

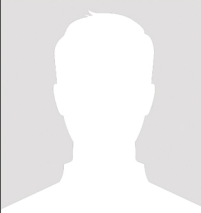
STUDENT HANDBOOK

2015 EDITION



FEU INSTITUTE OF TECHNOLOGY
COLLEGE OF ENGINEERING • COLLEGE OF COMPUTER STUDIES

THIS STUDENT HANDBOOK BELONGS TO:

	NAME (Last Name, Given Name, M.I.)	
	STUDENT NO.	PROGRAM
	EMAIL ADDRESS	
CITY ADDRESS		
TELEPHONE NOS.		MOBILE NOS.
PROVINCIAL ADDRESS		

In case of accident or serious illness, please notify:

NAME	CONTACT NOS.
ADDRESS	



STUDENT HANDBOOK

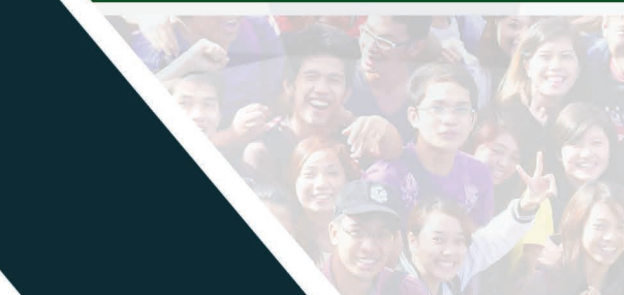
2015 REVISED EDITION

Welcome to FEU Institute of Technology! You are now part of a premier educational institution.

This Student Handbook is your guide and companion. This may therefore be a manual of operations for you, containing data and information easily understood, and instructions to be followed. Use this as your reference on matters concerning your new school and all aspects of being a student of FEU Institute of Technology.

We expect that during your stay in this Institute, you will thoroughly read and understand the policies and guidelines in this Handbook. We trust that this manual would help you enjoy your student life in FEU Institute of Technology.

We are hoping that your stay with us will be a rewarding and fulfilling experience.



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GENERAL INFORMATION



VISION STATEMENT

FEU Institute of Technology aims to be one of the top five technology educational institutions in the Philippines.

MISSION STATEMENT

FEU Institute of Technology is dedicated to provide quality, relevant, innovative and industry-based education producing competent and principled professionals with greater sense of responsibility, social awareness and high competitiveness contributing significantly to the betterment of the society.

CORE VALUES

- F** – Fortitude
- E** – Excellence
- U** – Uprightness

HISTORY

The present Far Eastern University (FEU) is an offshoot of the union of the Institute of Accountancy (founded in 1928 by Dr. Nicanor Reyes) and the Far Eastern College (founded in 1919 by Nicanor Maronilla-Seva, Francisco Africa, Pedro Cortez, Salvador Unson, and Vicente Favella) in the early second quarter of the 1900's. When Dr. Nicanor Reyes, gained the controlling stock on November 5, 1933, he became its first president. Since then, the site of the once humble cigarette factory turned into an educational institution at the corner of Azcarraga (now Claro M. Recto) and M. Lorenzo (now Quezon Boulevard) Streets and has produced luminaries who had distinguished themselves in business, law, education, fine arts, architecture, engineering, nursing and medicine.

Dr. Reyes had envisioned a university with the best facilities to offer a well-rounded education, giving emphasis on the promotion of Philippine art and culture. Since its inception, FEU boasts of cultural and historical vestige. Notable are the works of national artists such as Pablo Antonio, Vicente Manansala, and Francisco “Botong” Francisco that grace FEU’s grounds and buildings. Distinguished also were the artistic performances especially in the 50’s and 60’s in the FEU Auditorium, which were dubbed as the “Cultural Center of the Philippines”. For twenty years, it was the venue for major cultural presentations like the operas *La Traviata*, *Il Trovatore* and *Carmen*. Recently, the establishment of the President’s Committee on Culture has brought a cultural rebirth with its twice-a-month presentations of local and international artists. Modern stage productions necessitated the overhauling of the auditorium with state-of-the-art theatre facilities, including a wide screen and a powerful video and computer projector.

THE EARLY BEGINNINGS OF FEU INSTITUTE OF TECHNOLOGY

In 1936, the Commonwealth was two years old and independence was promised a decade hence. The FEU, a private education pioneer, took stock of the emergent nation's needs. Among its findings was a very pressing need for engineers and technologists to help build the nation. It felt itself challenged and it thus established the Institute of Technology.

An increasing demand for trained engineers and technologists remained. With the government's accelerated economic recovery program, private business establishing more and more factories, and agriculture shifting to mechanization, the demand for trained and skilled personnel was greater than ever. The Institute of Technology helped by filling the country's need in this respect.

In 1936, when it was founded, the Institute of Technology initially offered a complete course in civil engineering.

The Institute had since added complete courses in six other major fields of technology: architecture, chemical engineering, mechanical engineering, electrical engineering, industrial engineering, and chemistry. A course in geodetic engineering was also started in 1952. However, in 1971, the Department of Architecture was elevated into the Institute of Architecture and Fine Arts and took over the architecture program; the course in chemistry was transferred to the Institute of Arts and Sciences in 1978.

The courses leading to the Bachelor of Science degree in a specific branch of engineering offered by the Institute of Technology were similar in some respects to those of the famed technical institutes and universities in the United States and Europe, such as the Massachusetts Institute of Technology, University of Michigan, Cornell University, and California Polytechnic. They, however, were oriented to suit local conditions and to fill the needs of Philippine technological advancement.

The curricula of the Institute of Technology were geared to prepare the students to become highly technical yet practical experts in their specific branch of engineering. To achieve this end, the Institute of Technology had built a strong and well-balanced faculty.



It had a formidable teaching force, composed of the country's esteemed technological educators and scholars, professors skilled and experienced in the basic sciences, trained technicians, and practicing and consulting professional engineers.

The Institute of Technology was also continually expanding its facilities so as to provide its faculty and students the most complete and most modern laboratory in the country. It was in line with this policy that FEU built a seven-storey Technology Building in Manila and a building complex on its 46-hectare Quezon City campus.

A NEW TECHNOLOGY

FEU takes pride in its relentless efforts for academic excellence. For this reason, it conducts a constant review of programs of major tertiary courses. After a thorough study of the Technology Program, the administration decided to phase it out in favor of a computer technology program forged with East Asia Computer Center, Inc., which offered degrees in Computer Science in 1992.

In July 1991, SM Foundation and IBM Philippines set up Asia Pacific Computer Technology Center (APCTC). Six months later, APCTC collaborated with Far Eastern University (FEU) and Intelligent Wave, Inc. (IWI) and set up a computer school, which was subsequently called East Asia Computer Center. Later, the name was changed to East Asia Institute of Computer Technology (EAICT).

Initially, the only degree offered was Bachelor of Science in Computer and Information Science (BSCIS). In 1994, EAICT started to offer the degree of Bachelor of Science in Computer Engineering (BSCOE).

On September 30, 1998, the Commission on Higher Education (CHED) noted the change in the name of East Asia Institute of Computer Technology (EAICT) to East Asia College of Information Technology (EACIT).

On February 24, 2000, EACIT was identified by CHED as a Center of Development for Excellence (CODE) in Information Technology Education in the National Capital Region.

In 2001, EACIT sought the approval of CHED to offer additional courses leading to the degrees of Bachelor of Science in Information Technology and Bachelor of Science in Information Management. Both courses gained full recognition in April 2004.



BRIEF HISTORY OF THE NEW COLLEGE OF ENGINEERING

Engineering was under the Institute of Technology as one of the principal programs of FEU until the Board of Directors decided to close the Institute of Technology by not accepting freshmen in 1991. Although it still had an enrolment of over 4,000 students, the Institute of Technology found itself caught in a squeeze between the government's cap on tuition fee increases and the rising costs of providing quality education in engineering. Rather than allow a drop in quality standards, FEU finally chose to close down the Institute in 1996.

Being one of the country's finest universities, FEU worked to restore the scope of its academic offerings. In 2001, the FEU administration decided to reopen and rehabilitate the defunct technology program. This paved the way to the re-opening of the College of Engineering that prides itself with a carefully designed curriculum, high quality instruction and state-of-the-art laboratory and building facilities.

The College of Engineering offered Bachelor of Science in Civil Engineering (BSCE), Bachelor of Science in Electrical Engineering (BSEE), Bachelor of Science in Electronics and Communications Engineering (BSECE) and Bachelor of Science in Industrial Engineering (BSIE) system. A regular student is expected to finish any of the programs in four (4) years and one (1) term. The additional one term consists of three and a half months industry immersion.

The College of Engineering received its Government Recognitions from the Commission on Higher Education (CHED) on April 12, 2004 to conduct and operate the four programs.

THE POWER OF TWO

In 2002, FEU acquired the controlling stock of EACIT and gained full control of the College.

In 2003, the FEU Administration took a big step in merging the College of Engineering and East Asia College of Information Technology. The combined resources and efforts of both Colleges resulted in the merged FEU – East Asia College (FEU—EAC) with the re-organized vision and mission.

In 2014, FEU – East Asia College is re-named back to its roots as FEU Institute of Technology, also known as FEU Tech.



COLLEGE OF ENGINEERING

Bachelor of Science in Civil Engineering (BSCE)

Civil Engineering (BSCE) includes infrastructure planning and development. Students are provided with a strong foundation in the physical sciences, economic, social and environmental significance of what he/she plans to build.

Bachelor of Science in Computer Engineering (BSCpE)

Computer Engineering (BSCpE) core courses include circuits, electronics, digital logic, microprocessor and microcontroller systems, computer networking, programming, and the design of digital systems.

Bachelor of Science in Electrical Engineering (BSEE)

The field of Electrical Engineering (BSEE) deals with the generation, transmission, distribution and utilization of electricity. It covers topics such as industrial and power electronics, electrical and instrumentation design and construction, machine control and automation, operations and maintenance of facilities, power systems operation, economics and protection, industrial and power plant engineering.

Bachelor of Science in Electronics Engineering (BSECE)

Electronics Engineering (BSECE) is a dynamic program that prepares its graduates to be in the forefront of the revolutionary electronics and communications technology.

Bachelor of Science in Mechanical Engineering (BSME)

Mechanical Engineering (BSME) is a multidisciplinary field of study; courses are an integration of aerospace engineering, metallurgical engineering, civil engineering, electrical engineering, petroleum engineering, manufacturing engineering, chemical engineering, physics, and materials science. As a result, Mechanical Engineering students develop creativity, versatility, and a wide breadth of knowledge.

COLLEGE OF COMPUTER STUDIES

Bachelor of Science in Computer Science

with specialization in Software Engineering (BSCSSE)

with specialization in Business Analytics (BSCSBA)

The Bachelor of Science in Computer Science (BSCS) prepares students to become excellent IT professionals and researchers, proficient in designing and developing computing solutions. This program prepares students for successful, rewarding career in specification design, coding and testing of software. The course emphasizes software engineering, database, WWW, and large-scale software.

Bachelor of Science in Information Technology

with specialization in Web and Mobile Applications (BSITWMA)

with specialization in Animation and Game Design (BSITAGD)

with specialization in Digital Arts (BSITDA)

with specialization in Service Management and Business Analytics (BSITSMBA)

The Bachelor of Science Information Technology (BSIT) Program is focused in the acquisition, deployment and management of information technology resources and services, as well as the development and evolution of technology infrastructures and systems for use in organization's processes.

The BSIT program is specifically designed to provide an avenue of learning for students in a technology discipline such as web design and development, computer networking and security and computer system administration. The program is meant to satisfy the ever-growing demands of the different Information technology aspects, namely, Web Systems, Databases and Computer Networking.

Bachelor of Science in Entertainment and Multimedia Computing (BSEMC)

The Bachelor of Science in Entertainment and Multimedia Computing (BSEMC) program is the study and use of concepts, principles, and techniques of computing in the design and development of multimedia products and solutions. It includes various applications such as in science, entertainment, education, simulations, and advertising.

Associate in Computer Technology (ACT)

The program is designed for career in the field of Information Technology. It caters students who are not yet decided which bachelor's degree program to pursue in the field of Information Technology. Lastly, it provides students intensive preparations in Computer Science and Information Technology.

GRADUATE STUDIES

Master in Information Technology (MIT)

Master in Information Technology(MIT) program provides a comprehensive post graduate education in information technology which enables students to pursue and update their knowledge in the various fields of IT.





THE INSTITUTE SEAL

The outer ellipse is consistent with the seal of the other schools in the FEU Group. The images in the inner ellipse are symbolic of what the Institute represents, with its four components: a book, a whirlwind, a gear, and a tongue of digital fire.

The book (or “muse”) acts not only as the base of the structure but also as the agent of knowledge and inspiration. From the pages of the book, a mighty whirlwind forms and spins boldly outward, disseminating knowledge in all directions, “ascending” toward the highest of “heavens,” and feeding the fire of passion for “invention,” which is represented by engineering (the gear) and information technology (the pixelated tongue of fire).



THE iTAMARAW ICON

The iTamaraw is an adaptation of FEU’s icon, the tamaraw. The right half follows the classical tamaraw; the left half represents a ‘modernized’ high-tech tamaraw.

1. The left horn, shaped as an antenna or tower, symbolizes an industrial structure.
2. The lines on face symbolize innovation; they represent circuitry associated with both computer and engineering courses.
3. The glowing red eye symbolizes power or flow of electricity inside a computer.
4. The colors green and gold gradient represent the colors of the College; black represents strength and determination

ACADEMIC POLICIES



ADMISSION

GENERAL GUIDELINES

FEU Institute of Technology admits applicants who successfully pass the College Admission Test (CAT). Applicants who are granted eligibility for admission must submit the following requirements to the Admission's Office:

- **New Students**

- Application Form including two 2 x 2 ID photos
- Result of Entrance Exam
- Original Form 138 (High School Report Card)
- Original Certificate of Graduation (If F138 is not yet available)
- Original Certificate of Good Moral Character
- Original and Photocopy of NSO Authenticated Birth Certificate
- Other requirements

- **Transfer / Second Undergraduate Degree**

- Application Form including two 2 x 2 ID photos
- Result of Entrance Exam
- Original Transcript of Records/Certified True Copy of Grades
- Original Certificate of Good Moral Character
- Authenticated Copy of Course Description
- Honorable Dismissal/Transfer Credential Certificate
- Original and Photocopy of NSO Authenticated Birth Certificate
- Accomplished Transferee Recommendation Form in a sealed envelope
- Interview with the Guidance Counselor with the complete requirements
- Complete the validation and crediting process at the program department
- Other requirements

- **International Students (IS)**

Applicants who wish to apply for admission are required to consult with the Registrar's Office regarding requirements of the Bureau of Immigration and Deportation (BID) and the Department of Foreign Affairs (DFA). They should observe and recognize the distinctive vision and mission of the Institute and satisfy all the following admission requirements:

New International Students with 9 (f) Visa

- Transcript of Records authenticated from the Philippine Post of the country of origin and with English translation.
- Police Clearance authenticated from the Philippine Post of the country of origin and with English Translation
- Valid Passport
 - Clear photocopy of the passport's bio-page
 - Clear photocopy of the stamped latest arrival
 - Clear photocopy of the 9(f) visa stamped
- I-card
- BID Visa Order

New International Students with 9(a) Visa for conversion

- Transcript of Records authenticated at the Philippine Post of the country of origin and with English translation
- Police Clearance authenticated at the Philippine Post of the country of origin and with English Translation
- Valid Passport
 - Clear photocopy of the passport's bio-page
 - Clear photocopy of the stamped latest and authorized stay

Visa Conversion Requirements *(proceed to International Student Desk at Registrar Office for the Visa Conversion Requirements Compliance)*

- Application Checklist
- Two(2) Filled– up CGAF Form with 2x 2 pictures
- Letter of request from the applicant stating that all documents submitted were legally obtained from the corresponding government agencies and duly notarized
- Notice of Admission (NoA)
- Duly notarized endorsement from the school for the conversion of the applicant's status signed by the school's Registrar or its representative
- Medical Certification issued by the Bureau of Quarantine and International Health Surveillance
- Photocopy of applicants passport (bio-page, admission and authorized stay)

International Students - Transferee from Local Schools

- Transfer Credential Certificate
- Certificate of Good Moral Character
- Transfer Approval from the Commission on Higher Education and BID
- Certificate of No Objection from the original school
- Original BID Visa Order
- I-Card
- Valid Passport

VISA Extension Requirements *(proceed to International Student Desk at Registrar Office for the Visa Conversion Requirements Compliance)*

- Application Checklist
- Completed CGAF Forms with 2x2 pictures
- Original Certificate of Re-admission or Certificate of Registration (CoR)
- Original Transcript of Records (grades of two previous terms)
- Photocopy of applicant's passport (bio-page, latest admission and latest 9(f))
- Photocopy of I-card (front and back)
- Transfer Credential Certificate
- Transfer Approval from CHED and BID

Master in Information Technology

- Accomplished Application Form with 2 x 2 picture
- Transfer Credential Certificate/ Honorable Dismissal
- Original Transcript of Records – Copy for FEU - Institute of Technology
- Two Recommendation Letters (from previous school/employer)
- Updated Curriculum Vitae
- Personal statement containing academic and career objectives
- Certificate of Good Moral Character
- Passed the Graduate Admission Test

REGISTRATION / ENROLMENT

Students are expected to enroll on a full-time basis and therefore be able to attend classes as scheduled by the Registrar's Office. Students register and pay all the required fees on the registration days specified by the Registrar's Office. Students are not officially enrolled unless they have paid the necessary fees. Tuition and other fees, as well as deadlines for payments, are posted on administrative bulletin boards. All payments should be made through the Cashier's Office. Payment through the BPI is also available.

Cross Enrolment/Cross Registration

Is a system allowing students to cross enroll in a university or college to take specific courses, subject to rules and regulations of the school where a student is regularly enrolled in.

Cross enrollment is discouraged and shall be subject to policies, rules and regulations. However, for valid reasons as determined by, and with the written consent of the institution he is regularly enrolled in, a student may be permitted to cross enroll to other institutions in subject loads not normally offered during that particular term.

At the discretion of the institution, a request for cross enrollment may be allowed in accordance with the institution's academic policies and standards on retention, promotion, transfer and cross enrollment, and only under the circumstances as follows:

1. When the desired courses are not offered by the institution the student is enrolled in during the term of the requesting student's enrollment;
2. When the courses are offered, but schedules are in conflict with the requesting student's other class schedules; and,
3. When the student intends to spend the school term in his home province or region and enrolls in courses offered by an institution located therein, provided that, such request is in accordance with the accepting institution's policy on cross enrollment.

A student need not secure the clearance from the Commission on Higher Education to cross-enroll, provided that the total subject loads do not exceed the allowable number of units per school term.

LOAD ADJUSTMENT

Any change in registration, withdrawal of enrolment, course adding and dropping are done within the specified period as scheduled by the Office of the Registrar. A processing fee is charged for every transaction.

DROPPING OF COURSES

Students who have partially paid but decided to discontinue attending classes and failed to drop the course within the required period are charged with their unpaid balances covering the whole tuition and other fees.

A grade of 7.0 will be given to students who officially drop the course/s not later than the first day of the Midterm Exams.

CHARGES FOR CANCELLATION OF REGISTRATION

Unless otherwise provided by institutional policies, rules and regulations, a student who transfers or withdraws in writing within two(2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged on the following:

Duration	Charges
Before Start of Classes	No charges in Total Assessment
1st Week of Classes	25% of the Total Assessment for the school term regardless of whether or not the student attended classes.
2nd Week of Classes	50% of the Total Assessment for the school term regardless of whether or not the student attended classes.
3rd Week until the end of the term	100% of the Total Assessment for the school term regardless of whether or not the student attended classes.

RESIDENCY

The following are the allowable maximum residency for a student to earn a degree:

1. Maximum of seven (7) years for Computer Studies programs
2. Maximum of seven (7) years and one (1) term for Engineering programs

The Institute reserves the right to determine the curriculum version applicable to a student who exceeded the allowable maximum residency.

Residency Policy for Graduate Program

The maximum years of allowed residency for Graduate Students to earn their Master's degree is five (5) years. Approved length of Leave of Absence (LOA) shall form part of the maximum residency requirement.

LEAVE OF ABSENCE

At the current term, prior to the expected Leave of Absence (LOA), students may apply for an LOA at the Registrar's Office (RO) with the endorsement of the Student Affairs and Community Services Office–Guidance Unit (SACSO-GU) and approval of the Program Director (PD). Students on official LOA are not allowed to study elsewhere.

Students are allowed a maximum of one year of leave of absence per application. Request for any extension should be made within the duration of the current leave, through Registrar's Office, and must be approved by the Program Director. Prior to the expiration of the Leave Of Absence, students should apply for reactivation at the RO with the endorsement of SACSO-Guidance Unit and Program Director.

Any leave, or extension thereof, not formally approved by the Program Director shall be considered as Absence Without Leave (AWOL), in which case the Institute reserves the right to refuse the readmission of students.

READMISSION POLICY

All students who go on Leave of Absence shall accomplish the readmission requirements. Returning students without approved Leave Of Absence must apply for readmission at the Registrar's Office with the endorsement of SACSO- Guidance Unit and approval of the Program Director.

Transfer Credentials

Students who wish to transfer to another school should secure from the Registrar's Office a Certificate of Transfer Credential (Honorable Dismissal). Transfer Credentials (Honorable Dismissal) is a document issued to a student who wishes to transfer to another school. The transfer credential (honorable dismissal form) is submitted to the admitting school wherein a portion of which will be signed and acknowledged by the Registrar or an authorized representative and is returned to the issuing school. To secure this certification, students must be cleared from all obligations to the College.

IDENTIFICATION CARD

All students are required to wear ID cards while on campus. These cards are automatically validated every enrollment period. The Discipline Unit is the sole repository of Lost and Found ID cards.

In case students have lost their ID cards, they should:

1. Report the loss to the Discipline Unit immediately.
2. Present the current Certificate of Registration (COR).
3. Pay the corresponding fee for the ID replacement.
4. Apply for a new ID card at the Registrar's Office.

SCHOLARSHIPS, FINANCIAL AND /OR ASSISTANCE, AND DISCOUNTS

The Institute offers various scholarship grants which students may avail.

PRESIDENT'S SCHOLARSHIP

The President's Scholarship has three categories, President's Scholarship– Valedictorian (PSVAL), the President's Scholarship– Salutatorian (PSSAL) and President's Scholarship –Top Ten (PSTOP). Each of these scholarships has its own distinct benefits. These scholarships are valid for three (3) trimesters for one (1) school year upon awarding or granting, provided the scholar has no failing marks, incomplete grades or officially dropped courses in any of the three (3) trimesters of the applicable school year. These grants are renewed annually.

Below are the President's Scholarships:

1. **President's Scholarship– Valedictorian (PSVAL)** is a full tuition and miscellaneous fee subsidy/grant. Aside from the tuition and miscellaneous fees, the scholarship also endows stipend and book allowance totaling to seven thousand five hundred pesos (Php 7,500.00) per term to the scholar and a one-time free uniform (3 sets of school uniform and a set of PE uniform) to be given out during the first trimester of the school year.
2. **President's Scholarship– Salutatorian (PSSAL)** is a seventy five percent (75%) tuition and miscellaneous fee subsidy/grant. It also offers two thousand five hundred pesos (Php 2,500.00) per term book allowance to the scholar and a one-time free uniform (3 sets school uniform and a set of PE uniform) to be given out during the first trimester of the school year.
3. **President's Scholarship-Top Ten (PSTOP)** is a fifty percent (50%) tuition and miscellaneous fee subsidy/grant. The scholars are given a one-time free uniform (3 sets school uniform and a set of PE uniform) during the first trimester of a school year.

Terms and Conditions (PSVAL, PSSAL & PSTOP)

- A cumulative grade point average (CGPA) of 3.0 or better in each academic year with no individual grades lower than 2.0
- No grades of 7.0 (Officially Dropped)
- No incomplete (9.0) grades in non-project based courses
- Incomplete grade in project based courses should be completed before midterm period of the succeeding trimester
- No shifting in degree program
- A scholar should carry the regular load prescribed in the respective curricula

Upgrading Conditions:

- PSSAL and PSTOP 10 scholars who maintained a CGPA of 3.5 for Student Number 2010 & above and 3.4 for Student Number 2009 & below or better are qualified for scholarship upgrading in the succeeding school year. If qualified, they will enjoy the same subsidies and benefits granted to PSSAL and PSVAL respectively.

ENTRANCE MERIT SCHOLARSHIP

The Entrance Merit has two types; the Entrance Merit 50 (MER50) and Entrance Merit 100 (MER1H). Selection processes for these scholarships are based on the high school grade average of the applicant and his/her performance in the entrance examination.

1. (MER1H) 100% subsidy in tuition for a trimester only; book allowance of Ph 1, 250.00 for a trimester only.
2. (MER50) 50% tuition subsidy for a trimester only; book allowance of Ph 1, 250.00 for a trimester only.

ACADEMIC SCHOLARSHIP

Scholarship grant to qualified students who meet the required GPA as mentioned below:

1. (ADS75) 75% subsidy on tuition and miscellaneous fees for the applicable term.
 2. (ADS50) 50% subsidy on tuition and miscellaneous fees for the applicable term.
- A required trimestral grade point average (TGPA) for each scholar with a load of at least 15 units and no individual grades lower than 2.0 (3.4 and above for ADS75, and 3.0—3.39 for ADS50).
 - No Grades of 7.0 (Officially Dropped).
 - No incomplete (9.0) grades in non-project based courses.
 - Incomplete grade in project based courses should be completed before midterm period of the succeeding trimester.
 - Scholarship approval of INTERN2 students is based from the trimester grade point average of the last trimester prior to INTERN1.

FEU TECH & SM FOUNDATION JOINT SCHOLARSHIP (SMFOU)

This scholarship grant is jointly funded by SM Foundation Inc. and FEU Institute of Technology to graduate of any public schools in Metro Manila and provinces of Cavite, Cebu and Iloilo.

SM Foundation Scholarship offers Php 9,200.00 per term for a period of 12 and 13 terms for ITE and Engineering grantees respectively. Balance in the total fees is charged to FEU Tech Scholarship Funds.

MEGAWORLD SCHOLARSHIP (MEGA)

Recipients of this scholarship are students with parents' combined income of not more than P 300,000 per annum. Students must belong to the upper 10% of the graduating batch and must pass the College Admission Test. High school Math and Science weighted grades of at least 85% and a GWA of 85%, of good moral character as vouched by the authorities. Scholar must be mentally and physically fit to attend and finish their chosen course, as such a health certificate is required.

ELITE ACADEMIC SCHOLARSHIP

This grant is available to high school graduates of National High Schools with Science section and Science High Schools. Graduates of these schools should belong to the upper 50% or lower 50% of the graduating class to qualify for this grant.

Successful applicants will enjoy 75% or 100% discount on tuition and miscellaneous fees all throughout their programs of study, a monthly stipend, book allowance, three sets of school uniform and a PE uniform.

Grantees are expected to finish their programs of study within the specified curriculum year with no failing grades in any of the courses enrolled. Further, each grantee is expected to enroll the required number of units per term.

Grantees are required to render eight hours per week of service in any of the FEU Tech offices. Any unserved portion of the required service hours shall be charged to the grantee.

This grant is effective SY 2015-2016 as determined by scholarship committee.

OTHER FINANCIAL ASSISTANCE PROGRAMS

STUDENT ASSISTANCE PROGRAM (SA)

FEU Institute of Technology offers this program to students who are financially challenged but intellectually prepared in pursuing a tertiary education. The program provides employment to qualified students on a contractual basis and are assigned to various offices of the Institute. They are paid based on their performance or quality of output, or on the scope or degree of responsibility assigned to them.

FINANCIAL ASSISTANCE 50 (FIN50)

Prospective applicants for this grant are 3rd and 4th year students of the Institute. Scholarship requirements are:

- A bonafide 3rd or 4th year student of any program of the institute
- Parents combined annual income does not exceed P 200, 000.00
- Identified indigent resident of a barangay and of good moral character
- Partial Scholarship of 50% in tuition and miscellaneous fees.
- A term grade point average (CGPA) of 2.5 or better
- No failing grades or scores of 0.0 or 0.5
- No grades of 7.0 (officially dropped)
- No incomplete (9.0) grades in non-project based courses.
- Incomplete grade in project based courses should be completed before midterm period of the succeeding trimester

Ten (10) slots are available every trimester. Shortlisted applicants shall be ranked according to CGPA obtained up to the last trimester.

FINANCIAL ASSISTANCE 100 (FIN1H)

The grant is given to qualified High School Graduates who meet the scholarship requirements.

Scholarship Benefits:

1. 100% subsidy in tuition and miscellaneous fees
2. Book Allowance of Php 2,500.00 per term subject for liquidation
3. Food and transportation allowance of Php 3,000.00 monthly
4. Three sets of school uniform and a set of PE Uniform

Conditions of Scholarships

- Enroll in any of the 4-year programs of FEU Tech
- Complete the program within 12 terms for ITE and 13 terms for Engineering programs
- Maintain a cumulative grade point average (CGPA) of 2.0 or better
- No failing marks in all subjects taken or to be taken
- Renewal of scholarship is every year, subject to strict evaluation of documents
- Must render a total of 108 hours of student assistantship per term in any of FEU-IT offices except during Internship.

FAMILY DISCOUNT

A discount privilege is given to siblings (2nd, 3rd, 4th, as maybe applicable) who are currently enrolled in a trimester. The discount rate of thirty percent (30%) is granted to the second, third and fourth sibling. The siblings should carry at least fifteen (15) units load per term except those who are enrolled in Internship to qualify for the discount.

CHED SCHOLARSHIP FOR MASTER IN INFORMATION TECHNOLOGY (MIT)

(as CHED Delivering Institution for Graduate School Program)

The Commission on Higher Education (CHED) provides scholarship for Master in Information Technology and grants FEU Tech (formerly FEU-East Asia College) as CHED Delivering Higher Institutions (DHEIs) for Graduate School Program for the CHED Faculty Development Programs under CHED Resolution No. 125-2011.

ALUMNI DISCOUNT

A discount privilege given to FEU-TECH alumnus who enrolls in the Master in Information Technology Program of FEU Institute of Technology.

ATTENDANCE

Students are expected to report to their classes regularly and punctually.

Tardiness in class shall be considered an absence for the following:

Class Hours	Lecture/Laboratory
1 hour	20 minutes
1 hour and 20 min.	25 minutes
2 hours	40 minutes
3 hours	60 minutes

Students may not leave the class without permission from the faculty or instructor. Although members of the faculty are expected to begin their classes promptly, various contingencies, which are sometimes unavoidable, may cause some faculty members to be late for class. Students should not leave the classroom until a certain period of time. (Please refer to the table above).

Students who miss a class for whatever reason shall be held responsible for all assignments and for the entire content of the missed class/session.

The allowed number of absences is twenty percent (20%) of the total class hours per course per term.

When students incur absences exceeding twenty percent (20%) of the total class hours for the term in a course, they are dropped from the class and are considered unofficially withdrawn and will be given a grade of 0.0.

SUSPENSION OF CLASSES

The Institute shall follow all directives of the Office of the President, the Commission on Higher Education (CHED), and the Office of the Mayor regarding suspension of classes.

The University President or Executive Director may call off classes in case of severe storms, heavy flood, or any instance where there is a threat to the safety and security of the academic community.

ACADEMIC REQUIREMENTS

Students shall attend each of their classes equipped with the materials required for the course. The academic requirements for a course include major examinations, quizzes, assignments and other requirements related to the course. Assignments, machine problems, plates and projects may be assigned to students on an individual or group basis.

EXAMINATIONS

Midterm Examinations usually fall on the 7th week of the term and Final Examinations on the last week of the term. Departmental Examinations are also administered to selected courses. Students are expected to be present and observe the proper decorum during examinations.

GRADING SYSTEM

The final grade or rating given to a student should be based solely on the scholastic performance in any course. Computation will be as follows:

60 %	Class Standing
15%	Midterm Exam
25%	Final Exam

As a requisite to enrollment in internship, thesis, and the like, both male and female students should have completed and passed the National Service Training Program - Community Welfare Training Service (NSTP-CWTS).

Courses taken and passed without satisfying the prescribed pre requisite/s will not be given credit regardless of the grade obtained.

Grading system for courses with external affiliations may vary.

UNDERGRADUATE GRADING SYSTEM

GRADE POINT	RAW SCORE
4.0	95.8 - 100
3.5	91.5 - 95.7
3.0	87.2 - 91.4
2.5	82.9 - 87.1
2.0	78.6 - 82.8
1.5	74.3 - 78.5
1.0	70.0 - 74.2
0.5	below 70.0

Other ratings

0.0	Failed due to Absences
7.0	Officially Dropped
8.0	Credited
9.0	Incomplete

GRADUATE SCHOOL GRADING SYSTEM

GRADE POINT	RATING	DESCRIPTION
4.0	97-100	Excellent
3.5	93-96	Superior
3.0	89-92	Very Good
2.5	85-88	Good
2.0	80-84	Satisfactory
0.5	79 -below	Fail

Other ratings	
0.0	No Attendance/ Excessive Absences
6.0	Pass (for independent study)
7.0	Officially Dropped
8.0	Credited (for transferees)
9.0	Incomplete

Should there be a discrepancy between the grade that appears on the Student Portal and the grade in the Official Grade Sheet, the latter shall prevail.

INCOMPLETE GRADES

A rating of 9.0, equivalent to INC (incomplete), is given to students whose class standing throughout the term is passing but failed to comply with certain requirements of the course.

For regular courses, students are given a term to complete the 9.0 (INC). For thesis/ project study and internship, students are given three (3) terms to complete.

Students will not be allowed to enroll any course/s where the pre-requisite is Incomplete (9.0).

Candidates for graduation who incur an incomplete 9.0 (INC) during the terminal trimester will not be allowed to attend the term graduation exercises.

For graduating students who incur an incomplete grade (9.0) in OJT/Practicum or Project Study, they will be allowed to complete the requirements needed in the succeeding term, but not beyond two terms subject to the following:

1. Apply for residency status at the Office of the Registrar;
2. Pay the corresponding fee; and
3. Submit the completion requirements.

For Graduate School

The highest completion grade in the graduate program is 3.5.

COURSE CREDITS

Transfer students may apply for credit of courses which were taken and passed in the previous university/ school. Validation exams may be administered by the admitting department.

OVERLOAD, UNDERLOAD AND SIMULTANEOUS COURSES

Application for overload and simultaneous courses are only granted once during the entire stay of the student in the Institute. This privilege is granted primarily to graduating students. Students who have applied and availed of this one time privilege in any given term will not be allowed to apply for overload or simultaneous courses in the succeeding term/s or vice versa.

Students should not carry a load below twelve (12) units unless these are the only courses required in their curriculum, or these are the only courses they need to graduate.

For the Graduate School, the maximum academic load for Graduate students is 9 units, while the minimum academic load is 3 units. No simultaneous course is allowed in the Graduate School.

RETENTION/RECONSIDERATION POLICY

Students who fail 50% to 100% of their courses for the term maybe granted reconsideration. The Institute reserves the right to accept or refuse students to their respective degree programs due to their academic deficiencies.

GRADUATION REQUIREMENTS

Students are considered graduating if they enroll all the remaining courses in a particular term as stipulated in the degree curriculum without exceeding the allowable number of units.

Graduation Guidelines and Procedures

Graduating students must accomplish the following in their last trimestral stay in the institute.

- Accomplish application form and submit all required documents as determined by Registrar's Office;
- Comply with all the academic and financial obligations in the Institute;
- Secure clearance from respective offices;
- Report for an exit interview administered by the Guidance Unit.

ACADEMIC HONORS AND AWARDS

UNDERGRADUATE GRADUATION HONORS

Latin Honors shall be awarded to candidates for graduation who obtain a cumulative GPA of 3.40 or better. The following honors shall be awarded:

GRADUATION HONORS	CUMULATIVE GPA
Summa Cum Laude	3.80 – 4.00
Magna Cum Laude	3.60 – 3.79
Cum Laude	3.40 – 3.59

QUALIFICATIONS

Candidates for Latin honors must meet the following requirements:

1. No failing grades in all of their courses.
2. No derogatory or major disciplinary records.
3. For transferees: completed 75% of the total number of units required in their program at FEU-TECH, no derogatory record and major offenses committed and no failing grades, including those taken in previous schools.

GRADUATE SCHOOL GRADUATION HONORS

GRADUATION HONORS	CUMULATIVE GPA
With Highest Distinction	3.83 – 4.0 (with no grade lower than 3.5 in any subject)
With High Distinction	3.67 – 3.82 (with no grade lower than 3.25)
With Distinction	3.50 – 3.66 (with no grade lower than 3.0)

FEU TECH LEADERSHIP AWARD

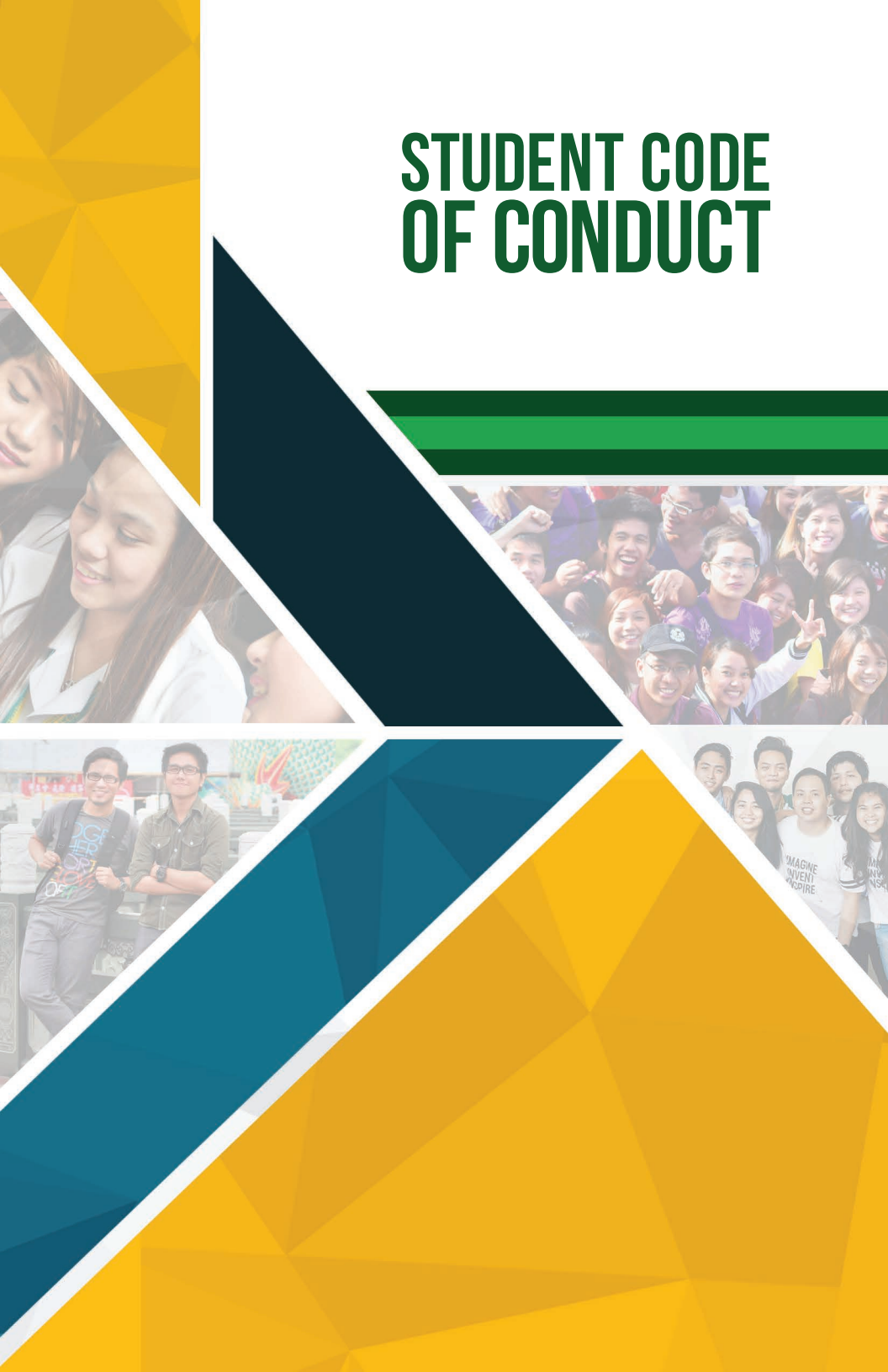
The FEU Tech Leadership award is given to students who have shown exemplary performance in co-curricular and extra-curricular activities, community involvement and socio-civic service.

FEU TECH NICANOR REYES AWARD

This prestigious award, named after the founder of Far Eastern University, Dr. Nicanor Reyes, represents the highest non-academic award given to deserving graduating students.

The FEU Tech Nicanor Reyes Award gives recognition to the holistic achievement of students. Recipients of this award mirror the vision and mission of the Institute and integrate their co-curricular and extra-curricular involvement, community and socio-civic involvement, and excellent academic performance.

STUDENT CODE OF CONDUCT



STUDENT CODE OF CONDUCT

PRELIMINARY STATEMENT

Dedication to study, respect for authority, strict observance of the rules and regulations of the FEU Institute of Technology and unfailing courtesy are expected of all students at all times. Students are required to comply with the provisions specified herein. The Administration, after due process, reserves the right to suspend or dismiss students from the Institute at any time, or remove them from the list of candidates for graduation.

ARTICLE 1

General Behavior

Section 1.1 Students shall, at all times, conduct themselves in an appropriate decorum and appearance in accordance with the policies promulgated by the Institute.

Section 1.2 Students shall wear the prescribed uniform, appropriate proper attire and validated school identification cards upon entry and while inside the campus. Cross-dressing is strictly prohibited.

Section 1.3 Students shall not wear studs on any part of their body. Male students are not allowed to wear earrings while on campus.

Section 1.4 Students shall not bring in the premises of the Institute any alcoholic drink or any prohibited drug or substance.

Section 1.5 Students shall not smoke within the Institute premises. Possession of lighters, cigarettes, e-cigarettes and materials or substances related to the act of smoking shall not be allowed as well.

Section 1.6 Students shall not enter the Institute premises under the influence of liquor or any prohibited drug.

Section 1.7 Students shall not engage in gambling, lottery or in any other scheme where chance, monetary and/or material considerations are involved while inside the Institute. Such schemes include, with or without the element of chance, the enticement of the students to part with their property in consideration of an empty promise of gain or benefit.

Section 1.8 Students shall not bring in the Institute premises explosive materials or deadly weapons of any kind (list is available at Discipline Unit). The use of a weapon, or a threat to use one shall aggravate the act without prejudice to existing law.

Section 1.9 Students shall, at all times in all forms of medium be respectful and proper in their conduct. They shall refrain from using language and committing acts that are offensive, disrespectful, vulgar or indecent, or which in any manner may cause or tend to disturb other students or associates of the Institute.

Section 1.10 Students shall not vandalize nor damage any school facilities and properties of the Institute.

Section 1.11 Students shall not commit any form of littering or unsanitary act within the Institute premises.

Section 1.12 Students shall not, in any manner, disturb classes and academic functions. Hence, electronic gadgets such as mobile phones should be turned off or switched to silent mode during class hours and other school functions or gatherings.

Section 1.13 Students shall not bring and use any electronic gadgets such as laptops and tablets inside the school premises without a valid property pass.

Section 1.14 Students shall not commit any form of dishonesty, including but not limited to:

- 1.14.1 Cheating during examinations;
- 1.14.2 Falsification of documents;
- 1.14.3 Plagiarism (refer to Policy Code P504014003, Oct. 1, 2014); and
- 1.14.4 Forgery.

Section 1.15 Students shall not form and maintain any unauthorized barricade, make or maintain any form of obstruction to any entrance to or exit from the Institute, nor prevent, coerce or threaten other students or associates of the Institute from entering into or going out of the school premises.

Section 1.16 Students shall not be involved in any form of hazing or any activity, including, but not limited to, coercion, threats which may result in actual or threatened infliction of harm and physical injury upon their fellow students and associates of the Institute. (refer to Appendix E: R.A. 8049).

Section 1.17 Students shall refrain from publicly displaying any acts of intimacy.

Section 1.18 Students shall wear neatly-done and well-groomed hair style. Extreme hair color shall not be allowed.

Section 1.19 Students shall maintain silence in the corridors at all times.

Section 1.20 Students shall keep all stairways and corridors clear for passage.

Section 1.21 Students shall maintain order and observe proper conduct in using the elevators, study area, canteen, restrooms and other areas within the school premises.

Section 1.22 Students shall abide by the Institute's Policy on Bullying (see Appendix P)

Section 1.23 Students shall not tamper firefighting equipment and cause unnecessary activation of the building Fire Detection and Alarm System.

ARTICLE 2

Behavior in the Classroom

Section 2.1 Students shall wear the prescribed uniform.

Section 2.2 Students waiting to occupy a classroom shall enter only after the outgoing class and the faculty member have left the room.

Section 2.3 Students may leave the classroom only upon permission of the faculty member.

Section 2.4 Students shall not eat in the classroom and in all other restricted areas.

Section 2.5 Students shall keep the classroom and campus clean and free from litter.

Section 2.6 Students shall not be allowed to communicate with fellow students or disseminate information inside the classroom during examination.

Section 2.7 Students shall strictly observe the attendance policy.

ARTICLE 3

Behavior in Computer Laboratories

Section 3.1 Students shall follow the guidelines on proper use of computer laboratories. (refer to Appendix N: Computer and Internet General Policies)

Section 3.2 Students shall not use or possess any unauthorized software related to the assigned activities inside the Computer Laboratory.

Section 3.3 Students shall not intentionally install within the Computer Laboratory any program, software or virus that may cause the Computer Laboratory to stall or crash, or which may otherwise affect its normal function.

ARTICLE 4

Behavior in Library and E-Library

Section 4.1 Library users shall observe proper conduct and maintain peace and order inside the Library at all times.

Section 4.2 The following activities are strictly prohibited inside the Library: sleeping, making unnecessary noise, loud conversation and boisterous laughter, mutilation of literary Library materials, furniture and equipment. These shall be dealt with sanctions according to the provisions of the Student Code of Conduct.

Section 4.3 Use of mobile phones for calls is not allowed. Mobile phones shall be turned off or switched to silent mode while inside the Library. Students may use their

electronic gadgets and computer devices provided that these are used for class-related requirements only.

Section 4.4 Dishonesty in all forms e.g. bringing out library materials without permission.

Section 4.5 Disrespect or any misdemeanor toward library associates.

Section 4.6 Students must comply with Library Policies and Procedures.

ARTICLE 5

Behavior in Academic and Social Functions

Section 5.1 Students shall attend social functions in clothing appropriate for the occasion.

Section 5.2 Students shall behave properly during social functions.

ARTICLE 6

Behavior Outside the Campus

Students shall at all times refrain from committing acts that bring dishonor to the Institute.

ARTICLE 7

Penalties

Section 7.1 General Provisions

7.1.1 The Director of Student Affairs and Community Services Office (SACSO), through the Discipline Unit, shall determine the classification of the offense based on the following:

- nature and inherent gravity of the offense;
- previous record;
- character and position of the aggrieved person;
- established precedents; and
- pertinent and applicable aggravating and mitigating circumstances.

7.1.2 Students who are proven undesirable by the SACSO-Discipline Unit shall be dropped from the rolls of the Institute, in addition to such disciplinary actions as may be imposed by the Committee on Discipline/Appeal (Art. 9).

Section 7.2 The following are classified as minor and major offenses:

7.2.1 Minor Offenses

- not wearing proper uniform
- multiple entry without ID
- possession of offensive/subversive materials
- possession of pornographic materials
- possession of stun gun or any harmful electronic gadget

- possession of cigarette and e-cigarette
- simple misconduct
- smoking
- loitering
- cutting of classes
- eating in restricted areas
- unauthorized use of school facilities
- unauthorized use of electronic gadgets
- lending/borrowing of Identification Card

7.2.2 Major Offenses

- possession of alcoholic drink/prohibited drug
- being under the influence of liquor/prohibited drugs
- possession of deadly weapon
- disrespect
- vandalism
- dishonesty
- behavior outside the campus specially during internship which bring dishonor to the Institute
- creating barricades/obstruction
- destruction of school facilities or properties
- assault/physical injury
- hazing
- harassment
- possession of explosive materials
- sexual abuse
- use of unauthorized electronic software / program
- involvement in fraternity-related disorders
- multiple minor offenses
- gambling
- public display of intimacy
- distribution of offensive/subversive materials
- grave threat by any means
- inciting to fight
- indecent or immoral conduct
- conducting and/or representing the Institute in any student activity without the endorsement of SACSO and approval of the Institute
- cheating
- stealing
- violence against women (RA 9262: An act defining violence against women and their children, providing for protective measures for victims, prescribing penalties therefore and for other Institution)
- plagiarism (as covered by policy code P504014003 of QAO)
- maligning the Institute through any means including social media
- falsification of documents
- misrepresentation
- illegal recruitment
- other grave offenses or misconduct determined by the Committee on Discipline
- Bullying as defined in Appendix P

Section 7.3 Administrative Proceedings. A higher education institution, through any of its authorized representatives, may cause the filing of an administrative action against any student for a violation of its disciplinary rules and regulations. Any administrative action filed against a student must comply with the maximum standards of due process prescribed herein as follows:

7.3.1 The student must be informed in writing of the nature of the offense or any accusation against him; he should be required to answer the charges in writing. If the student is a minor, the parent or the guardian shall be furnished with a copy of charges /offense notice.

7.3.2 If the student denies the accusation or alleges some fact of matter in justification or mitigation of the offense, the institution shall form a fact-finding committee to hear and receive evidence;

7.3.3 In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice;

7.3.4 The student shall have the right to listen to, and examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on his behalf;

7.3.5 The fact-finding committee must consider the pieces of evidence presented, and conduct proceedings;

7.3.6 The student shall be informed in writing of the decision promulgated; and

7.3.7 If the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense.

Section 7.4 Penalties

7.4.1 For Minor Offenses

7.4.1.1 First offense: warning

7.4.1.2 Second offense: reprimand with counseling and conference with parents

7.4.1.3 Third offense: suspension and/or Discipline Unit Special Student Assistant Program (DUSSAP)

7.4.1.4 Three minor offenses shall be equivalent to one major offense.

7.4.2 For Major Offenses

Major offenses, depending on their seriousness and gravity, after due process and with prior notice to the parents, shall be punishable by any of the following:

7.4.2.1 DUSSAP. Students are required to render socio civic services in offices within and off campus under the Discipline Unit Special Student Assistant Program.

7.4.2.2 Suspension. a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent(20%) of the prescribed total class days for the school term. A penalty of suspension for a period of time more than twenty percent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty percent (20%) of the prescribed total class days for the school term.

7.4.2.3 Non-readmission. A penalty that allows the institution to deny admission or enrollment of 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 or non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual.

7.4.2.4 Expulsion. A penalty which an institution on Higher Education declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

Section 7.5 When the violation is perpetrated by non-bona fide students within the Institute with the cooperation or participation of FEU Tech students, the latter shall be responsible for the acts of the former.

Section 7.6 The imposition of the disciplinary sanctions for the violation of any rule under this Code shall not preclude the Institute from endorsing the case to proper government authorities when the same may involve violations of penal laws.

ARTICLE 8

Reference to a Committee on Discipline/Appeal

Section 8.1 The Student Affairs & Community Services Office, through the Discipline Unit, shall create an Ad Hoc Committee which shall be composed of the Senior Director for Academic Services, Director of SACSO, Director of the Program where the student belongs, one faculty member and President of FEU Tech Student Coordinating Council.

The Committee on Discipline shall conduct investigation and receive pieces of evidence that may be used as bases of their findings and recommendations. Any appeal may be addressed to the Director of SACSO who shall decide on the merit of the appeal.

The Director of SACSO may create a Committee on Appeals which shall be tasked to review the findings of the Committee on Discipline and make final recommendations on the case.

Section 8.2 In instances in which the dispute is between a student and an Associate, with the student as the respondent, the case shall be handled by SACSO-Discipline Unit.

Section 8.3 In cases where the Associate is the respondent, the members of the committee shall be appointed by the Senior Director for Academic Services

ARTICLE 9

Conferences, Seminars, Educational Tours, Outings, etc.

Extra-curricular activities may be allowed with the approval of the Senior Director for Academic Services, upon the recommendation of SACSO Director or Program Director where educational tour is included. (refer to Appendix O: Participation on Off-Campus, Conferences, Seminars & Competitions)

ARTICLE 10

Posters

Only posters or similar literature bearing the signature of the SACSO Director shall be allowed to be posted on designated areas.

ARTICLE 11

Use of the Institute Seal

Students shall be allowed to use the Institute seal and/or icon or to reproduce the same in any printed form, engraving or by any manner of reproduction only upon the approval of the Student Affairs and Community Services Office.

ARTICLE 12

Reference to Republic Act 9165

Otherwise Known as the Comprehensive Dangerous Drugs Act of 2002

Students shall observe the general guidelines of CHED Memorandum No. 19, Series of 2003 entitled General Guidelines for the Conduct of Random Drug Testing for Tertiary Students, pursuant to RA 9165.

ARTICLE 13

Protocol on Drills for Safety

In coordination with Bureau of Fire Protection, the institution holds emergency evacuation drills and requires active participation of students. Emergency Response Team guides the students for the orderly and safe evacuation of the building.

STUDENT SERVICES



STUDENT SERVICES

ACCOUNTING OFFICE (AO)

The Accounting Office provides up-to-date assessment records of students, and the only office authorized to approve promissory notes.

Insurance Services

A student is provided with an accident insurance upon enrolment to the Institute. The coverage benefits are stipulated in the insurance policy. To qualify for the benefits, the student must be currently enrolled in the Institute when the accident occurred. This is being administered by the Accounting office.

ADMISSION AND EXTERNAL RELATIONS OFFICE (AERO)

The Admission Office is the students' first contact with FEU Institute of Technology. The office provides up-to-date information on all FEU Institute of Technology programs through newspaper advertisements, career talks and on-site entrance examinations to secondary schools. It also processes admission to the institute, does application procedures, testing, and other information related to admission to the Institute.

CASHIER'S OFFICE (CO)

The Cashier's Office is the sole entity in the Institute authorized to collect payments for school fees and other charges.

LIBRARY

The FEU Institute of Technology Library is an indispensable educational repository. It aims to provide and support the instructional, curricular and research needs of the students and associates.

The collection of books falls under Circulation, Reserve, Reference, Filipiniana, and Periodicals sections. These can easily be accessed using the Online Public Access Catalog (OPAC).

The Electronic Library is also available to provide members of the academic community highly effective learning experiences and services through the web and internet technologies as an extension of the services of the conventional library.

All policies on the proper use of equipment in the computer laboratory shall be applied in the e-Library.

Library Hours:	Monday to Friday :	7:00 a.m.— 8:00 p.m.
	Saturday:	7:00 a.m.— 5:00 p.m.

COMPUTER SERVICES OFFICE (CSO) & MANAGEMENT INFORMATION SYSTEM (MIS)

The Computer Services Office ensures that associates and students have the information technology tools and infrastructure necessary to carry out the Institute's Mission. The Office provides the infrastructure that enables members of the FEU Institute of Technology community to maximize use of the appropriate information technology tools in the learning, teaching, research, administration, and support activities. It also provides cost-effective information technology resources required to support continuous improvement in the Institute's ability to fulfill its diverse mission.

The Computer Services Office educates through the optimal use of information technology resources. Moreover, its goals are also focused on the following:

1. Helping faculty improve the way lessons are delivered.
2. Providing students with resources to enrich their technological knowledge and experience.
3. Creating and sustaining an environment that enables leading-edge in research and development.
4. Establishing the information technology infrastructure necessary to maintain FEU Institute of Technology pre-eminence in integrating high-quality programs in teaching, system development, and outreach.

The Management Information System Unit delivers a user-friendly, secure, and reliable medium to the management, associates, students, alumni, and industry partners of FEU Institute of Technology. The Unit provides information that is current, accurate, and integrated to support FEU Institute of Technology work processes and to improve decision making and information access.

ENGLISH RESOURCE CENTER (ERC)

The ERC is a special support unit of the English Language Program of Humanities, Social Sciences and Communications (HSC) Department of the Institute. It provides mentoring programs, self-access to materials and equipment, and small-group instruction aimed at developing overall English Proficiency.

The ERC offers the following services to ensure quality learning and training of the FEU Tech students:

1. English Enhancement Program

As one the best features of the ERC services, it offers free trainings to students who are eager to improve their English proficiency. Students are encouraged to avail of this program for their personal and academic advancement. It is designed to provide students with activities and lessons that help improve their oral and written communication skills in English.

The following trainings and programs are also provided for the specific needs of the students:

1. Academic Mentoring Program

The program offers interactive lessons/activities for students. The topics are parallel to the lessons in the syllabus of the on-term English courses, and are thus designed to reinforce the lesson in the classroom.

2. Interview Enhancement Training

This program aims to help incoming interns to prepare for their internship and improve their job interview skills. Students are trained to handle interview questions well, speak with confidence, and be aware of work placed-related issues.

3. Reading Development Program

As a vital addition to the services of the ERC, the program provides a venue for students to appreciate reading and widen their knowledge and vocabulary on different areas of learning and technology.

2. The Writing Proficiency Program is a service rendered by the ERC to assist students in the fulfillment of their requirements. This program seeks to improve the delivery of this editing service since it is designed to provide closer supervision of students as they accomplish their respective papers. It is characterized by a systematic and comprehensive approach to develop writing communication skills.

THE LANGUAGE LABORATORY

The Humanities, Social Sciences, and Communication Department offers three English Specialized Programs or ENSP, namely Reading into Writing with Grammar (ENSP1), Practical Spoken and Written English for Future Professionals (ENSP2), and Oral Communication and Public Speaking (ENSP3). Each of the ENSP courses has 2-hour laboratory sessions every week. The laboratory classes are aimed at enhancing the students' proficiency in the English Language through task-based learning. The standardized laboratory tasks are designed to engage the students in pragmatic applications of the concepts introduced in the lecture rooms. F1202 and F1203 are the designated laboratory rooms equipped with SANAKO software and headsets used in the conduct of the activities. SANAKO software enables the teacher to monitor the students' activities in their computer stations and allows for digital interaction between and among students and teacher. The headsets are used for basic and complex telephoning, pronunciation drills, and other orally delivered activities. The laboratory also has internet connection that allows students to conduct research, make drafts, send output, and create presentations for their written and public speaking requirements. The laboratory may also be used for lecture purposes as glass boards and overhead projector are provided there.

As part of the school's role in developing effective and impressive communication skills among its students, iCEO (Communicate in English Only) program is re-launched to encourage the FIT community to use English in various transactions among the departments. Competitions and student presentations using the English Language are facilitated by using the English Unit and ERC. The faculty and non-teaching personnel are also enjoined to participate by using English as a medium of communication and instruction.

This institutional effort is aimed at fulfilling three objectives: first, encourage all students, faculty, and non-teaching personnel to speak in English; second, use English as a medium of communication and instruction in FEU-Tech; and third, demonstrate the importance of English in one's career through testimonials and activities.

MATH RESOURCE CENTER (MRC)

The Math Resource Center is a clinic where students' mathematical deficiencies are diagnosed and remedied. Students may also avail of the following services to enhance their mathematical skills:

• Consultations

Faculty consultations give the students the convenience of clarifying and inquiring from their teachers about their academic standings; consulting about difficulties in their lessons, missed examinations, and other concerns. MPS faculty members have consultation schedules at MRC.

• Peer Tutoring

MRC creates an atmosphere that is friendly, non-intimidating where students may learn math in one-to-one peer tutoring. Students who excel in Math are encouraged to become peer tutors. While the tutees learn from tutorial services, the tutors gain mastery of the mathematical concepts and acquire not only mathematical skills but also self confidence, leadership and self-esteem.

• Independent Learning

Becoming an independent learner is acquiring skills for life-long learning. Using detailed study modules and the assistance of MRC-In Charge or faculty members, the student is given the opportunity to be self-reliant and to be responsible in his own learning. Answer keys are provided for each module. This develops good learning habits. The learning process develops confidence among students.

• Enhancement Classes

MRC provides students a second chance in learning a lesson in Math. This also provides an opportunity for students to catch up lessons they miss by simply requesting Enhancement classes for certain lessons they need to focus on.

• Coaching for Math Competitions

MRC develops the students to the fullest, training them for national Math and Science Competitions. This endeavor continuously brings recognitions to the institute because our students are among the top performers and winners.

FACILITIES OFFICE (FO)

The Facilities Office is the unit that maintains an ideal academic physical setting for the Institute. It helps provide a clean and safe environment for students and associates.

Facilities such as the PE Room and audio-visual room (AVR) may be used by the students and associates for recreational or educational purposes.

Room reservations must be done by bonafide students, recognized student organizations (RSO) or associates at least three (3) school days before the activity. Reservation Forms are available at the Facilities Office.

UNIVERSITY HEALTH SERVICES (UHS)

The University Health Service is the unit responsible for attending to the health needs of the school community. It is manned by a team of physicians, dentists, nurses and trained support staff rendering free medical and dental services like:

1. Consultation and evaluation of any health related complaints; and
2. Annual physical and dental examination for all students.

INDUSTRY—ACADEME LINKAGE, ALUMNI & PLACEMENT OFFICE (IALAP)

IBM Philippines, SM, and Intelligent Wave Philippines saw the need for Academic Institutions to realign their programs to cater to the needs of industry. Together with Far Eastern University, they took a proactive stand and developed the curriculum of FEU TECH, ensuring that the Institute provides the necessary education and training to students so that they are industry-ready when they graduate.

The Industry-Academe Linkage, Alumni, and Placement Office provides opportunities to students, associates, and alumni members to gain valuable practical experience in their field of specialization through collaborative projects and programs with Industry Partners. Some of these are:

Internship Program

The program is a practical exposure cum training of students working on actual projects with the Institute's Industry Partners. Student Interns undergo real selection or recruitment process and are immersed 40 hours a week, from Mondays to Fridays. The program provides student interns with a venue to apply what they learned in school and have a better understanding of the demands of industry by being exposed to real-world jobs.

Faculty Immersion Program

The Faculty Immersion Program addresses the Institute's need to sustain a level of instruction that is industry-relevant. The program aims to provide faculty members, especially those who have not had actual industry experience, an opportunity to work with industry partners. The immersion will give faculty members a concrete understanding and appreciation of the expectations and demands of industry from professionals, and can therefore prepare and equip the students accordingly.

The Institute sees itself as having a pool of academicians with relevant industry experience who can effectively teach its industry-driven curricula. It likewise aims to inject a corporate culture in an academic setting so as to afford its students the best simulation of what they can expect when they step in the industry.

Scholarship Grants

FEU Institute of Technology provides scholarship grants to bright and deserving students. This is an opportunity for the Institute to tap the financially incapable but highly talented students to achieve their dreams.

It is the desire of the Institute to broaden the scope of its scholarship program to reach more deserving students. Currently, several philanthropic industry partners are giving their support by giving endowments to the cause.

Research and Development Projects

The Institute is constantly looking for opportunities in doing research with industry partners using its resources (Facilities, Faculty Members, Students, Associates, etc.).

The research collaboration between FEU Tech and its industry partners has developed win-win opportunities. The Institute gains knowledge that it can share with its stakeholders, while industry partner get information they can use to develop or enhance their technology.

Community Involvement Projects

The Institute believes that it has a role in improving the lives of the people around its campus. It desires to foster relationships that would provide the communities with opportunities to uplift their lives. With the improvement of lives comes the improvement of the means to educate their children, and the cycle continues.

The Institute invites its industry partners in actively participating in this endeavor.

Seminars and Trainings

It is important for the Institute to keep abreast with the latest developments in the industry. The industry partners have unselfishly provided students and associates with current information, ranging from personal skills, technology updates, and teaching methodology being used in the industry.

Recruitment Activities

The Institute provides its students with opportunities to have jobs that are in line with their specialization. This gives them a better chance to succeed in life, thus contributing to the welfare of the country.

An FEU Tech alumnus is envisioned to have a strong set of technology skills which are on a par with industry standards. The Institute has initiated and nurtured close partnerships with its industry partners not only for internship and employment purposes but, also for the timely feedback of what industry demands from professionals.

Aside from skills, another differentiating factor of an FEU Tech alumnus is his values-orientation. The Institute believes in producing professionals who are not only productive members of the workforce but also endeavor to succeed using the right means and ultimately becoming positive contributors in building the nation.

REGISTRAR'S OFFICE (RO)

The Registrar's Office is the sole repository of all student records from the time of admission until graduation.

It renders such vital services as the evaluation of academic credits earned, preparation and issuance of transfer credentials, scholastic records, and transcript of records, ID validation, diplomas and certificates of graduation. It further assists the various academic units in preparing the curricula for all academic programs of the Institute.

The Registrar's Office provides information and the acquisition of Philippine Student Visas and the accomplishment of other requirements for foreign students.

QUALITY ASSURANCE OFFICE (QAO)

The Quality Assurance Office aims to help improve the current system of the college. It is responsible for planning, directing, establishing, and monitoring, implementing policies, activities, and procedures intended to ensure and maintain the quality of the educational system and services under Engineering and Information Technology programs.

STUDENT AFFAIRS AND COMMUNITY SERVICES OFFICE (SACSO)

The Student Affairs and Community Services Office is geared towards the holistic development of the students based on the vision and mission of FEU Institute of Technology.

The office employs various strategies and schemes to attain its primary goal of total development. It supervises student organizations and their activities, through the concerted efforts of the Guidance Unit, Student Activities and Development Unit, Discipline Unit, Community Extension Service Unit, and the Institute Psychometrician.

Guidance Unit (GU)

The Guidance Unit (GU) believes in the basic philosophy that every individual person is capable of "self actualization," (C. Rogers); thus, it aims to facilitate the total growth and development of students through the following services:

1. Individual/Group Guidance and Counseling

Different strategies and techniques are being used to help students deal with their concerns. Individual and group sessions are organized to help students manage issues concerning them while in the adolescence stage. Such sessions include Effective Study Habits, Time Management, Responsible Relationship, Interpersonal Effectiveness, Sexuality and Life Skills.

2. Testing and Inventory

The Guidance Unit assists the Institute's Psychometrician in administering psychological assessments and interprets such to students and associates.

3. Career and Developmental Programs

The Guidance Unit organizes and implements projects that address the needs of the students. Such projects include career orientation, work ethics, family encounter and values clarification.

4. Research

The Guidance Unit conducts research works that are geared towards helping the students become more effective and better individuals.

Community Extension Services Unit (CESU)

The Community Extension Services Unit (CESU) is a unit of the Student Affairs and Community Services Office that aims to organize, and implement opportunities for the associates and students through community outreach activities.

Following the three (3) functions of Higher Educational Institutions, community outreach is the culmination of the two (2) other functions, namely instruction and research. The Community Extension Service Unit provides opportunity to Associates and students to demonstrate their commitment in sharing their expertise in their respective professional fields to communities and organizations.

SACSO– CESU is committed to Advocacy, Compassion and Empowerment.

Student Activities and Development Unit (SADU)

The Student Activities and Development Unit (SADU) aims to develop students to become effective leaders, efficient followers, and good examples to others cognizant of their talents and skills and put these in productive endeavors not only in school but also in the community where they live. These shall be realized through students' participation in co-curricular and extra-curricular activities.

1. Student Development

The Student Development component creates programs that seek to encourage the formation of students whose activities are geared toward social, cultural, spiritual, technological advancement, and recreational aspects of development. It offers the following programs:

- Holistic Development Program
- Leadership Training Seminar
- Efficiency Training
- Retreat and Recollection
- Student Activities and Development Unit -sponsored Trainings and Seminars
- Registered Student Organization-sponsored Trainings and Seminars
- Sports Activities

2. Student Activities

The Student Activities component supervises and regulates the operations of student organizations. This unit is responsible for all student activities like:

- Grant, renew, and revoke Accreditation of Organizations
- Recognition of Advisers
- Approval of student activities
- Approval of materials for posting
- Issuance of waivers for off-campus and overnight activities
- Selection of contingencies to National Conventions and Conference

Discipline Unit (DU)

The Discipline Unit (DU) maintains and promotes a peaceful, orderly disciplined, safe, and healthy school environment. It impartially implements and imposes the policies, rules and regulations stipulated in this Student Handbook. The Discipline Unit is the sole repository of all lost and found items in the College.

OTHER FACILITIES

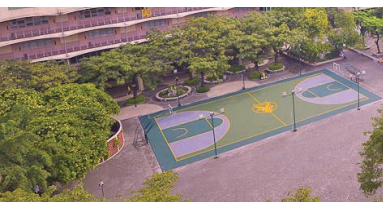
Auditorium

The FEU Auditorium, located at the second floor of the Administration Building, is the venue for cultural, academic and social activities of the Institute. It boasts of a seating capacity of 1,000 and is fully air-conditioned.



Basketball Court

An outdoor basketball court located in front of the Arts Building boasts of an Astrotuf-Martin, all weather, rubberized synthetic surface, a power flex goal, an official competition clear acrylic blackboard, an improved lighting and a Fair Play Electronic Scoreboard System.



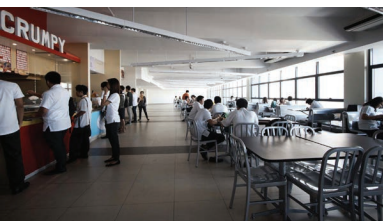
Chapel

Inaugurated on December 8, 1957, the FEU Chapel is the seat of all religious activities of students and associates. Masses and religious services are held here regularly. It also has a space for seminars and other activities responsive to the needs of students and associates, to understand their role as Christians.

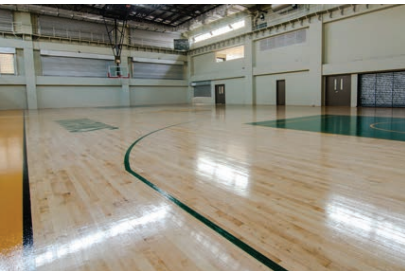


Food Court

Located in the 8th floor, the food court is fully air-conditioned, has centralized dishwashing area and with a wide seating capacity. It offers healthy and neatly done foods offered by concessionaires. Purified cold water is also provided for free from drinking water stations.



Gymnasium

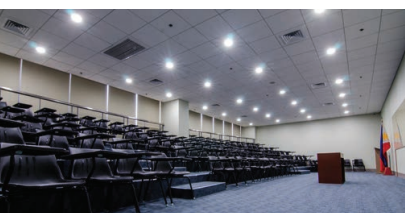


A modern-designed gymnasium located in the 17th floor is equipped with major sports facilities such as an indoor basketball court, volleyball court, and multi-purpose sections that can be used for Physical Education classes and other functions. The gym also boasts to have a centralized air-conditioning system, locker and shower area and has bleacher sections. The basketball court is equipped with a state of the art electronic scoreboard.



University Conference Center (UCC)

Located at the ground floor of the Arts Building, the University Conference Center is air-conditioned and has a seating capacity of 300—350. It is suitable for conferences, seminars and fora.



Audio-Visual Room

The 102 seating capacity audio-visual room is located at the 16th floor of the FIT building that can be used for training, seminars and other related functions.



Case Room

Located at the 16th floor of the FIT building, the Case Room provides a good environment for defense of thesis and presentation of projects of Information Technology Education students.



Student Plaza

Located at 2nd floor and 3rd floor of the FIT building, student plazas are provided as a place to stay for students. Portions of the plaza are used to hold regular institutional activities.

RECOGNIZED STUDENT ORGANIZATIONS (RSO)

The Student Coordinating Council (SCC)

The Student Coordinating Council was established to be highest governing student body of FEU Tech. It is the official representative of students of FEU Institute of Technology within and outside the Institute. It fosters an atmosphere where critical thinking prevails. It enjoins the students to act as one in addressing their concerns and welfare and in asserting their rights.

The Innovator

The Innovator is the official publication of the students and associates of FEU Institute of Technology. The Innovator aims to promote campus journalism in the Institute and defend the rights of students to information and freedom of expression through truthful, factual, unbiased and relevant news, meaningful and significant opinions and articles published in both printed and electronic data.

ACADEMIC ORGANIZATIONS

Aspirants and Achievers Association (AAA)

The Aspirants and Achievers' Association is an organization for all achievers (scholars, quizzers, honor students and awardees) and aspirants (driven, dedicated, inspired and motivated students) in the institute.

Association of Civil Engineering Students (ACES)

The Association of Civil Engineering Students is the local student chapter of the Philippine Institute of Civil Engineering (PICE). It aims to provide its members with interesting activities that will help them grow academically and professionally.

Association for Computing Machinery (ACM)

The FEU Tech Association for Computing Machineries — Student Chapter was organized to be operated exclusively for educational and scientific purposes, to promote increased knowledge and greater interest in the field of science, design, development, construction, languages, management and other applications of modern computing.

Alliance of Information Technology Students (AITS)

The Alliance of Information Technology Students represents the academic organization for Information Technology students of FEU Institute of Technology. The organization aims to form an alliance between the different specializations of the college in Information Technology.

Computer Engineering Organization (CpEO)

The Computer Engineering Organization envisions the development of students' skills and empowerment of their interests towards excellence in Computer Engineering as their field of specialization. It is committed in developing competent and skilled CpE professionals, harnessing leadership potentials of its officers and members, establishing camaraderie and close ties with associates, members, officers and other student organizations, and representing the interest, welfare and ideals of its members.

Electronics Engineering Students' Society (ECESS)

The Electronics Engineering Students' Society aims to enhance rapport and cultivate cooperation and camaraderie among Electronics Engineering students. It perceived the necessity to a collative and complete embodiment of ECE students. All efforts and endeavors of this organization shall be directed toward the betterment of service to the body represented. Hence, it is committed to enhance and propel the student body through a single, unified voice. ECESS is the local chapter of the Institute of Electronics Engineers of the Philippines Manila Student Chapter (IECEP-MSC) in the Institute.

Electrical Engineering Student's Association (EESA)

The Electrical Engineering Student's Association envisions itself as the sole embodiment of Electrical Engineering Students. EESA aims for academic excellence and endeavors to balance growth and development. It provides activities that are helpful and highly essential for the development of Electrical Engineering students' ingenuity in their field of specialization.

Junior Philippine Computer Society (JPCS)

The Junior Philippine Computer Society aims to enhance the knowledge and skills of the youth in the field of Information and Communication Technology. It provides students with complementary experiences needed to become world-class IT professionals.

Mechanical Engineering Society (MES)

Mechanical Engineering Society aims to be the pinnacle of FEU Institute of Technology's Mechanical Engineering Department by honing our students to become socially, intellectually and ethically competitive future mechanical engineers.

Physics Society (PHYSO)

Physics Society envisions to transform lives through Physics-related experience. It involves its members in all its endeavors and gives students a valued experience. It also envisions to be an instrument for building the students' enthusiasm in exploring the world of Physics and to become future physicists to help in the nation's development in science and technology.

SPECIAL INTEREST ORGANIZATIONS

Artist Connection (AC)

The main objective of the Artist Connection is to provide a venue to initiate productive endeavors where its members can exhibit their talents and skills in singing, dancing, acting and cheer dancing. It aims to share and enhance these talents by creating training and workshop sessions. It is also geared towards development of leadership through training and heading groups of performers. AC has four sub-organizations namely Music Synergy, Theater and Guild, Exude Dancers and Tech Squad.

International Students Association

It strives to assist foreign students attending FEU Institute of Technology who may not be familiar with the language, traditions, customs, laws and other non-academic aspects of their life.

FEU TECH College-Y Club

This is the student chapter of the Young Men's Christian Organization (YMCA). The organization is non-academic in nature and accepts anyone who is willing to develop themselves holistically.

Freshmen Society (FS)

The Freshmen Society is the voice of freshmen students of FEU Institute of Technology. It trains leaders, advocates for students and facilitates communication throughout the school.

Recreation and Athletics Club (RAC)

The Recreation and Athletics Club endeavors to promote healthy lifestyle through sports. It helps in the creation of teams that represent the Institute in sports competitions.

Youth For Christ (YFC)

The CFC Youth for Christ is affiliated with the Couples for Christ Global Mission Foundation and the network of its corresponding family ministries within the Philippines and abroad. YFC provides a healthy and Christian-support environment for its members in the institute through prayer meetings, bible-sharing, peer counseling and other activities.

APPENDICES



APPENDIX A

UNIFORM POLICY

1. Official School Uniform

The Institute Uniform Policy shall be enforced whenever students enter the campus and while on campus. The prescribed uniform conforms with the following specifications:

MALE	FEMALE
white polo with embroidered logo on the left chest	white blouse with embroidered logo on the left chest
plain white undershirt (tucked)	plain undergarment (not red or any loud colors)
moss green pants	moss green pants
closed black shoes (not rubber, sandals or slippers)	closed black shoes (not rubber, sandals, slippers or open-toe-slip ons)
college ID with prescribed lace	college ID with prescribed lace

Note: Students are allowed to wear rubber/plastic black shoes during rainy days.

2. P.E. Uniform

P.E. Uniform shall be worn during the day where PE class is scheduled. It must conform with the following specifications:

FEU Institute of Technology yellow t-shirt
FEU Institute of Technology green short pants
Rubber shoes (non-marking sole) and white socks

3. Alternate Uniform

Students have the option to wear the official FEU Tech shirts, organization shirt as alternate uniform every Wednesday and Saturday, or they may wear clothes that conform to the acceptable attire as prescribed by Student Affairs Office.

Wednesday & Saturday Uniform	Itam T-Shirt or Polo Shirt/ Latest Approved Organization Shirt/ College Week Shirt/FEU-Tech Shirts
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4. NSTP Uniform

NSTP uniform shall be worn only during NSTP class / activities.

5. Modern Corporate/Business Attire (for 3rd, 4th & terminal year students)

Students in the higher level shall wear modern corporate/business attire every Monday of the semester except during summer. It must conform with the following conditions:

MALE	FEMALE
Long/short-sleeve and three-fourth polo/Barong	Blouse/ dress(not more than 2 inches above the knee)
Long pants/slacks (maong and shorts shall not be allowed)	Slacks/ Skirt (not more than 2 inches above the knee)
Closed shoes	Closed shoes

Note:

- Spaghetti strap and sleeveless blouses/dresses shall not be allowed unless worn with blazers.
- Use of necktie is optional.
- International students may use their cultural corporate/business attire if they wish to.
- Slippers and rubber shoes are not allowed.

APPENDIX B

CORPORATE OFFICIALS

BOARD OF DIRECTORS

AURELIO R. MONTINOLA III

Chairman

JUAN MIGUEL R. MONTINOLA

Treasurer

ATTY. GIANNA R. MONTINOLA

Corporate Secretary

DR. MICHAEL M. ALBA

Director

DR. ANGEL L. LAZARO III

Director

DR. PAULINO Y. TAN

Director

DR. LOURDES R. MONTINOLA

Director

DR. ELIZABETH P. MELCHOR

Director

BENSON T. TAN

Director

SHERISA P. HUESA

Director

EXECUTIVE COMMITTEE

DR. MICHAEL M. ALBA

Chairman

DR. PAULINO Y. TAN

Member

JUAN MIGUEL R. MONTINOLA

Member

EDNA M. ANICETE

Member

BENSON T. TAN

Member

FEU TECH ADMINISTRATORS

BENSON T. TAN
Executive Director

ROSSANA T. ADAO
Senior Director, Computer Studies

EDNA M. ANICETE
Senior Director, Finance

ENGR. REMELITA H. AVENIDO
Senior Director, Engineering

MAY ROSE C. IMPERIAL, Ph.D., PECE
Senior Director, Academic Services

JARVIS C. MUYARGAS
Senior Director, Administration

ADMINISTRATION

DORIS ROWENA Z. ALBELDA
Director, AERO

ENGR. BRIVAR V. BRIZUELA
Director, Facilities Office

MA. LOVELLA G. MACATANGAY
Director, IALAP Office

JACKLYN ANNE C. MANTOLINO
Director, Human Resources Office

PAUL Y. PAK
Director, Communications Office

HADJI J. TEJUCO
Director, CSO/MIS Office

ACADEMICS

JOFERSON L. BOMBASI
Director, Computer Science

ELIZABETH D. DIAZ, Ed. D.
Director, Math & Physical Sciences

ELIE ROSE C. FRANCISCO
Director, Computer Engineering

IRISH C. JUANATAS
Director, Information Technology

ENGR. ORLANDO P. LOPEZ
Director, Civil Engineering

ENGR. MANUEL E. MENDOZA
Asst. Director, Mechanical Engineering

MA. RUTH S. QUE
Director, Humanities & Social Sciences

ENGR. KING HAROLD A. RECTO
Director, Electrical & Electronics Engineering

ACADEMIC SERVICES

ENGR. REMELITA H. AVENIDO
Director, Quality Assurance

ANGELI B. BUSTILLO, RGC
Director, Student Affairs and Community Services Office

REMELLA A. CABREROS, DBA
Registrar

MERCEDITA M. RAGUDO
Chief Librarian

APPENDIX C

FEU INSTITUTE OF TECHNOLOGY POLICY ON DRUGS

The Institute does not tolerate any individual who will attempt to introduce drugs into the community. Thus, it specifically provides that persons found guilty of bringing in, carrying, possessing or using of drugs or chemicals included in the list of prohibited drugs at the NBI or prohibited under the Dangerous Drug Act of 1972 or R.A. No. 6425, as amended, or possessing any regulated drugs without proper prescriptions inside the Institute premises or outside the Institute during an academic function or school activity, will be separated from the Institute by expulsion, or termination of employment .

The above paragraph is without prejudice to the filing of the applicable criminal cases as provided for by law.

As a measure to ensure the protection of the academic community, the Institute adopts as a policy the following:

1. Drug testing as part of the employment process of Associates; and
2. Periodic random testing for students and Associates in accordance with law; and
3. Active role in the prosecution of persons involved.

Nonetheless, the Institute is mindful of the fact that drug addiction is similar to an illness. That is, drug users and dependents are sick people that need treatment and support. As such, the Institute will be extending help to students and Associates who will voluntarily come forward to seek assistance on their drug dependence or addiction. As a form of assistance, the Institute will:

1. Assist the drug dependent in looking for the appropriate treatment center;
2. Students will be given an official leave of absence up to a year to undergo treatment and rehabilitation;
3. After completion of treatment and rehabilitation program, students have the opportunity to resume their studies;

Drug addiction is one of the biggest problems that hamper the growth of our youth today. It is therefore a challenge to all members of the academic community to ensure that this menace will be minimized if not totally eradicated in FEU Institute of Technology.

We are counting on everyone's support!

APPENDIX D
CHED MEMORANDUM ORDER 19, S. 2003

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM Order
NO. 19 Series of 2003

To: CHED Regional Directors
School Heads/Presidents of Private Schools,
Colleges and Universities
Presidents of State Colleges and Universities

SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM
DRUG TESTING FOR TERTIARY STUDENTS

1. In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994” and pursuant to Section 36 (c) of Article III of RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”, random drug testing of students in public and private tertiary/higher educational institutions will be scheduled this year.

2. The enclosed general guidelines approved by the Dangerous Drugs Board (DDB) through Board Regulation No. 6 dated August 1, 2003, shall serve as the major reference in the implementation of the random drug testing program. For other provisions of the law, reference shall be made to the Implementing Rules and Regulations (IRR) of RA 9165.

3. Immediate dissemination of and compliance with this Order is directed.

Issued this 15th day of September, 2003 at Pasig City, Philippines.

(SGD) ROLANDO R. DIZON
Chairman

APPENDIX E

CHED ORDER NO. 4, S. 1995

COMMISSION ON HIGHER EDUCATION OFFICE OF THE PRESIDENT OF THE PHILIPPINES

January 25, 1995

CHED Order
No. 4 s. 1995

PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

TO: CHED regional Directors
Heads of Private Schools, Colleges and Universities
Presidents of State Colleges and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote brotherhood and camaraderie among groups of people, including students in colleges and universities, Fraternities and other student organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institutions. Students' dedication to the study, respect for authority, observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuance seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:

4.1 Monthly meetings of heads of fraternities in a Council of Equals.

4.2 Regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross memberships.

4.3 Reporting of a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart.

4.4 Internal policing by the fraternities themselves.

4.5 Long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies productivity, creativity, and sense of community and nation hood.

4.6 More interaction between the School Administration and the fraternities.

4.7 Parents informed about the participation of their children in fraternities.

4.8 Use of fraternity alumni members to counsel resident members.

4.9 Fraternities be obliged to have an ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.

5. In order to deter violence among Fraternities the following sanctions shall be strictly carried out :

5.1 Automatic expulsion of any fraternity member for:

A. starting or taking the offensive action that clearly provokes violence.

5.2 Sixty days suspension of all officers of a fraternity found guilty of starting action that will provoke violence.

5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other student aggrupations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above-stated.

7. Immediate dissemination for this Order is desired.

(SGD)RICARDO T. GLORIA
Chairman

APPENDIX F

REPUBLIC ACT NO. 8049

THE ANTI-HAZING LAW OF THE REPUBLIC OF THE PHILIPPINES

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE.

Be enacted by Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or cadet corps of the Citizen's Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this act.

SECTION 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiations. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Section 3. The head of the school or organization or their representative, representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SECTION 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer.

A. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results there from.

B. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

C. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg shall have lost the use of nay such member shall have become incapacitated for the activity or work in which he/she was habitually engaged.

D. The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his/her body, or shall have lost the use thereof or shall have been ill or incapacitated for the performance of the activity or work in which he/she has habitually engaged for a period of more than ninety (90) days.

E. The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.

F. The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or capacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.

G. The penalty of the prison mayor in its period if in consequence of the hazing the victim shall been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one(1) to nine(9) days, or that the injury sustained shall require medical attendance for the same period.

H. The penalty of prison correctional in its maximum period if in consequence of the hazing the victim shall sustain physical injuries, which do not prevent him/her from engaging in his habitual activity, or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

A. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

B. When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.

C. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities or to the police authorities, through force, violence, threat or intimidation;

D. When the hazing is committed outside of the school or institution; or

E. When the victim is below twelve (12) years of age the time of hazing.

The owner of the place where the hazing is conducted shall be liable as an accomplice, when he/she has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, group, or organization, the parent shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed.

To take any action to prevent the same from accruing shall be liable as a principal.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision should not be entitled to the mitigating circumstances that there was no intention to commit a grave offense is wrong.

This section shall apply to the president, manager, director, or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SECTION 5. If any provision of part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

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

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

Approved: June 07, 1995

(Sgd) FIDEL V. RAMOS
President of the Philippines

APPENDIX G

REPUBLIC ACT NO. 7079

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SEC. 1. Title. This Act shall be known and referred to as the “Campus Journalism Act of 1991.”

SEC. 2. Declaration of Policy. It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

SEC. 3. Definition of Terms.

- A. School. An institution for learning in the elementary, secondary or tertiary level comprised of the student, administration, faculty and non-faculty personnel;
- B. Student Publication. The issue of any printed material that is independently published by, and which meets the needs and interests of the student;
- C. Student Journalist. Any bona fide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- D. Editorial Board. In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.
- E. Editorial Policies. A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration policies.

Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters

SEC. 4. Student Publication. A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SEC. 5. Funding of Student Publication. Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

SEC. 6. Publication Adviser. The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

SEC. 7. Security of Tenure. - A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

SEC. 8. Press Conferences and Training Seminars. The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/or cultural interest in the country.

SEC. 9 Rules and Regulations. The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalist at the level and existing organizations of student journalist, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

SEC. 10. Tax Exemption. Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's of gift tax.

SEC. 11. Appropriations. For the initial year of implementation, the sum of Five million pesos (5, 000, 000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports.

Thereafter, such amount as may be necessary shall be included in The General Appropriations Act.

SEC. 12. Effectivity. This Act shall take effect after fifteen(15) days following the completion of its publication in the Official gazette or in at least two (2) newspaper of general circulation.

This Act which is a consideration of Senate Bill No. 1103 and House Bill no. 22658 was finally passed by the Senate and the House of Representatives on May 20, 1991 and May 23, 1991, respectively.

Approved: July 5, 1991

(Sgd) CORAZON C. AQUINO
President of the Philippines

(Sgd) JOVITO R. SALONGA
President of the Senate

(Sgd) RAMON V. MITRA
Speaker of the House of Representatives

(Sgd) EDWIN P. ACOBA
Secretary of the Senate

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

APPENDIX H REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

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

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

Sec. 3. Work, Education or Training-related Sexual Harassment Defined. Work, education or training-related sexual harassment is committed by an employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in a way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

- (b) In an education or training environment, sexual harassment is committed:
- (1) Against one who is under the care, custody or supervision of the offender;
 - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 - (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

Sec.4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- (a) Promulgate appropriate rules and regulations in consultation with the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation or sexual harassment cases and the administrative sanctions therefore.

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

The said rules and regulations issued pursuant to this section shall (or) include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with other officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of the alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case maybe.

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

Sec. 5. Liability of the Employer, Head of Office, Educational or Training Institution. The employer or head of office, educational training institution shall be solidarity liable for damage arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

Sec. 6. Independent Action for Damages. Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Sec. 7. Penalties. Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provision of this Act shall prescribe in three (3) years.

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

Sec.9. Repealing Clause. All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Sec.10. Effectivity Clause. This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspaper of general circulation.

Approved.

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

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

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

Approved: February 5, 1995

(Sgd.) FIDEL V. RAMOS
PRESIDENT OF THE PHILIPPINES

APPENDIX I

ACKNOWLEDGMENT

STUDENT'S COPY

This is to acknowledge FEU INSTITUTE OF TECHNOLOGY for the complete educational information regarding the rules and regulations presented in this handbook in the spirit of partnership and concern. I promise to abide by them and commit to fulfill the following:

1. For the duration of my entire stay in the INSTITUTE, I shall not join any fraternity or organization not recognized by the INSTITUTE
2. I acknowledge and understand that my admission to the INSTITUTE is a privilege and not a right and that the INSTITUTE has the right and authority to choose the persons or individuals that may be admitted as students of the INSTITUTE.
3. I acknowledge and understand that the INSTITUTE has likewise the authority to prescribe rules and regulations governing non-membership of students in any fraternity, sorority, or organization in the INSTITUTE and these rules are valid because they are based on the constitutional right of schools of higher learning to prescribe the conditions they may require of any person or individual aspiring to become their student as well as public policy as follows:
 - 3.1 The recognition by the Government of the right of schools of higher education such as the INSTITUTE to withhold recognition to fraternities, sororities, or organizations considered inimical to peace and order in school campuses.
 - 3.2 The general belief that the formation of exclusive organizations of groups in the INSTITUTE is disruptive of the unity and peace the INSTITUTE wishes to foster among members of the academic community.
 - 3.3 The general belief that the presence of fraternities, sororities, or organizations not recognized by the INSTITUTE has contributed to the violence experienced on campus.
 - 3.4 The general perception that membership in fraternities, sororities, or organizations not recognized by the INSTITUTE has developed hardened characters among its students that is contrary to the INSTITUTE MISSION STATEMENT.
 - 3.5 The general belief that the absence of fraternities, sororities, or organizations not recognized by the INSTITUTE helps in the broadening of friendship among members of the academic community and eliminates the divisive effects of exclusive organizations.

4. I recognize and accept that my continued stay in the INSTITUTE is subject to my compliance with prescribed discipline policies, rules and regulations especially in my non-membership in fraternities, sororities, or organizations not recognized by the INSTITUTE
5. I understand and accept that the INSTITUTE can either dismiss or expel me if I would be found having violated the condition of this affidavit as well as having falsely certified any information stated herein.
6. I am executing and submitting this affidavit by affixing my name and signature on the Affidavit of Conformity as a prerequisite of my admission as a student of the INSTITUTE.

AFFIDAVIT OF CONFORMITY

I, the undersigned, after reading the contents of this Student Handbook, duly acknowledge the policies, rules and regulations, and provisions stated herein. I am fully aware that the Administration of FEU Institute of Technology enacted the same, and that in case of conflict, grievances, and problems, the INSTITUTE will decide and announce what is proper for the interest of everyone concerned.

I therefore pledge to obey and follow what is required by the provisions in the Student Handbook without any hesitation and mental reservation. I further understand that the INSTITUTE reserves the right to amend any or all of the provisions contained herein.

Student Signature
Over Printed Name

Date

Parent/Guardian Signature
Over Printed Name

Date

Parent/Guardian Signature
Over Printed Name

Date

APPENDIX J ACKNOWLEDGMENT

DISCIPLINE UNIT'S COPY

(Detach this page and return to the Discipline Unit)

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2. I acknowledge and understand that my admission to the INSTITUTE is a privilege and not a right and that the INSTITUTE has the right and authority to choose the persons or individuals that may be admitted as students of the INSTITUTE.
3. I acknowledge and understand that the INSTITUTE has likewise the authority to prescribe rules and regulations governing non-membership of students in any fraternity, sorority, or organization in the INSTITUTE and these rules are valid because they are based on the constitutional right of schools of higher learning to prescribe the conditions they may require of any person or individual aspiring to become their student as well as public policy as follows:
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I therefore pledge to obey and follow what is required by the provisions in the Student Handbook without any hesitation and mental reservation. I further understand that the institute reserves the right to amend any or all of the provisions contained herein.

Student Signature
Over Printed Name

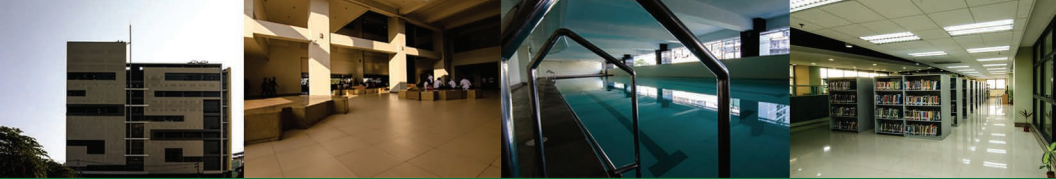
Date

Parent/Guardian Signature
Over Printed Name

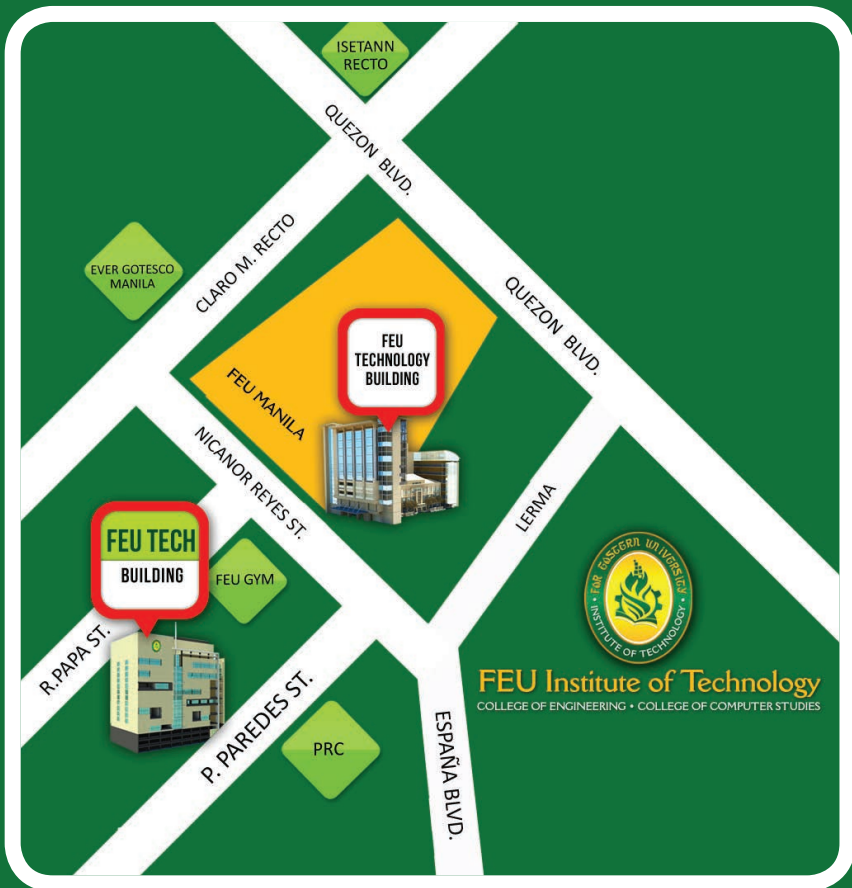
Date

Parent/Guardian Signature
Over Printed Name

Date



APPENDIX K VICINITY MAP



APPENDIX L HANDBOOK COMMITTEE


CHAIR

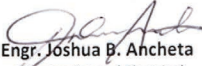

Dr. May Rose C. Imperial
Senior Director for Academic Services


MEMBERS


Dr. Elizabeth D. Diaz
Mathematics and Physical Science
Department



Dr. Remella A. Cabrerero
Registrar


Mercedita A. Ragudo
Library


Engr. Joshua B. Ancheta
Electronics and Electrical
Engineering Department


Engr. Manuel E. Mendoza
Mechanical Engineering Department



Moises F. Jardiniano
Computer Engineering Department


Ervin R. Pucio
Guidance Unit


Joenidel C. Dela
Student Coordinating Council


Engr. Orlando P. Lopez
Civil Engineering Department



Angeli B. Busillo, RGC
Student Affairs and Community Services Office


Engr. Brivar V. Brizuela
Facilities Office


Joferson L. Bombasi
College of Computer Studies


Adela C. Cabantan
Humanities, Social Sciences and
Communication Department


Engr. Mylene D. Gomez
Quality Assurance Office


Yvette G. Supnet
Discipline Unit


Justine C. Pura
Student Coordinating Council

APPENDIX M

CHANGES ON THE REFUND AND OTHER CHARGES

Dear Students,

Please be informed of the changes on Section 100 Refund and other charges, Memorandum Order No. 40 s . of 2008 page 58 of the Commission on Higher Education, which stipulates that:

A student who transfers or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent(50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws anytime after the second week of classes.


ACKNOWLEDGEMENT

This is to acknowledge that information on the charges of the Refund and Other Charges as indicated in the CHED Memorandum Order No. 40 s of 2008 have been discussed and explained to us by the Institute.

Student's Signature
over Printed Name

Date Signed

APPENDIX N

 FEU Institute of Technology	SUBJECT: COMPUTER AND INTERNET	GENERAL POLICIES	Page 71 of 73
	DOCUMENT NO: MIS-CSO-PO-001 DATE OF EFFECTIVITY: 06-01-2015	SUPERSEDES: DATED:	ISSUED TO: CENTRAL FILE
	This is a controlled document. Should a revision be issued, you are required to return the obsolete document and ensure all obsolete copies are retrieved and replaced with the updated document.		

Any actions that compromise the integrity of the College, data facilities, networks, services, or resources are strictly prohibited. The following rules and policies apply to ANYONE and EVERYONE in the computer lab:

1. NO PORNOGRAPHIC or OBSCENE MATERIALS, including, but not limited to, anything defamatory, threatening, or deemed of poor taste.
2. NO RUNNING or INSTALLING COMPUTER VIRUSES, TROJAN HORSES, and/or WORMS, including, but not limited to, anything intended to damage or to place excessive load on a computer system or network.
3. DO NOT CHANGE or MODIFY DESKTOP WALLPAPERS, BACKGROUNDS, and/or GUI CONFIGURATIONS.
4. DO NOT CAUSE OTHER PCs TO MALFUNCTION by and through whatever means. This includes, but is not limited to, modifying software or hardware logical/physical system configurations.
5. DO NOT MODIFY or CHANGE the PHYSICAL CONFIGURATIONS of any computer and/or network.
6. SHUTDOWN ALL COMPUTERS PROPERLY through the Start Menu. If a computer has been shut down improperly, please allow the scandisk utility to scan and repair any errors that may be present in the computer's disk. (Each class is expected to LOG OFF the computer, for the last class of the day it is expected to SHUT DOWN the computers).
7. DO NOT MOVE, REMOVE, or TRANSFER ANY or ALL EQUIPMENT from their designated places.
8. DO NOT DELETE FILES or DOCUMENTS (ESPECIALLY SYSTEM FILES).
9. DO NOT TRANSFER, MOVE, or DELETE SYSTEM FILE FOLDERS from their original directories.
10. DO NOT MODIFY or CHANGE ANY OR ALL CONFIGURATION/SYSTEM FILES.
11. DO NOT MODIFY or CHANGE CMOS/BIOS SETUP, including, but not limited to, password changes.
12. DO NOT MODIFY or CHANGE REGISTRY FILES.
13. DO NOT DISCONNECT ANY or ALL NETWORK RESOURCES, including UTP, serial, or cable cords.
14. DO NOT UPLOAD DOWNLOAD, and/or RUN EXECUTABLE FILES (.exe, .com, .bat) either from the Internet or from personal portable media, without prior approval.

15. DO NOT REMOVE, TAMPER with, or VANDALIZE any and all stickers or labels attached to any of the devices/units in the laboratory
16. UPDATING, CHANGING, or INSTALLING SYSTEM and/or APPLICATION SOFTWARE IS STRICTLY PROHIBITED.
17. DO NOT PEEL or STRIP ANY and ALL NETWORK/ELECTRICAL CABLES or CORDS.
18. DO NOT DISCONNECT POWER SUPPLIES.
19. STUDENTS, ASSOCIATES, and ADMINISTRATORS ARE NOT ALLOWED TO ENTER RESTRICTED ROOMS or SITES, including, but not limited to, the server room, without prior approval.
20. ASSOCIATES AND STUDENTS MUST STRICTLY FOLLOW ASSIGNED LABORATORY SCHEDULE.
21. STUDENTS MUST SAVE TO THEIR H DRIVE (NETWORK DRIVE) AND NOT THE HARD DRIVE. Saving to the hard drive may cause the student to lose their work.
22. ASSOCIATES AND STUDENTS are not allowed to bring / eat any food or drinks inside the laboratory and No grooming items near computers (lotions, brushes, makeup, etc.)
23. STUDENTS ARE NOT ALLOWED TO PLAY GAMES INSIDE THE COMPUTER LABORATORY. This includes computer-related games, card games and other games that may disturb the operation of the laboratory.

APPENDIX 0

Policy : Participation in Off Campus Conferences, Seminars and Competition and Field Trip	Policy Code : P3080008008
Coverage : All Recognized Student Organizations (RSO)	Version No. : 2
Owner : Student Activities and Development Unit	Page : 2 of 2

1. PURPOSE

It is the purpose of this document to set the guidelines regarding the participation of student/s in off-campus conference, seminar, competition and field trip.

2. POLICY

- 2.1 It is the policy of the unit to send delegates/participants to conferences, seminars, competitions and field trips. Approval in off-campus conferences, seminars and competition are subject to the recommendation of Program Director, SACSO Director and Senior Director for Academic Services. The number of delegates is subject to budget availability and to the following categories:

2.1.1 Conferences and seminars

Inter-School Level	maximum of 3 participants
NCR Level	maximum of 5 participants
Regional Level	maximum of 10 participants
National Level	maximum of 15 participants

2.1.2 Competitions

Inter-School Level	set by the organizers
NCR Level	set by the organizers
Regional Level	set by the organizers
National Level	set by the organizers

- 2.2 An activity scheduled the week before and during the midterm and final exam will not be participated unless it is highly recommended by the Program Director, SACSO Director and Senior Director for Academic Services.
- 2.3 Submission of proposals for participation in off-campus conferences, seminars and competitions must be at least one month before the date of activity. Criteria in selecting delegates to competitions will be determined by the concerned department. Criteria in selecting delegates to seminar and conferences initiated by SACSO will be determined by SADU.
- 2.4 All activities shall be done in one day only.

3. PROCEDURE

- 3.1 If invitation was received by SACSO.

- 3.1.1 SACSO-SADU endorses the invitation to the concerned department and RSO
- 3.1.2 Concerned office/department/RSO submits to SACSO-SADU the list of participants.
- 3.1.3 SADU prepares program proposal and forwards the request to SACSO Director.
- 3.1.4 Upon endorsement of the SACSO Director, it will be forwarded to Senior Director for Academic Services for recommending approval, then to Senior Director for Finance for budget review, to the Executive Director's Office for the approval.
- 3.1.5 If approved, AO prepares request for cash advance /request for direct payment.
- 3.1.6 SADU inquires AO re the availability of the budget.

- 3.1.7 If available, SADU receives the budget from the Accounting Office and disburse it to the concerned RSO. Only the SADU staff and SACSO Administrative Assistant are authorized to release the budget.
- 3.1.8 Participants attend the conferences/seminars/competition.
- 3.1.9 Concern department or RSO will submit liquidation report , Attendance Sheet, certificates and Postmortem report to SADU for proper preparation of liquidation expenses to be submitted to the Accounting Office.
- 3.2 If invitation was received by the department or RSO:
 - 3.2.1 RSO will prepare an Activity Proposal to be submitted to SADU.
 - 3.2.2 SADU will prepare a Program Proposal to be endorsed to the SACSO Director.
 - 3.2.3 Upon endorsement of SACSO Director, the request will be forwarded to the Senior Director for Academic Services for recommending approval, then to Senior Director then to Senior Director for Finance for budget review and will be forwarded to the Executive Director's Office for the approval.
 - 3.2.4 If approved, AO prepares request for cash advance/request for direct payment.
 - 3.2.5 SADU inquires with the AO re the availability of the budget.
 - 3.2.6 If available, SADU receives the budget from the Accounting Office and disburse it to the concerned RSO. Only the SADU staff and SACSO Administrative Assistant are authorized to release the budget.
 - 3.2.7 Participants attend the conferences/seminars/competition.
 - 3.2.8 Department or RSO will submit liquidation report, Attendance sheet, certificates and Post-activity report to SADU for proper preparation of liquidation expenses to be submitted to the Accounting Office.

4. REFERENCE DOCUMENTS

- 4.1 Activity Proposal Form
- 4.2 Program Proposal Form
- 4.3 RCA Form
- 4.4 Liquidation Form
- 4.5 Post Activity Report form Waiver

APPENDIX P

FEU TECH ANTI-BULLYING POLICY STATEMENT

Bullying against or by a student of the Institute will not be tolerated regardless of its location and form.

Bullying – defined as an act of violence or intimidation that (a) occurs repeatedly over time, and (b) involves power imbalance between the bully and the victim – may come in different forms including, but not limited to the following: physical (hitting, hurting), verbal (teasing, insulting, threatening, discriminating), social (peer-pressure, gossiping, pestering), and electronic or cyber (bullying through the use of text messaging or other social media platforms).

All associates, whether teaching or non-teaching, shall advocate a bully-free classroom or campus, and promote a learning environment characterized by respect, kindness, and inclusiveness.

All students and associates are encouraged to report incidence of bullying that any of them may have witnessed, experienced, or heard of. This may be done by approaching any discipline officer and accomplishing the Discipline Unit Complaint Sheet. Reports on bullying incidence are dealt with accordingly through conduct of investigations with involved students, and/or conferences with parents or authorized guardians.

A student who is found guilty of bullying another will be sanctioned in accordance with the Student Code of Conduct stated in the Student Handbook. Furthermore, both the victim and the perpetrator in the bullying case will be referred to the school counselor for assessment and processing.

The background of the image is a vibrant green with a faint, circular watermark of the Far Eastern University (FEU) seal. The seal features a central emblem with a cross and a crown, surrounded by the university's name in English and Tagalog. In the bottom left corner, there are abstract, overlapping geometric shapes in shades of yellow and orange. In the bottom right corner, there are abstract, overlapping geometric shapes in shades of blue and purple.

FEU HYMN

Far Eastern, onward,
Beloved Alma Mater!
Onward, oh lead us,
The Green and Gold in view.

In thy happy halls,
Our young hearts saw the light;
Command thy sons and daughters
To battle for the right.

Though far from home
our feet may roam,
Our love will still be true.
Our voices shall unite
To praise thy name anew.

We'll treasure within our hearts
The FEU!
We'll treasure within our hearts
The FEU!



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