



## APPLICATION INFORMATION FOR BS Marine Biology and BS Environmental Sciences

### DESCRIPTION:

Marine biology seeks to understand the unique characteristics of the marine environment and the adaptations of its organisms to life in the sea. It provides students with scientific knowledge to understand patterns of biological diversity and to quantify changes in the marine environment and the response of its inhabitants to these changes.

Environmental Science studies the interactions between the environment and human society using an interdisciplinary approach. It provides students with the scientific concepts and methods to understand the interrelationships of the natural world, to identify and analyze natural and anthropogenic environmental problems, to assess the likely risks related with these problems and to propose alternative solutions for remediation and prevention.

### APPLICATION REQUIREMENTS\*

Students applying for the above degrees are required to submit the documents below. Forms (in .docx) can be filled by (1) typing the information in the blanks provided and pasting your e-signature or (2) printing the form, writing the required information, signing it and scanning the finished document. All documents should be submitted as PDF or JPEG/PNG with a file name indicating its content. The forms can be obtained from the IEMS secretary, Ms. AMY JANE QUIBEDO ([iems@su.edu.ph](mailto:iems@su.edu.ph)) and sent to the same email address as an attachment (type SURNAME – BSMB/BSES Application in the subject box).

#### *New Students*

- (1) Application Form
- (2) Scanned copies of Grade 11 and Grade 12 grade card (Form 138)(both sides).
- (3) Referee Form – Students are required to provide the name and email address of at least one referee.
- (4) Interview with an IEMS representative.

#### *Transferees*

The following are the requirements for applicants that started their baccalaureate degree outside of Silliman University.

- (1) Application Form and supplementary form
- (2) Scanned copies of Grade 11 and Grade 12 grade card (Form 138)(both sides)
- (3) Copy of Transcript of Records from the institution previously attended\*
- (4) Referee Form – Students are required to provide the name and email address of at least one referee (a college teacher from the institution previously attended).
- (5) Interview with an IEMS representative.

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\* These requirements are separate from those of the University Registrar (<http://su.edu.ph/admissions/admission-procedures/>)

### *'Shiftees'*

The following are requirements for applicants that started their degree at a different academic unit of the University.

- (1) Application Form and supplementary form
- (2) Scanned copies of Grade 11 and Grade 12 grade card (Form 138)(both sides)
- (3) Copy of grades from academic unit previously enrolled in
- (4) Referee Form – Students are required to provide the name and email address of at least one referee (a college teacher from his/her previous academic unit)
- (5) Shifting Form and Clearance Form from previous academic unit
- (6) Interview with an IEMS representative

### *Foreign Students*

For the Institute's requirements, select from which of the above conditions apply to you. However, additional requirements may be required (grade equivalents, units/marks and others). Students from countries wherein English is not the medium of instruction may be required to take English classes.

As for student permit, please inquire at the Admissions Office of the University Registrar ([admissions@su.edu.ph](mailto:admissions@su.edu.ph) or [ora@su.edu.ph](mailto:ora@su.edu.ph)).

### ACCEPTANCE POLICIES

#### *SHS Graduates with STEM/STEAM Track*

- General QPA of 80% and above, and without grades below 80 for SHS Biology, Chemistry, and Physics.
- Students with grades between 75-79 for these subjects will be accepted on *probationary status* with their retention contingent on their performance for the first year of study.

When the required documents are received by the IEMS secretary, an online interview will be scheduled with a faculty of the Institute. Once completed, an email with:

- A *letter of acceptance* will be sent to students with general QPA of 80% and above, and without grades below 80 for SHS Biology, Chemistry, and Physics.
- A *letter of conditional acceptance* will be sent to students with above conditions who has not submitted complete acceptance requirements.
- A *letter of conditional acceptance (on probationary status)* will be sent to students with a 75-79 general QPA, and Biology, Chemistry and Physics grades. for these subjects will be accepted on *probationary status* with their retention contingent on their performance for the first year of study.

The acceptance letter will serve as proof of acceptance to the IEMS undergraduate program and submitted to the Office of Admissions (located at Hibbard Hall) during enrollment.

#### *SHS Graduates with Non-STEM/STEAM Track*

Applicant's acceptance will depend on the assessment of the grades in Grade 11 and 12. General QPA of 80% and above is required for both SHS levels. When the required documents are received by the IEMS secretary, an online interview will be scheduled with a faculty of the Institute. Once completed, an email with a *letter of conditional acceptance (on probationary status)* which can be shown to the SU's Admissions Office as proof of acceptance.

Depending on the applicant's SHS history, the student will be required to take augmentation subjects in the following (all if not a combination of): Basic Calculus, Biology, Chemistry, and Physics. These should successfully be completed during their first year at the Institute. However, the applicant may be allowed to enroll in introductory subjects (on the discretion of the faculty).

### *Transferees*

Conditions for acceptance of transferees are similar as those for STEM/STEAM or non-STEM/STEAM SHS graduates (whichever is applicable). Once required documents are submitted and the interview undertaken, the applicant will be sent either:

- *A letter of acceptance*
- *A letter of conditional acceptance*
- *A letter of conditional acceptance (on probationary status)*

For credit of subjects taken at previous institution, the student is required to provide documents (syllabus, subject outline and others) that show the subject description, extent and coverage, lecture topics, activities, assignments, student assessment scheme and other pertinent information regarding the subject.

Credit for “major subject(s)” (or subjects in the natural sciences, marine biology and environmental science) is upon the discretion of the faculty of the Institute. This takes into consideration not only the above requirements but also the requirements of the University Registrar for such cases.

### *“Shiftees”*

Conditions for acceptance of transferees are similar as those for STEM/STEAM or non-STEM/STEAM SHS graduates (whichever is applicable). Once required documents are submitted and the interview undertaken, the applicant will be sent either:

- *A letter of acceptance*
- *A letter of conditional acceptance*
- *A letter of conditional acceptance (on probationary status)*

For credit for subjects taken at Silliman University – General education (GE), Physical Education (PE) and NSTP subjects will be credited as long as the student’s general QPA is at  $\geq 2.0$ . However, the credit for the GE electives (GE 11 and GE 12) will be upon the discretion of the faculty.

### *Foreign Students*

Conditions for acceptance of transferees are similar as those for STEM/STEAM or non-STEM/STEAM SHS graduates (whichever is applicable). Once required documents are submitted and the interview undertaken, the applicant will be sent either:

- *A letter of acceptance*
- *A letter of conditional acceptance*
- *A letter of conditional acceptance (on probationary status)*

### RETENTION POLICIES:

#### *Continuing Students*

- Students must maintain a general QPA of 2.0 and above.
- Students must maintain a Science of 2.0 and above. Science QPA computation includes Biology, Physics, Chemistry and Marine Biology subjects.
- Students with a general and science QPAs below 2.0 will be on *probationary status* for two semesters to allow the student to improve their QPAs.
- If grades and QPAs do not improve after two semesters, the student will be advised to shift to another degree program.

### *Incoming Students:*

Retention policies for *Continuing Students* apply. For students who were sent a *letter of conditional acceptance*, lacking documents should be submitted to the EIMS' secretary before the scheduled preliminary exam period. Those that were sent a *letter of conditional acceptance (on probationary status)*, their retention in the degree program is contingent on their performance for the first two semesters of study. If the student's performance does not meet the general QPA and science QPA retention requirements, the student will be advised to shift to another degree.

University policy on *academic probation* from University Manual 2014-2015 is shown below:

#### **Section 6 - ACADEMIC PROBATION**

A student who does not get the required QPA of 2.0 is placed on academic probation during the succeeding semester with these conditions:

- The student may be required to repeat certain subjects, or carry a reduced load to improve or earn quality points.
- The student must not incur any unexcused absences from regular classes, his college's assembly, or the University convocation.
- The student is ineligible to represent the university in any public performance or activity, or hold any major office without his Dean's permission.

A student on an academic probation must attain the minimum QPA in the following semester. If he cannot get the required QPA, he would be dropped from the University. This action is automatic unless the college, or faculty, or the designated committee decides to extend the probation period.

University policies on missed exams and attendance are as follows:

#### **Section VII - EXAMINATION**

All students are expected to take the preliminary, mid-term, and final examinations at the time scheduled by their respective Dean's Office. If the student fails to take these exams for no justifiable reason, he is fined Php60.00 for each examination missed. His Dean shall determine if the reason is justifiable or not.

#### **Section VIII - ATTENDANCE**

Students are expected to attend all classes. Work covered during any absence, excused or unexcused, is incurred only for valid reasons. The teacher concerned will determine the validity of the absence. Three unexcused absences may be incurred and the rest of the 20 percent allowed by the Commission on Higher Education (CHED) must be excused, incurred only for valid reasons.

Students are encouraged to read Part V (Academic policies) and policies on sexual harassment of the University Manual. A PDF file can be obtained from the IEMS' secretary (Ms. Amy Jane Quibedo) or the librarian (Ms. Analisa Escobar).

## INSTITUTE POLICIES

### *Advocacy<sup>1</sup>*

The Institute advocates practices such as the avoidance of single-use plastics, recycling, garbage segregation, cleanliness, honesty and respect. As such, students are expected to cooperate and participate in this advocacy. These will be discussed during the student orientation meeting.

- *Single-use plastics*: Students are strongly encouraged to provide their own drinking vessels and eating utensils. You can refill them at the cost of P1-3 (depending on the volume). When having food delivered, please advise the vendor not to send plastic cutlery.
- *Recycling*: Recycle as much plastic containers, sample bottles and like by washing, drying and storing them for future use.
- *Garbage Segregation*: Different colored garbage cans are provided within the grounds of the Institute. Please use them properly.
- *Cleanliness*: Students are expected to clean up after themselves (after each class, eating and others). Do not leave your bags and stuff in unattended.
- *Honesty*: IEMS has a pantry that has a modest collection of drinks and snacks and purchase is on honesty basis. A paper is provided for students to list the items they got and the students will be informed of the total amount due for the purchases.
- *Respect* for faculty, staff, other students and the organisms that are used in our activities: If you have problems with either the faculty, staff, and other students, please approach your class representative for help and guidance; if not, set up a meeting with the Director. Students are strongly discouraged to “vent” these issues on social media. Students are also expected to respect the organisms that are used in the laboratory classes, experiments, and thesis.

### *Seminars*

Students are expected to attend seminars and webinars. Some of our visiting scientists and graduate students may conduct a seminar on their field of expertise. Faculty may also post webinars that students will be encouraged to attend. Announcements will be posted at the Facebook group page “IEMS and Friends”. Please inform Amy Quibedo (IEMS secretary) to add you to the page as some announcements are also posted there.

### *Student Organization*

All students of the Institute are AUTOMATIC members of STEWARDS (Students Toward Environmental Welfare and Research for Development and Sustainability), the student organization of the Institute. They are expected to actively participate in the activities.

### *Use of equipment and classrooms<sup>1</sup>*

- All borrowed materials should be returned to the stockroom in proper condition.
- Diving equipment can only be used by licensed SCUBA divers and only in activities related to enrolled subjects.
- Eating inside the classrooms is strictly prohibited.
- Students are not allowed to stay in the classrooms outside class hours unless there is a written permission from a faculty member duly noted by the laboratory manager (Jacinta Lucañas).
- Students are not allowed in the museum and research labs of the main IEMS building unless accompanied by a faculty or an enrolled graduate student.

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<sup>1</sup> Face-to-face and/or blended classes

### *End-of-Semester Clearance<sup>1</sup>*

At the end of each semester, the student is expected to submit the IEMS Student Clearance Form. This is a requirement for enrollment in the next semester. The form can be obtained from the secretary.

### QUERIES AND OTHER CONCERNS

For major queries, faculty and staff concerns, contact the Director of the Institute, DR. JANET S. ESTACION, through messenger or email ([janetsestacion@su.edu.ph](mailto:janetsestacion@su.edu.ph)); mobile or home phone number can be obtained through the secretary.

For other enrollment concerns, contact secretary of the Institute, MS. AMY JANE QUIBEDO, through messenger, email ([iems@su.edu.ph](mailto:iems@su.edu.ph)) or telephone (035 522 7482).

For classroom and facility concerns, contact the IEMS laboratory manager, MRS. JACINTA LUCAÑAS ([jacintacrlucanas@su.edu.ph](mailto:jacintacrlucanas@su.edu.ph) or [j\\_lucanas@yahoo.com](mailto:j_lucanas@yahoo.com)). You can send an email through [iems@su.edu.ph](mailto:iems@su.edu.ph) and use IEMS trunkline (035) 522 7482.

**Office of the Registrar and Admissions  
SILLIMAN UNIVERSITY  
Dumaguete City**

**REQUIREMENTS FOR ADMISSION  
FOREIGN – TRANSFEREE  
(Students from abroad)**

To facilitate the processing of your application for admission to Silliman University, please attach the following requirements to your accomplished form:

1. School transcript authenticated by the Philippine Foreign Service Post (PFSP) of the applicant's country of residence
2. Recommendation letter from the school or certification of good moral from the school last attended
3. Certificate of good moral from the community – Police certificate
4. Original copy of birth certificate and two (2) copies of passport pages showing the name, picture, birthdate and birthplace of the applicant
5. One latest 2" x 2" or passport size picture
6. AIS Clearance – International Office, Oriental Hall
7. A yearly physical examination issued by a registered physician, attesting to the student's fitness to go to school. Testing for the following requirements must be done at the **Silliman University Medical Center**: chest X-ray, dental and CBC lab examination. **Forms are available at the University Clinic.**

Submit the accomplished Application form and other requirements to:

The Registrar  
Office of the Registrar and Admissions  
Silliman University, Dumaguete City  
Tel. Nos. (035)422-8880/422-600 local 247  
Email: [admissions@su.edu.ph](mailto:admissions@su.edu.ph); [ora@su.edu.ph](mailto:ora@su.edu.ph)  
Website: [www.su.edu.ph](http://www.su.edu.ph)