school organizations, for co-curricular and extra-curricular activities.
- The purpose of this application is to re-inspect/re- examine the contents of the activity to:
  - (i) ensure the safety of the students and all others involved.
  - (ii) determine the budget required and the method of collection (if applicable)
  - (iii) ensure its success.

**R. On Campus Activity**

At the start of the term, each college or recognized student organization (RSO) must submit a calendar of activities or their General Plan of Action (GPOA) for the current term or academic year to the Student Development and Activities Office (SDAO). This submission should include an estimated budget breakdown for each activity with tentative dates. The SDAO will provide a GPOA template to be submitted to Student Development and Activities Office before announcing the recognized and registered student organizations for the next academic year.

**S. Processing Time for On-Campus Activity**

- *With Budget involved:* 20 WORKING DAYS excluding Sunday's.
- *With Purchase request (PR FORM)*
  - For food, printing involved (medals, plaques, tarpaulin, etc.)
- *No budget involved:* 5 WORKING DAYS excluding Saturdays and Sundays
- *Ingress Form-* ONE (1) DAY before the event.

***\*Letter of Intent, Activity request form, Budget Proposal and Facilities reservation Form should submit a week before to SDAO.***

**T. Use of forms**

- Purchase Request Form
  - Food and beverages in school canteen
- Charge Slip
  - Any items from Surplus/Bulldogs Exchange
  - Gift certificate.
- Request for Payment
- Request budget to SDAO.

***3 (three) days after the activity, the college or RSO must submit to SDAO thru email:***

- (1) a copy of the attendance sheet.
- (2) a post-activity report— 1-page narrative and a minimum of 5 attached photos with short descriptions.

- (3) a summary of the students' evaluation on the activity.
- (4) a liquidation report on the budget allocated for the activity

***\*The next activity of the college or RSO shall be put on hold until the reports are submitted to SDAO.***

#### **U. Policies and Guidelines on the Disposal of Materials After Student Activities**

##### **Purpose**

These guidelines are established to ensure proper management, storage, and disposal of materials used during student activities within National University Manila. This policy aims to maintain cleanliness and orderliness in university premises while holding Recognized Student Organizations (RSOs) and other student groups accountable for their materials and waste disposal.

##### **Scope**

These policies apply to all Recognized Student Organizations (RSOs), the National University Central Student Government (NUCSG), and any student-led initiatives or events conducted within the university premises.

##### **Guidelines for Storage and Disposal**

1. Retention and Storage of Event Materials o Student organizations may retain materials used for their events, if they have designated and approved storage space within the university premises.
  - Organizations must ensure that stored materials are properly labeled and organized to prevent obstruction in hallways, offices, or other university areas.
  - Physical Facilities Management (PFM) Office reserves the right to inspect the allocated storage spaces to ensure compliance with cleanliness and safety standards.
2. Disposal of Materials Without Storage Space
  - If an organization does not have an allocated or sufficient storage space, all temporary materials, decorations, props, and other event-related items must be disposed of within three (3) to five (5) days after the conclusion of the event.
  - Organizations that fail to properly dispose of their materials within the given timeframe will be responsible for arranging external disposal services. The organization must allocate a budget for hiring a cleaning or waste disposal service, as requested by the Physical Facilities Management (PFM) Office.
3. Requesting Immediate Disposal Assistance from the Physical Facilities Management (PFM) Office
  - o If an organization wishes to request immediate disposal assistance from the Physical Facilities Management (PFM) Office after an event, they must submit a formal request letter to the designated facilities personnel: Engr. Kathryn Visda / Engr. Gracious Balisi
  - The request letter must include the following:
    - A clear statement of the disposal request.
    - Pictures of the items that need to be disposed of.
    - The event details, including date, venue, and organization name.
    - The reason for requesting disposal assistance.

- The request must be submitted within 24-48 hours after the event to ensure proper scheduling and coordination with the Physical Facilities Management (PFM) Office.

### **Compliance and Accountability**

1. Failure to comply with these disposal guidelines may result in penalties, including but not limited to:

- A formal warning issued to the student organization.
- Additional charges for cleaning or disposal services if the organization fails to properly manage its waste.
- Possible suspension of future event approvals for repeat violations.

2. The Student Development and Activities Office (SDAO) will monitor compliance and coordinate with Physical Facilities Management (PFM) Office to ensure the proper implementation of these guidelines.

### **V. Off Campus Activity**

- If the activity is off campus, the college or RSO shall abide by the guidelines provided by the Commission on Higher Education under CMO 63 Series of 2017.
- Fifteen (15) days before the activity accomplished Off-campus CHED checklist (Annex A and B) signed by the personnel in-charge, and Dean (if applicable) submitted to Student Development and Activities Office (SDAO) for checking and review.
- After the checking of documents by SDAO, the final approval shall come from the Assistant Vice President of Academic Services (AVPAS).

*The SDAO will generate and disseminate an internal memorandum for local off-campus activities upon approval from the President, VPO, AVP, and SDAO Director. This is aimed at enhancing systematization and simplifying the process based on the nature of local off-campus activities.*

### **Local Off-Campus Activities**

If the event is hosted at Nazareth School, the Student Development and Activities Office (SDAO) does not mandate students to fulfill additional requirements beyond the standard prerequisites for off-campus activities.

### **For COMEX with Student involvement**

#### **Requirements:**

- Submission of a COMEX form, endorsed by COMEX and subject to SDAO approval (For organization and student bodies)
- Letter of Intent with the following attachments:
  - Orientation to students' days before the activity (either face-to-face or virtual).
  - Picture of the First Aid Kit for emergency use (provided by the Organization/College if unavailable in the health Services Office).
- Annex A and Annex B.
- Student Waiver Form
- Medical Certificate (Health Services)
- Presence of a College/Comex representative during the activity.

*In case of Calamity/Disaster:*

- This is an unforeseen circumstance, and SDAO aims to simplify the process to facilitate quick response.
- This also implies incase of a sudden invitation from other NU branches.
- Letter of Intent with the following attachments:
  - Orientation to students' days before the activity (either face-to-face or virtual).
  - Picture of the First Aid Kit for emergency use (provided by the Organization/College if unavailable in the health Services Office).
- Parent Consent emphasizing voluntariness (**Irrespective of whether the academic term has concluded, or students are on vacation, this condition remains applicable**).
- Student Waiver Form
- Presence of a College representative during the activity.
- Letter subject for approval depends on the severity of the situation.
- Medical Certificate

*In case of Sudden Invitation from NU branches/Mother Organization*

- Letter of Intent with the following attachments:
  - Orientation to students' days before the activity (either face-to-face or virtual).
  - Picture of the First Aid Kit for emergency use (provided by the Organization/College if unavailable in the health Services Office).
  - Invitation
- Student Waiver Form
- Annex A and Annex B
- Presence of a College representative during the activity.

**Local Off-Campus Activities (SDAO For Academics, Organizations, Student Bodies)**

- Letter of Intent with the following attachments:
  - Orientation to students' days before the activity (either face-to-face or virtual).
  - Picture of the First Aid Kit for emergency use (provided by the Organization/College if unavailable in the health Services Office).
- Annex A and Annex B Checklist
- Student Waiver Form
- Presence of Adviser/Dean/Program Chair or any full-time faculty member during the activity.

**Local Off-Campus Activities (For Fortuitous Academic Competitions and E-Sports)**

- Annex A and Annex B Checklist
- Letter of Intent with the following attachments:
  - Orientation to students days before the activity (either face-to-face or virtual).
  - Picture of the First Aid Kit for emergency use (provided by the Organization/College if unavailable in the Health Services Office).
- Student Waiver Form
- Medical Certificate
- Presence of Adviser/Dean/Program Chair or any full-time faculty member during the competition.

## Section XIV: International Student Services Office

### A. Core Process 1 - Acculturation Program

Acculturation is a program that all graduate foreign students are required to attend on their first year of enrolment. It is designed to help them navigate foreign life in the Philippines and adjust their kind of education to that of National University education. This is the time for adjustment and acculturation. Below are the guidelines provided to all participants and or takers.

#### ***Guidelines:***

1. All involved colleges shall include Acculturation in the assessment form of all first-time enrollees in the graduate programs. ISSO shall make sure that all NEW foreign students have been enrolled in the program by counter checking their payment with the Accounting Office.
2. As soon as enrollment has been validated, ISSO shall issue the respective class schedule along with the syllabi on Acculturation and Nationalian to every NEW foreign student through Teams.
3. ISSO shall ensure all NEW foreign students have been reached using other means like alternate email address, WeChat, Messenger, WhatsApp, etc.
4. ISSO shall ensure that teaches who shall handle the class are briefed through a Teams' meeting highlighting CULTURE and its significance in offering Acculturation, prior to the first meeting with the class they are assigned to teach. They shall be given the syllabus in Acculturation and Nationalian as well as the general guidelines and protocols in becoming a Nationalian.
5. ISSO ensures that foreign students are acculturated to different units or departments of the university such as the LRC, ITSO, REGISTRAR, GUIDANCE OFFICE, COLLEGES, ETC.
6. Administer pre and post diagnostic surveys. Results are gathered and discussed with the students by the end of the program. As soon as the 12th week is completed, the Acculturation Certificate of Completion shall be issued to each student.

#### ***Compliance and Enforcement***

Acculturation class shall be monitored every term with special notes on new enrollees. Along with the collection of assessment, official receipts shall be secured from the Accounting Office.

#### ***Communication and Training***

There will be an orientation for involved colleges and units that highlight culture, whereby Acculturation is given more emphasis, its relevance and usefulness. Should there be a need for training, or should be a request for training, e-brochures are readied for reference.

### B. Core Process 2 - Cultural Mobility and Global Engagements

This core process focuses on promoting cultural mobility by offering heritage tours and immersive cultural experiences. These initiatives provide participants with the opportunity to explore and engage with different cultural landscapes, fostering deeper connections between diverse communities. The goal is to create meaningful experiences that not only highlight the significance of cultural heritage but also encourage the exchange of ideas, stories, and traditions to bridge cultures and build a shared future. What follows are various goals deemed achieved by implementing this core process.

#### 1. ***Promoting Intercultural Understanding***

Create opportunities for individuals to engage with and learn about diverse cultures through workshops, events, and activities, fostering respect and appreciation for cultural differences.

2. ***Enhancing Cross-Cultural Communication***

Facilitate the development of effective communication skills across cultures by offering language exchange programs, dialogue sessions, and interactive experiences that promote empathy and adaptability.

3. ***Advancing Diversity and Inclusion***

Cultivate an environment that values and supports people from all backgrounds by implementing initiatives that ensure equal representation, accessibility, and opportunities for everyone to thrive.

4. ***Cultivating Global Awareness and Understanding***

Provide platforms for individuals to connect with global issues, cultures, and perspectives through international guest speakers, cultural activities, and global networking events.

5. ***Supporting Personal and Professional Development***

Offer programs and experiences that help individuals enhance their personal growth and professional skills through exposure to global perspectives, cross-cultural collaboration, and leadership opportunities. These initiatives empower participants to gain valuable insights, build networks, and develop the competencies needed to succeed in an interconnected world.

6. ***Fostering Internationalization at Home***

Bring global perspectives to local communities by hosting events and facilitating international and virtual exchanges that allow individuals to interact with and learn from others around the world.

C. Student Visa for the Philippines (9(f) Visa)

1. Application Submission The applicant must fill out a visa application form, providing details such as personal information, date of arrival, and the purpose of the visit (e.g., tourism, business, study).

***Document Submission***

Along with the application form, supporting documents must be submitted.

These may include:

1. A valid passport
2. 2x2 photo
3. Proof of sufficient funds
4. Invitation letters (if applicable)
5. Academic or work-related documents (for student or work visas)

***Visa Fee Payment***

Most countries require a non-refundable visa processing fee. The fee amount varies depending on the type of visa and the applicant's nationality.

***Biometrics and Capturing***

Some countries require applicants to submit biometric data (fingerprints and photographs). In certain cases, applicants may also need to attend an interview at the embassy or consulate.

***Visa Processing Time***



After submitting all required documents and paying the fee, processing can take anywhere from a few days to several weeks, depending on the country and visa type.

### ***Decision***

Once the application is processed, authorities will decide whether to:

- **Approve the visa:** The applicant will receive a visa sticker or stamp in their passport.
- **Deny the visa:** If rejected, the applicant will typically be informed of the reasons and may have the option to appeal or reapply.

## **2. Student Visa for the Philippines (9(f) Visa)**

Under Immigration Memorandum Circular No. SBM-2015-007, all international students studying in the Philippines must obtain a 9(f) Student Visa. This visa is typically issued to international students enrolled in a recognized educational institution.

### ***General Requirements for a Student Visa in the Philippines***

- **Valid Passport:** Must be valid for at least six months beyond the intended stay.
- **Completed Application Form:** The visa application form must be accurately filled out. It can usually be obtained from the Bureau of Immigration's website.
- **Certificate of Enrollment:** Proof of enrollment in an accredited school, college, or university in the Philippines.
- **Proof of Financial Capability:** Evidence that the applicant can financially support themselves while studying (e.g., bank statements, scholarship letters, affidavits of support).
- **Certificate of Good Moral Character:** Issued by the applicant's previous school or institution.
- **Recent 2x2-Size Photographs:** Usually two or more.
- **Police Clearance Certificate:** Required for all nationalities. An NBI Clearance is required for all tourist visa holders who have visited the Philippines more than once. It is also mandatory for all tourist visa holders applying for a master's or doctoral degree program.
- **Medical Certificate:** A medical examination, including stool, urine, and drug tests, is required to confirm good health. The certificate must be issued by a Level 3 accredited hospital.
- **Visa Fee Payment:** The amount varies depending on the visa type and exchange rate.

### ***Application Process***

1. **Submit the Required Documents:** Gather all necessary documents and submit them to the Bureau of Immigration (BI) in the Philippines. Some documents may need to be notarized or authenticated.
2. **Visa Interview (if required):** In some cases, a consular officer may require an interview, especially for long-term student visas.
3. **Processing Time:** Processing typically takes around one to two months for passport release and another month for the issuance of the I-Card. However, this may vary depending on the number of student visa applications and the specific visa type.
4. **Approval and Issuance:** Once approved, the applicant will be issued a Student Visa, allowing them to stay and study in the Philippines for one year.

## Section XV: Academic Internship Placement Office

The NU-Academic Internship and Placement Office is dedicated to ensuring that National University student-interns and graduates are academically equipped, technically proficient, and well-prepared for the professional world. Our mission is to transform Nationalians into sought-after professionals, recognized globally for their competence, innovation, and seamless transition from academia to industry.

Through developing effective internship programs and robust academe-industry partnerships, we aim to ensure that students obtain comprehensive training that aligns with the evolving demands of various industries, by equipping students with essential employability, specialized knowledge in their fields, and vital tools for workforce employment.

### Services Offered:

- **Recruitment Days:** *Career AveNUes* for on-campus or external activity and even virtual recruitment days provide students with opportunities to connect with potential employers, gain insights into various companies, and learn about possible internship opportunities and job openings.
- **Employer Spotlight:** Employers featured in the Employer Spotlight on AIPO's Facebook Page allow students and alumni to discover the company's activities, culture, and job opportunities.
- **Job Board via Facebook:** AIPO provides a platform for different employers to showcase job opportunities via a dedicated Facebook Job Board providing students and alumni access to internship opportunities and job listings.
- **Webinars/Seminars:** AIPO provides *Learnership Program* through series of seminars or webinars through MS Teams, enabling students to gain valuable insights, guidance, and industry knowledge from subject matter experts and even employers themselves.
- **Speaker and Panelist Opportunities:** Employers are invited to participate as speakers or panelists in various events throughout the year, offering students valuable insights and expertise through sharing their unique experiences about the professional world.
- **Campus Ambassadors:** Students gain valuable opportunities to connect and interact with company representatives (*usually alumni absorbed during internship*) that can lead to mentorship, internship opportunities, and valuable insights into career paths.
- **Sponsorship of Student Organizations and Events:** Campus organizations and their departments are provided with networking opportunities and enriched learning experiences through employer sponsorship.
- **Industry Immersion Program:** Students/faculty members are invited to facilitated tours as part of the industry immersion program. Providing them with firsthand insights into real-world operations and industrial practices that faculty can include in their teaching.
- **Mentorship Programs:** Students are provided with personal guidance, career advice, and professional development through fostering mentor-mentee relationships from faculty members or volunteer alumni based on their field of specialization.
- **Mock Interview Sessions:** Employers/company HR representatives are encouraged to host or participate in mock interview sessions on campus to aid students in preparing for real-world interviews, thus enhancing their confidence and providing students with valuable feedback. This

also allows employers/company HR to scout for potential talent, providing students with practice and job opportunities.

### **Contact Information:**

For further inquiries or assistance on career development opportunities, please contact the Academic Internship Placement Office at [aipo@national-u.edu.ph](mailto:aipo@national-u.edu.ph) through MS Teams.

### **Learnership Program and Labor Empowerment**

The learnership program is a comprehensive educational initiative integrated to equip students with essential skills for success in the professional world. The program focuses on developing critical employability skills in line with Graduate Attributes Intended for Nationalians (GAINS). The program offers career pathing support to enable students to make informed decisions about their professional trajectories from *Freshmen to Senior Year*. *The Certificate of Attendance* from the three (3) webinars, for 1<sup>st</sup> to 3<sup>rd</sup> year level, will be the *requirement for their enrollment* for the last semester of their final internship course.

Labor Empowerment series provides graduating students with basic knowledge on legal aspects of employment as well as basic taxation for young professionals. *Certificate of Attendance* in these two webinar/seminars is part of the graduation clearance process including the Learnership program certificate.

### **Institutional Graduate Exit Survey (IGES)**

The Institutional Graduate Exit Survey (IGES) is a groundbreaking initiative pioneered by the Academic Internship and Placement Office (AIPO) at the National University. This survey is meticulously crafted to assess the overall educational experience of graduating students, uncover their internship history, and evaluate the conversion of internships into full-time employment opportunities. Conducted twice a year, before midyear and yearend graduation ceremonies, IGES captures data from graduating cohorts to inform institutional strategies and initiatives effectively. IGES seeks to gauge students' satisfaction levels and identify areas for improvement within the educational framework.

The administration of IGES is distributed electronically to graduating students before mid and year end graduation ceremonies, wherein students are requested to complete the survey within a specified timeframe as part of their graduation clearance, to ensure timely data collection.

### **Nationalian Employability Survey (NES)**

The Nationalian Employability Survey is a groundbreaking effort aimed at assessing the readiness of graduates for the workforce within the first 6 months and 12 months post-graduation. This program is designed to comprehensively evaluate graduates' employability by examining their job search experiences, employment status, and job satisfaction. By administering electronic surveys to graduates, AIPO gathers crucial data that informs strategic initiatives geared towards enhancing graduates' employability and career readiness.

### **What does AIPO do?**

The Academic Internship and Placement Office is dedicated to preparing National University graduates for the professional world by offering internship placements, career guidance, and job placement services. We facilitate industry partnerships to ensure students gain practical experience aligned with their academic specialization.

a. **How can AIPO help me find internships?**

AIPO coordinates internship opportunities through our Internship Deployment process where we match students with suitable internships based on their academic background and career goals. We also have services dedicated to posting internship opportunities and job openings on our Facebook page.

b. **What types of services does AIPO offer for career development?**

AIPO provides a range of services including recruitment days, employer spotlights, job boards, webinars, and industry immersion programs. These services help students connect with potential employers, gain insights into various industries, and enhance their employability skills.

c. **How can I participate in AIPO's events and workshops?**

Students can participate in AIPO's events and workshops by checking our schedule on MS Teams or our Facebook page. Events include webinars with industry experts, networking opportunities, and mock interview sessions to prepare for real-world job applications.

d. **What is the Mentorship Program offered by AIPO?**

The Mentorship Program pairs graduating students with alumni mentors who provide guidance in resume building, interview preparation, and navigating the job market. This program aims to support students in their transition from academia to their professional careers.

e. **How can I provide feedback on my internship experience?**

Students can provide feedback through the Student Intern Feedback to Company (SIFC) Survey, which helps improve internship programs and benefits future students. This survey allows you to share your insights on the quality of supervision, learning opportunities, and overall satisfaction with your internship placement.

f. **How can I access the Institutional Graduate Exit Survey (IGES)?**

The Institutional Graduate Exit Survey (IGES) is distributed electronically only to graduating students before mid and year-end graduation ceremonies. Completing IGES allows you to provide feedback on your educational experience and internship history, contributing to ongoing improvements in university programs.

g. **Who can I contact for further assistance or inquiries?**

For further assistance with career development opportunities, you can contact AIPO via email at [aipo@national-u.edu.ph](mailto:aipo@national-u.edu.ph) or connect with us on MS Teams. Our staff is dedicated to support your career journey and ensuring your success.

h. **What is the purpose of an internship?**

Internships offer hands-on experience, help you apply academic knowledge in a real-world setting, build professional networks, and can often lead to full-time job offers.

i. **What is an internship?**

An internship is a temporary work experience designed to provide practical training and exposure in a specific field. It is typically aimed at students or recent graduates and can be full-time or part-time, paid or unpaid.

j. **What should I expect during the internship?**

Internships provide students with practical experience, skill development, and training. They are assigned projects, providing teamwork and mentorship. Interns learn about company culture, etiquette, and professional etiquette. They face challenges, face unexpected tasks, and undergo performance reviews. Benefits include access to company events and resources.

## Appendices

### A. Student Etiquette

#### 1. **Online Classes**

##### a. Preparatory Activities

- Attend to your personal needs (i.e., appropriate attire, basic hygiene) before entering the MS Teams classroom.
- Wear smart casual attire. Sleeveless and sandals are not allowed.
- You should be seated for the duration of the meeting.
- Be on time in every session. Be in MS Teams classroom five to ten (5-10) minutes before your scheduled class. This ensures that any last-minute connection issues can be resolved so you will not be late in class.
- Update your profile by uploading a NU identification picture.
- Turn on your camera if your internet connection is stable.
- Make the appropriate preparation before joining the discussion (i.e., do advance reading, perform course works).

##### b. Proper Decorum

- Mute the mic upon entry. Wait for your instructor to inform you when to unmute your mic.
- If you will attend to something very urgent during the class or if this will take some time, inform your instructor with a chat message, and wait for the approval.
- Wearing headphones/earphones is encouraged because it is much easier to hear each other and will help prevent mic feedback.
- Speak at a normal volume. Mute the mic when you are not speaking. Even moderate background noise is distracting. If you are using the built-in mic of your laptop, avoid typing when unmuted.
- Inform your instructor with a chat message if you cannot see or hear what is being discussed.
- Use the chatbox properly. It is a channel for your instructor and the other participants to share files and to address concerns or issues. Refrain from using the chatbox for unnecessary and irrelevant conversations.
- Click the "raise hand" function in MS Teams if you have a question or clarification to make. Wait for your instructor to acknowledge you before unmuting the mic to speak.
- When speaking, give the listeners a hint that it is the end of the statement by saying something like, "that's all," or "I'm done," or "thank you."
- Show respect for one another. Refrain from using profane or inappropriate language.
- Stay focused on the discussion and take down appropriate notes.
- Address your instructor properly (e.g., Dr. or Prof., or if in doubt, use Mr. or Ms.).
- No eating/ munching is allowed during the session. However, you are allowed to drink water.
- Leave the class at the end of every session courteously. Remember to sign out or "leave the meeting".
- Attend online meetings as scheduled. You will incur excessive absences if you miss at least 20% of your class sessions.

#### 2. **Face-to-Face Classes**

- Make the appropriate preparation before attending the F2F class, i.e., do advance reading, perform course works.

- Observe the entrance health and safety protocols of the University. These protocols should be maintained while inside the campus.
- Attend F2F meetings as scheduled. You will incur excessive absences if you miss at least 20% of your class sessions.
- Come to class on time. Present your COR when requested.
- Listen to the instructor and ask questions if you have any.
- Inform your instructor if you are not feeling well for immediate assistance.
- Be informed that other provisions in the Student Handbook and other University policies governing you will remain in effect unless suspended by the Academic Council or by the President.

### **3. *Use of Classrooms***

- Do not leave your things unattended.
- Switch off the lights after use.
- Leave chairs properly arranged.
- Throw your trash in designated trash bins.
- Do not eat inside the classroom.
- Do not post banners, temporary signage, decorations and other materials on the walls without proper authority.
- Do not control the air conditioning unit using your mobile devices.

### **4. *Use of Comfort Rooms***

- Dispose of sanitary items in the trash bin.
- Do not step on the toilet seat.
- Flush the toilet bowl after use.
- Do not vandalize the walls of the cubicle.

### **5. *Use of Canteen***

- Vacate the tables and chairs after you finish your meal.
- The area marked “Faculty and Staff Only” is off limits to students.
- The canteen is a self-bussing area. Place trays, plates, and other utensils in the bussing area after use.
- Throw your trash in designated trash bins.

**6. Prescribed Hair Color Chart**

Kindly be informed that the approved hair colors are limited to those illustrated in the figure. Any hair color not represented is strictly prohibited.



***Figure 1. Hair Colors***

## B. Primer of RA 10627: The Anti-Bullying Act

*Source Document: A Primer on RA 10627: The Anti-Bullying Act by Disini & Disini Law Office, published January 22, 2015 (<https://elegal.ph/republic-act-no-10627-the-anti-bullying-act/>)*

### A Primer

#### A. Introduction

Republic Act 10627, or the Anti-Bullying Act (the “Act”), aims to protect children enrolled in kindergarten, elementary, and secondary schools and learning centers (collectively, “Schools”) from being bullied. It requires Schools to adopt policies to address the existence of bullying in their respective institutions.

#### B. Bullying

##### 1. What is Bullying?

**Bullying**, as defined under the Act, is any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

Any act that causes damage to a victim’s psyche and/or emotional well-being;

Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and

**Cyber-bullying** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats.

**Social bullying**, or any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.

**Gender-based bullying**, or any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity.

As such, any person who commits any of the foregoing acts, is considered a bully. Furthermore, any act of retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is likewise prohibited.



## ***2. Where may bullying be committed?***

Bullying may happen at the following:

- School grounds;
- Property immediately adjacent to School grounds;
- School-sponsored or School-related activities, functions or programs whether on or off School grounds;
- School bus stops;
- School buses or other vehicles owned, leased or used by a School; or
- School buses or School services privately-owned but accredited by the School.

Bullying may also occur at unrelated locations, functions or programs, through the use of technology or an electronic device or other forms of media, regardless if such is owned, leased, or used by the School.

## **C. School Obligations**

### ***1. What are required of Schools under the Act?***

Schools are directed to adopt policies, which are to be regularly updated, to address the existence of bullying in their respective institutions. These policies are to be reported to the appropriate school division superintendent of the Department of Education ("Department") during the first week of every academic year. During this period, the School shall also submit a report of relevant information and statistics on bullying and retaliation culled from the previous academic year.

### ***2. What must these policies contain?***

First of all, the policies must prohibit bullying as already defined. Schools must likewise define the range of administrative disciplinary actions that may be taken against a bully, or a person who commits retaliation. These actions must be commensurate with the nature and gravity of the offense committed. Such actions may include written reprimands, community service, suspension, exclusion or expulsion, as the case may be. In addition to any action taken against a perpetrator of bullying or retaliation must necessarily include the requirement that the perpetrator enter into a rehabilitation program administered by the School.

The School shall also educate parents and guardians about bullying, its effects, the anti-bullying policies of the School, and how such parents or guardians can provide support in imparting upon their charges the gravity of bullying, and to reinforce the policies of the School. The School shall provide the students and their parents or guardians with copies of these policies, which shall likewise be included in the student and employee manual of the School.

The School shall likewise establish clear procedures and strategies for:

- Reporting acts of bullying or retaliation. The School must provide an avenue wherein students may anonymously report acts of bullying or retaliation;
- Responding promptly to and investigating reports of bullying or retaliation;
- Restoring a sense of safety for a victim and assessing the student's need for protection;
- Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

- Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students.

In all cases wherein a penalty may possibly be imposed, due process must be observed to prevent false accusations of bullying. At a minimum, the School complies with the requirements of due process by:

- Informing the student and parent or guardian of the complaint in writing;
- Giving the student, with the assistance of his parents or guardian, an opportunity to answer the complaint in writing;
- Requiring the School head to issue the decision, in writing, and stating the facts and reasons thereof; and
- Allowing an appeal for the decision with the appropriate division office of the Department.

Any student, after due investigation, found to have knowingly made a false accusation of bullying shall be subjected to appropriate disciplinary action or intervention in accordance with the rules of the School or the Department.

### ***3. Who will implement these anti-bullying policies of the School?***

The School's Child Protection Committee ("Committee") shall serve as the body which will handle all bullying cases in the School. The Committee shall be composed of:

- the School head or administrator as chairperson;
- the School guidance counselor/teacher as vice chairperson;
- a representative of the Schools teachers as designated by the School faculty;
- a representative of the parents as designated by the Parents-Teachers Association;
- a representative of the students, except in kindergarten, as designated by the student council; and
- a representative of the community as designated by the barangay captain wherein the school is located. The inclusion of a community representative may be dispensed with by private Schools.

### ***4. What are the duties of the Committee?***

Under the Act, they shall perform the following:

- Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- Ensure that the anti-bullying policy adopted by the School is implemented;
- Monitor all cases or incidents related to all reported cases of bullying; and
- Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

### ***5. How does the School treat the information in bullying cases?***

Any information relating to the identity and personal circumstances of the bully, victim, or person who reported or witnessed the incident shall be treated with utmost confidentiality by the Committee and the School, provided, that the names may only be available to the School head or administrator, teacher or guidance counselor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.

***6. What happens if the School, or its personnel, fails to comply with the Act?***

School personnel of public Schools shall be subject to administrative disciplinary proceedings under the rules of the Civil Service or the Department. Erring personnel of private Schools shall be subject to appropriate administrative disciplinary proceedings imposed by the private School. Copies of such decisions shall be submitted by the private School to the Department's division office.

Private Schools which fail to comply with the Act and its IRR shall be given notice of such failure by the Department's division office. The School shall be given thirty (30) days within which to comply. A further extension of one (1) month may be granted by the Department's Regional Director in meritorious cases. Failure to comply with the Act or its IRR may cause the School's suspension, or revocation of license.

## C. Academic Programs of National University Main

### **College of Nursing**

- Bachelor of Science in Nursing

### **College of Health and Sciences**

- Bachelor of Science in Pharmacy
- Bachelor of Science in Medical Technology/Medical Laboratory Science

### **College of Architecture**

- Bachelor of Science in Architecture
- Bachelor of Science in Environmental Planning

### **College of Business and Accountancy**

- Bachelor of Science in Accountancy
- Bachelor of Science in Management Accounting
- Bachelor of Science in Business Administration
  - Major in Marketing Management
  - Major in Financial Management

### **College of Computing and Information Technologies**

- Associate in Computer Technology
- Bachelor of Science in Information Technology
  - with specialization in Mobile and Web Applications
  - with specialization in Multimedia Arts and Animation
- Bachelor of Science in Computer Science
  - With Specialization in Machine Learning
  - With Specialization in Digital Forensics
- Master of Science in Computer Science
- Master's in information technology
- Doctor of Philosophy in Computer Science
- Doctor in Information Technology

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

- Bachelor of Arts in Communication
- Bachelor of Arts in English Language Studies
- Bachelor of Arts in Political Science
- Bachelor of Science in Psychology
- Bachelor of Physical Education
- Bachelor of Elementary Education
- Bachelor of Secondary Education
  - Major in English
- Master of Arts in Education
  - Major in Educational Management
  - Major in English Language Education
  - Major in Special Education
- Doctor of Education
  - Major in Educational Management

**College of Engineering**

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Environmental and Sanitary Engineering
- Master of Science in Sanitary Engineering
- Masters in civil engineering
- Master's in computer engineering

**College of Hospitality Management**

- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management

#### D. National University Main Office Directory

**Trunk Lines: (02) 8712-1900; (02) 8562-7948; (02) 8562-7949; (02) 8562-7950**

Office	Local	Direct Line	Email Address
<b>Academic Internship and Placement Office</b>	1126		<a href="mailto:ailp@national-u.edu.ph">ailp@national-u.edu.ph</a>
<b>Alumni Affairs Office</b>		8563-6991	<a href="mailto:alumni-affairs@national-u.edu.ph">alumni-affairs@national-u.edu.ph</a>
<b>Admissions Office</b>	1201 1202	8743-7951	<a href="mailto:admissions@national-u.edu.ph">admissions@national-u.edu.ph</a>
<b>Athletes Academic Development Office</b>	1188		
<b>Community Extension Office</b>	2160		<a href="mailto:comex@national-u.edu.ph">comex@national-u.edu.ph</a>
<b>General Accounting</b>	2154		<a href="mailto:accounting@national-u.edu.ph">accounting@national-u.edu.ph</a>
<b>Guidance Services Office</b>	1455		<a href="mailto:guidance@national-u.edu.ph">guidance@national-u.edu.ph</a>
<b>Health Services</b>	1109	8741-4880	<a href="mailto:healthservices@national-u.edu.ph">healthservices@national-u.edu.ph</a>
<b>ITSO, Network Support</b>	1427	8711-6228	<a href="mailto:itro@national-u.edu.ph">itro@national-u.edu.ph</a>
<b>ITSO, Desktop Support</b>	1428		
<b>ITSO, IT Equipment Custodian</b>	1429		
<b>ITSO, Systems &amp; Accounts Support</b>	1431		
<b>LRC Main Readers Services</b>	1512		<a href="mailto:lrc@national-u.edu.ph">lrc@national-u.edu.ph</a>
<b>LRC Main Satellite Libraries</b>	1402		
<b>LRC Annex 11th Floor</b>	2129		
<b>Registrar</b>	1212 1214 1250	8749-8209 8749-8221	<a href="mailto:registrarsoffice@national-u.edu.ph">registrarsoffice@national-u.edu.ph</a> <a href="mailto:document_request@national-u.edu.ph">document_request@national-u.edu.ph</a>
<b>Security Office, Senior Officer</b>		8742-9881	
<b>Guard (Main Gate)</b>	1101	8749-8207	
<b>Guard (Annex Building)</b>	1102		
<b>Student Development and Activities Office</b>	1111	8749-5993	<a href="mailto:nusdaomanila@national-u.edu.ph">nusdaomanila@national-u.edu.ph</a>
<b>Student Discipline Office</b>	1425		<a href="mailto:studentdisciplineoffice@national-u.edu.ph">studentdisciplineoffice@national-u.edu.ph</a>
<b>Treasury</b>	1216 1217 1219	8749-8220	<a href="mailto:cm_manila@national-u.edu.ph">cm_manila@national-u.edu.ph</a>
<b>COLLEGES</b>			
<b>Allied Health</b>	1424		
<b>Business &amp; Accountancy</b>	2126		
<b>Computing &amp; Information Technologies</b>	1421 1456		
<b>Education, Arts &amp; Sciences</b>	2273		
<b>Architecture</b>	3012		
<b>Engineering</b>	1222		
<b>Tourism &amp; Hospitality Management</b>	1704		



## Statement of Compliance

Date: \_\_\_\_\_

To Whom It May Concern:

This is to certify that we have received a copy of the Student Handbook for Academic Year \_\_\_\_\_. We have read, understood, seek clarification, if necessary, and shall abide by the rules and regulations of the University as contained in this book for as long as we are connected with National University.

We understand that other university policies pertaining to student welfare and safety may be formulated, revised, or amended in the future in accordance with the Vision and Mission of National University, as well as with new memoranda and circulars from the Commission on Higher Education (CHED) and other regulatory agencies.

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**Student's Name & Signature**

Student

No.: \_\_\_\_\_

Program: \_\_\_\_\_



## **STUDENT CONSENT FORMS FOR THE PROCESSING, RELEASE AND RETENTION OF PERSONAL INFORMATION**

The undersigned is fully aware that National University (NU) – Manila or its designated representative is duty bound and obligated under the Data Privacy Act of 2012 to protect all my personal and sensitive information that it collects, processes, and retains upon my enrolment and during my stay in the University.

Student personal information includes any information about my identity, academics, medical conditions, or any documents containing my identity. This includes but not limited to my name, address, names of my parents or guardians, date of birth, grades, attendance, disciplinary records, and other information necessary for basic administration and instruction.

I understand that my personal information cannot be disclosed without my consent. I understand that the information that was collected and processed relates to my enrolment and to be used by NU-Manila to pursue its legitimate interests as an educational institution. Likewise, I am fully aware that NU may share such information to affiliated or partner organizations as part of its contractual obligations, or with government agencies pursuant to law or legal processes. In this regard, I hereby allow NU-Manila to collect, process, use and share my personal data in the pursuit of its legitimate interests as an educational institution.

I am likewise giving my consent/permission in favor of my parents/guardian/representative or whoever is responsible in providing care for me to access, verify, examine and or inspect my academic and scholastic records, school fees/accounts in the University, the result of my physical medical examination and all matters that relate to my status as a student at the University.

In addition, I am likewise giving my consent/permission to share my personal information to the industry partner of the University for possible Internship/On-the-Job opportunities or employment even after I graduated from NU-Manila.

Finally, should I commit any misconduct, or should there be a complaint filed against me, before the Discipline Office (DO) by reason of violation of the provisions of the Student Handbook or any laws or ordinances, I hereby authorize and give my full consent in favor of the University to inform my parents, guardian, representative or whoever person is in charge of providing care or custody for me.

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Signature over printed name of student

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Date