

Amendments on DLSU Student Handbook 2015-2018

Amendments were deliberated and approved by the members of the DLSU Student Handbook 2015-2018 Revision Committee. It was presented to and approved by the Academics Council.

Page	Amendments
6	<p>1.18.3.2 During suspension of classes and office work, everyone is expected to exit the campus within one (1) ...</p> <p>Manila Campus...</p> <p>Science and Technology Complex...</p> <p>Rufino Campus</p> <ul style="list-style-type: none">· The ground floor entrance lobby· The covered walk near the parking areas <p>Makati Extension Campus</p> <ul style="list-style-type: none">· The hallways at the 5/F, Tower II, RCBC Plaza· The lobby entrances at the ground floor of RCBC Plaza
11	<p>College of Computer Studies (CCS)</p> <p>Undergraduate Degrees</p> <p>Bachelor of Science in Information Technology BSIT</p>
29	<p>4. 6 The University encourages healthy interaction among students. However, acts or gestures that tend to offend the sensibilities of other members of the community, including physical display of public intimacy are not tolerated. In line with this, they should comply with the implementing guidelines set by the University Student Government (USG), Graduate Student Council (GSC) and the SDOF.</p>
35	<p>5.1.7.9 Coordinate with the USG, GSC, official student media groups, and concerned University Offices on the dissemination of information about lost and found items;</p>
35	<p>5.1.8 The SDOF Management Committee is the body concerned with implementing discipline-related policy affecting the students. The committee is composed of the Director of SDOF (who acts as the Chair), SDOF Coordinator, Discipline Education, Advocacy and Programs Section Head, Enforcement Section Head, Lost and Found Section Head, the University Student Government President or his appointed representative and the Graduate Student Convener.</p>
38	<p>5.2.3.2.2.1 The respondent is required to answer the complainant in writing whether under oath or not within</p>
42	<p>5.2.3.2.5.4 A party not satisfied with the decision of the SDFB may appeal the final decision in writing to the Chancellor within five (5) days from receipt of the decision, stating the grounds for the appeal. (e.g. lack of due process, penalty is too severe, the decision is not based on the evidences presented, etc.)</p>
52	<p>5.3.1.30 Repetitive violation Habitual disregard or willful violation of established policies, rules, or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.</p>

89	9.8.1 An approved absence is one authorized by the Dean of Student Affairs because a student has to attend an official function or activity. The Approved Absence Form shall be recommended for approval by the university official concerned. <u>The form should be submitted to the faculty concerned before the absence.</u>
90	9.8.4 Absences due to special cases family emergency and health reasons will be counted as approved absence upon the discretion of the student's College Vice- Dean.
101	13.7 Graduates of both undergraduate and graduate degrees may also be awarded special honors for excellence in their major fields based on criteria determined by each academic department. <i>*Will be applied to students with ID#112 and above.</i>
115	17.5 A student is required to attend both the Institutional and College Orientations for New Graduate Students. If they fail to attend during their first term of enrollment, the student... 17.5.1 <i>The following students are exempted from attending the Institutional Orientation:</i> 17.5.1.1 <i>New students who graduated from DLSU in the last 2 years</i> 17.5.1.2 <i>Old students who shifted to another program</i> 17.5.1.3 <i>Brothers, faculty members and current employee</i>
126	19.13.3 Second paragraph "For graduate students with ID number 105 and below they may be exempted from penalty courses if they have passed the comprehensive exam stage or its equivalent."
126	19.14 Based on the results of the admission examination, a student may be required to take Advanced Technical Reading and Writing – <u>ENG501M</u> (3 units) and <u>ENG502M</u> (3 units) as pre-requisite courses to the program, subject to the following: 19.14.1 A student unable to meet the cut-off for the qualifying exam is required to enroll <u>ENG501M</u> (3 units) not later than the second term of enrollment and <u>ENG502M</u> (3 units) not later than the third term of enrollment. 19.14.2 The course <u>ENG501M</u> is a pre-requisite to <u>ENG502M</u> . As such these courses may not be taken simultaneously. Moreover, a student may enroll in <u>ENG502M</u> only after earning credit for <u>ENG501M</u> . 19.14.3 A student required to undergo Advanced Technical Reading and Writing may be allowed to proceed to other courses in the program only after earning a credit for <u>ENG501M</u> and <u>ENG502M</u> . However, other courses may be enrolled simultaneously with <u>ENG501M</u> and <u>ENG502M</u> . 19.14.4 The course <u>ENG501M</u> and <u>ENG502M</u> cannot be waived as a requirement for the completion of the program. 19.14.5 A student not required to undergo Advanced Technical Reading and Writing may opt to enroll the same for audit purposes. 19.14.6 A student who obtains a grade of 3.0 or higher in <u>ENG501M</u> need not enroll <u>ENG502M</u> .

	20.2.4 Thesis/Dissertation Manuscript Review
130	<p>20.2.4.1 Thesis/dissertation advisers must return thesis/dissertation manuscript to the students within one month of submission. If no feedback is given after one month, the manuscript is deemed approved by the adviser.</p> <p>20.2.4.2 Thesis/dissertation panelists must give feedback on the revised thesis/dissertation manuscript to the students within one month of submission. If no feedback is given after one month, the manuscript is deemed approved by the panelist.</p> <p>20.2.4.3 The Chair of the thesis/dissertation panel shall have the power to adjudicate opposing views that may occur within the panel, and is authorized to approve of the thesis revisions on behalf of panelists who do not give timely feedback as per the provision above.</p>
130	20.2.5 Submission of Requirements
132	<p>21.4 Graduates of graduate degrees may also be awarded special honors for excellence in their major fields based on criteria determined by each academic department.</p> <p>*Will be applied to students with ID#112 and above.</p>
132	21.5 The official date of graduation or completion is the last day of the term when all the requirements of the program have been satisfied and submitted to the OUR.
135	<p>23.3.3.3 Composition</p> <p>23.3.3.3 Graduate Student Council President of the College Convener</p>
	<p>Appendix T</p> <p>CHED Memo #17 S.O. 2012 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students</p>
	<p>Appendix U</p> <p>CHED Memo #26 S.O. 2015 Policies and Guidelines on International Educational Trips (IET) of Undergraduate and Graduate Students</p>

Appendix T



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

CHED Memorandum Order
No. 17
Series of 2012

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all higher education institutions*", and pursuant to Commission en Banc Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

ARTICLE I STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

ARTICLE II COVERAGE

Section 3. These policies and guidelines shall cover the educational tours and/or field trips **in the Philippines** duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

Section 4. For purposes of this CMO, the terms below are defined as follows:

Educational Tour- an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;

Field Trip- an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

ARTICLE V STUDENTS

Section 7. Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.



ARTICLE VI DESTINATION

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

ARTICLE VII ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not



conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

ARTICLE VIII FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.



Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning;
- 2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
- 3rd Offense,
 - disapprove the application for other school fees increase and introduction of new fees of HEI;
 - administrative and criminal charges against it and/or its responsible officers under existing laws
 - imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

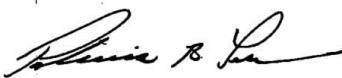
ARTICLE X REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 1997 "Enjoining all HEIs in the Country to Make insofar as practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012- 2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.



PATRICIA B. LICUANAN, Ph.D.
Chairperson



Annex A

**Checklist of Requirements
For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College
and Graduate Students**

Date:

		Complied		Remarks
		Yes	No	
A. Before the Educational Visit or Field Trip				
1. Included in the curriculum	Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hours - specify course title and unit credits			
2. Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen	Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen outline of Assessment Report to be filled in by the concerned faculty and students.			
3. Faculty-in-charge	Faculty-in-charge a. Present designation <i>b. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</i>			
4. Advanced and properly coordinated with the Local Government and other concerned non-government offices	Advanced and properly coordinated with the Local Government and other concerned non government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs			



		Complied		Remarks
		Yes	No	
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6. Destination chosen considering cost and benefit requirements	Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI			
	Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty, and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one(1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans and preventive measures given to students and stakeholders			



		Complied		
		Yes	No	Remarks
14. Medical clearance of students	Medical clearance of students and medical aid kits are provided			
	Medical clearance duly signed by the Parent or Physician or Waiver			
15. schedule of fees (including its details)	<i>Written schedule of fees disseminated to concerned stakeholders.</i>			
16 Parent/guardian consent duly-notarized be required before the educational tour or field trip	<i>Duly notarized consent submitted before the activity</i>			
B. During the Educational Visit or Field Trip				
1. Security of the students	<i>Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips</i>			
2. Proper Implementation of educational visit or field trip	<i>Program of activities followed as planned or activities adjusted as the need arises</i>			
3. Properly coordinated with concerned LGU and/or government or non-government office	<i>Letter or MOA stating the coordination with concerned LGUs or NGOs.</i>			
C. After the Educational Visit or field trip				
1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal	<i>Documentation of Debriefing Program</i>			
2. Assessment report by faculty and submitted including details of amount expended	Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. <i>Filled-in undertaking form</i>			
3. Assessment report by students and students concerned	<i>Assessment report by students submitted to concerned HEI</i>			

Prepared by:

Certified Correct:



Appendix U



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



CHED Memorandum Order

No. 26
Series of 2015

SUBJECT: "POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all Higher Education Institutions*", and pursuant to Commission en Banc Resolution No. 775-2014 dated December 17-18, 2014 and Joint ManCom and Commission en Banc Meeting on July 20, 2015 the following policies, guidelines and procedures are hereby adopted.

**ARTICLE I
STATEMENT OF POLICIES**

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to generate global awareness and career orientation is recognized towards the attainment of the goals of human development.

Section 2. The Philippines, in keeping with the growing internalization of higher education and in pursuance of its bilateral and multilateral commitments is promoting the mobility of students both inbound and outbound. Mobility opportunities promotes overall student experience through international educational tours regardless of duration. Hence, there is a need to establish a mechanism to safeguard the students while undergoing International Educational Trips.

Section 3. It is also the policy of the state to uphold all the laws and other measures preventing acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

Section 4. The Commission on Higher Education (CHED) recognizes the academic freedom of the participating Higher Education Institutions (HEIs) hence, they will assume responsibility over the students who will undergo international educational trips.

**ARTICLE II
DEFINITION OF TERMS**

International Educational Trip - an extended educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines.

Center of Excellence (COE) – refers to a designation granted by the Commission on Higher Education in recognition of a unit's exemplary performance in its teaching, research and extension functions.

Center of Development (COD) – refers to a designation granted by the Commission on Higher Education in recognition of a unit's evident above average performance in teaching, research and extension functions.

Level II Accreditation – Programs which have at least been granted initial accredited status by accrediting bodies.

Exchange Visitors Program (EVP) - an international exchange program administered by the United States of America to implement the Mutual Education and Cultural Exchange Act of 1961, as amended, Public Law 87-256.

Appeal - an earnest request for aid, support, sympathy, mercy, etc.; entreaty; petition; plea, or a request or reference to some person or authority for a decision.

Meritorious Cases – refer to conditions that prevent the students to join the International Education Trips such as: financial difficulty, medical conditions, legal impediments and similar conditions.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aim to rationalize the conduct of International Educational Trips among HEIs in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful International Educational Trips as indicated in their program requirement embodied in the approved curriculum;
- 5.2. ensure that all Higher Education Institutions provide quality International Educational Trips relevant to the acquisition of the necessary knowledge, skills, and values for student;
- 5.3. promote understanding of culture and working environment in different countries by the students;
- 5.4. help provide international experiences for the students especially who are directly involved in the mobility program, and unique and different learning environment for the students; and
- 5.5. protect and safeguard students undergoing International Educational Trips.

ARTICLE IV COVERAGE

Section 6. These policies, guidelines and procedures shall cover the International Educational Trips duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students both graduate and undergraduate programs duly authorized by the concerned HEI to handle the International Educational Trips. The HEIs must either have accreditation Level II of the program, Autonomous, Deregulated, COE, and COD or with ISA classification in order to be allowed to conduct International Educational Trips.



Section 14. PARENTS

- 14.1. Attend the pre-departure seminar or orientation together with the student; and
- 14.2. Sign the consent paper allowing their children/spouse to leave the Philippines to attend an International Educational Trip.

Section 15. HIGHER EDUCATION INSTITUTIONS (HEIS)

- 15.1. Implement the appropriate International Educational Trips in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation. As part of the curriculum/course, a Proto-type Observation Guide during International Educational Trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs;
- 15.2. Assign a designated and qualified faculty member who will be responsible for all aspects of the International Educational Trips program including the implementation, monitoring and evaluation;
- 15.3. Secure and protect the students. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of International Educational Trips;
- 15.4. Conduct orientation on cost requirements before enrolment;
- 15.5. Conduct briefing and debriefing program before and/or after the International Educational Trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians (if the student is a minor) and the standard accommodation and accessible facilities for student with disabilities, insurance, basic laws and rules of the country being visited, cultural ethic among others. Also, Risk Assessment Procedures for educational trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit their parent's/guardian/spouse' consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal;
- 15.6. Inform the CHEDROs on the nature of the International Educational Trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHEDROs concerned at least one month before the opening of classes for every academic year including proper coordination with other government agencies. HEI's report should include among others the filled-in undertaking form that the International Educational Trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of International Educational Trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Development and Services);



- 15.7. Include HEI guidelines for International Educational Trips in their student's handbook, distribute copies of these guidelines to students and display in conspicuous places for guidance and reference;
- 15.8. Facilitate the processing of the documents on behalf of the students. They shall assume full responsibility over the students while having their International Educational Trips. No waiver shall be required by HEI to be submitted by parents/students regarding the non-liability of school on safety and security of concerned students;
- 15.9. Ensure that students avail the students services even while in another country such as but not limited to:
 - health services; and
 - guidance and counseling services
- 15.10. Submit to the CHED Regional Office, the following requirements for endorsement to BI and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):
 - Notarized letter of intent of the students to participate in International Educational Trips;
 - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - Written consent from parent/guardian or spouse;
 - Approved documents from the Host Country from the said International Educational Trips (if applicable); and
 - Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

It shall be unlawful for an HEI employee to personally profit from International Educational Trips. HEI employee who violates this section may be terminated for Grave Misconduct. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

Section 16. CHED REGIONAL OFFICES (CHEDROS)

- 16.1. Receive request from HEIs;
- 16.2. Conduct initial review/evaluate the documentary requirements by their respective HEI. Enclosed is Annex A for the checklist of requirements;
- 16.3. Submit to the Office of Student Development and Services the hard and e-file copy of the list of students who will undergo the International Educational Trips;
- 16.4. Join in the conduct of the monitoring and evaluation;
- 16.5. Exercise the authority to decide if the International Educational Trips will be pushed through or not; and
- 16.6. Endorse to the Bureau of Immigration (BI) the list of departing students with flight details of a round trip ticket, written consent from parents/guardian or spouse; and any other necessary documents duly notarized copy furnished OSDS and DFA.



Section 17. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)

- 17.1. Maintains database of the students who underwent the International Educational Trips as updated by the concerned CHEDROs; and
- 17.2. Monitors and evaluates the implementation of this CMO in coordination with the CHEDROs.

Section 18. INTERNATIONAL AFFAIRS STAFF (IAS)

Conducts appropriate action in coordination with the OSDS in the case of appeals made by the involved parties.

Section 19. CHED LEGAL AND LEGISLATIVE SERVICES (LLS)

Conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en Banc for appropriate action.

**ARTICLE VIII
IMPLEMENTING GUIDELINES AND PROCEDURES**

Section 20. Requirements for Parties Involved:

20.1. Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
- Must assume all other requirements and responsibilities of the international educational trips.

20.2. Participating Students must:

- Hold a valid passport. In case of foreign students check with the Bureau of Immigration (B) the other requirements needed;
- Be currently enrolled in a Philippine higher education institution;
- Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
- Be in good academic standing as certified by the HEI;
- Have medical certificate issued by the physician of the concerned HEI;
- Be able to communicate in English or in the language spoken in the host country;
- Have written consent from parent/guardian/spouse; and
- Have endorsement letter from the HEI President.



Section 21. Procedures (see Annex B)

Participating HEIs:

- Must comply with the requirements and submits the notarized letter of intent at least thirty (30) working days before the departure;
- Wait for the CHED approval;
- If approved, concerned HEI receives a notification that they are included in the list of participating HEIs; and
- If disapproved, the HEI applicant will be immediately notified in writing by the CHED Regional Office.

ARTICLE IX FEES

Section 22. Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the International Educational Trips will be pursued.

ARTICLE X VIOLATIONS

Section 23. HIGHER EDUCATION INSTITUTIONS

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24.

- 23.1. Allowing students to undergo International Educational Trips even they are not accredited Level II of the program/Autonomous/Deregulated/COE and COD or with ISA classification;
- 23.2. International Educational Trips conducted were not part of the curriculum/course;
- 23.3. No designated and qualified faculty;
- 23.4. Failing to monitor welfare of student;
- 23.5. No orientation conducted before enrolment regarding the cost requirements;
- 23.6. Not giving pre-departure orientation for students and parents/legal guardian;
- 23.7. Not informing CHEDROs on the nature of the International Educational Trips one month before the opening of the classes;
- 23.8. International Educational Trips were not included in the student's handbook;
- 23.9. Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
- 23.10. Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;
- 23.11. Failure to submit the required reports/documents such as:
 - Notarized letter of intent of the students to participated in International Education Trips;
 - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - Written consent from parent/guardian or spouse;
 - Approved documents from the Host Country from the said International Educational Trips (if applicable); and



- Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

ARTICLE XI SANCTIONS

Section 24. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHEDROs and CHED Legal and Legislative Services (LLS), impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of HEIs.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning issued by CHEDRO;
- 2nd Offense, suspension from conducting International Educational Trips for a period of time as determined by the Commission en Banc; and
- 3rd Offense,
 - Administrative and criminal charges against it and/or its responsible officers under existing laws; and
 - Imposition of penalties such as revocation of permits, downgrading of status, phase-out of the affected program/s and such other penalties that may be validly imposed by the Commission to the concerned HEIs.

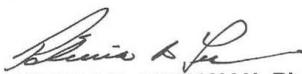
ARTICLE XII REPEALING CLAUSE

Section 25. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XIII EFFECTIVITY

Section 26. These guidelines shall take effect 15 days after publication in the Official Gazette or newspaper of general circulation and should be observed by all HEIs starting AY 2016-2017.

Issued this 4th day of August 2015 in Quezon City.


PATRICIA B. LICUANAN, Ph.D.
Chairperson



Annex A

CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	Complied		REMARKS
	Yes	No	
A. Before the International Educational Trip			
1 Included in the curriculum			
▶ Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits)			
2 Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
▶ Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
▶ Outline of Assessment Report to be filled in by the concerned faculty and students			
3 Faculty-in-charge			
▶ Present designation			
▶ With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the International Educational Trips			
4 Consultation conducted to concerned students, faculty and stakeholders			
▶ Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
5 Destination chosen considering cost and benefit requirements			
▶ Destination including accommodation chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
6 Fund and other resources properly secured			
▶ Fund and other resources properly secured and accounted for			
7 Briefing to concerned faculty and students			
▶ Briefing to concerned faculty and students and provided the needed information materials			
8 Written plans submitted to HEIs			
▶ Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI			
9 Insurance for students, faculty, and other concerned stakeholders			
▶ Individual or group insurance for students, faculty, and other concerned stakeholders			
10 Format of Learning journals given to students			
▶ Standard Format of Learning Journals given to students			



Annex A

CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	Complied		REMARKS
	Yes	No	
11 Announcement to students, faculty and parents			
► Announcement to students, faculty and parents made one (1) month before the scheduled date of International Educational Trips			
12 Risk Assessment plans in place			
► Risk Assessment plans and preventive measures given to students and stakeholders			
13 Flight			
► Round trip ticket with flight details after CHED evaluation			
14 Medical clearance of students			
► Medical clearance of students and medical aid kits are provided			
15 Parent/guardian/spouse consent duly-notarized be required before the International Educational Trips			
► Duly notarized consent submitted before the activity			
B. During the International Educational Trips			
1 Security of the students			
► Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of International Educational Trips			
2 Proper implementation of International Educational Trips			
► Program of activities followed as planned or activities adjusted as the need arises			
C. After the International Educational Trips			
1 Conducted Debriefing Program including among others reflection of the learning experiences duly documented in the learning journal			
► Documentation of Debriefing Program			
2 Assessment report by faculty and submitted including details of amount expended			
► Assessment report by faculty and submitted including details of amount expended to be submitted to CHED.			
3 Assessment report by students' concerned			
► Assessment report by students submitted to concerned HEI			

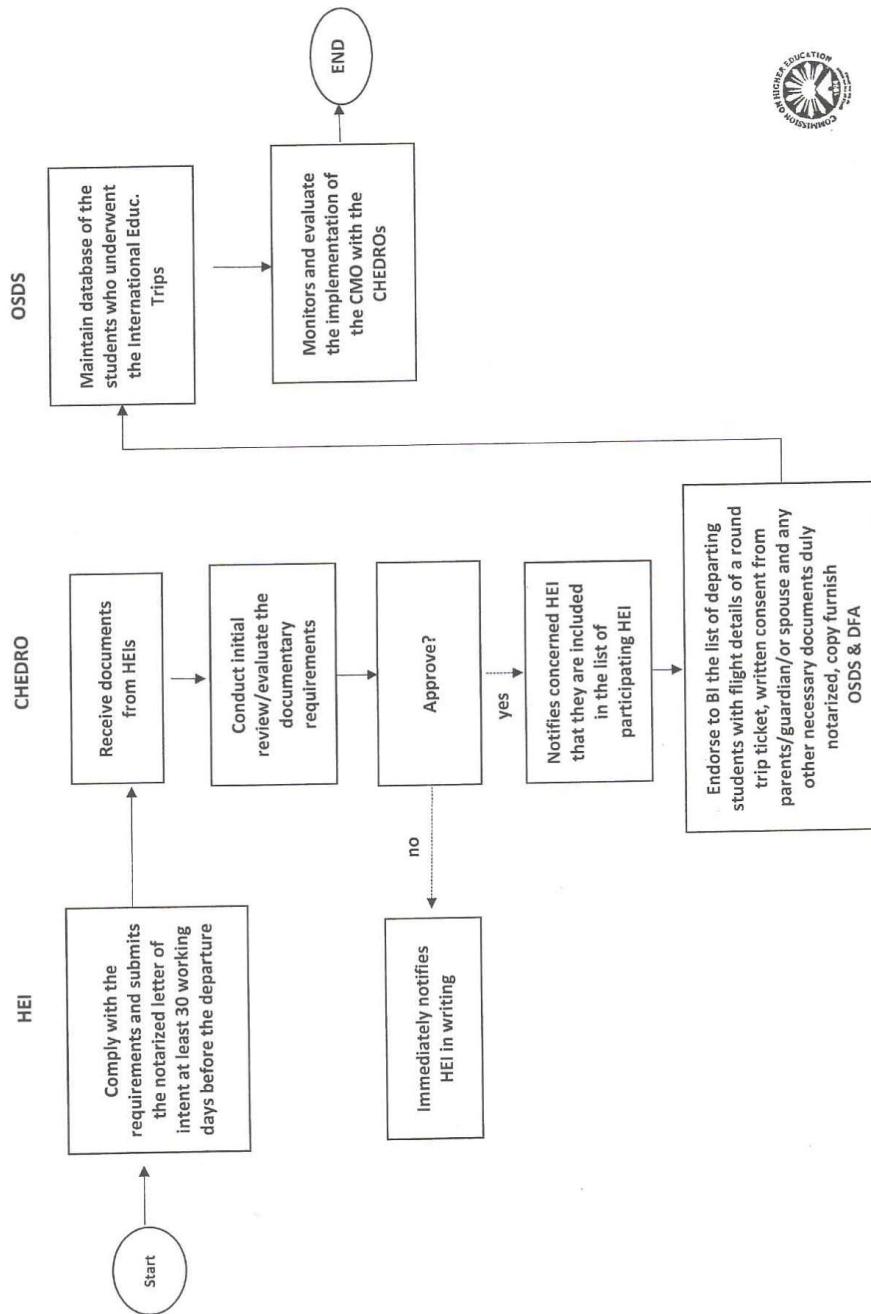
C. 1-3 - will be submitted to CHED after the conduct of International Educational Trips





PROCEDURAL GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS

Annex B





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

MEMORANDUM FROM THE CHAIRPERSON

TO : CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE
PRESIDENTS/HEADS OF SELECTED HIGHER EDUCATION INSTITUTIONS OR
INTERNATIONAL RELATION OFFICERS

SUBJECT : ORIENTATION ON CHED MEMORANDUM ORDER (CMO) 26 S. 2015 "POLICIES,
GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL
TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

DATE : October 27, 2015

- X-----X
1. Pursuant to the pertinent provisions of Republic Act No. 7722 otherwise known as "The Higher Education Act of 1994", the Commission on Higher Education (CHED), through the Office of Student Development and Services (OSDS) will conduct an orientation on CHED Memorandum Order (CMO) No. 26, s. 2015, titled "Policies, Guidelines and Procedures on International Educational Trips of Undergraduate and Graduate Students" to be held at the **One Tagaytay Place Hotel Suites**, Tagaytay City on **December 1, 2015, 12:00 NN.** However, the CHED Regional Office representatives will have a meeting at 9:00 AM prior to the Orientation. Lunch will be provided to all participants upon registration.
 2. The objective of this orientation is to discuss the specific provisions in the guidelines. Participants to this orientation are CHED Regional Directors or Coordinators and President/Heads of selected higher education institutions or International Relation Officers (IROs) from each region. CHED Regional Offices must submit to OSDS lists of the following:
 - not more than seven (7) participants (1 CHEDRO representative and 6 officers of higher education institutions) for NCR, Regions 1, 3, 4A, 5, 7, 9, 10 and 11;
 - not more than six (6) participants (1 CHEDRO representative and 5 officers of higher education institutions) for Regions 2, 4B, 6, 8, 12, CAR and CARAGA
- on or before **November 15, 2015.** The quota of participants per region shall be strictly observed due to financial constraints. The list of participants received beyond said deadline shall not be accommodated.
3. The accommodations of participants from CHED Regional Offices will be provided by this Office. However, travel expenses incurred during this activity shall be charged against local/regional funds subject to the usual accounting and auditing rules and regulations. Expected participants from the private HEIs shall make agreements with their respective School Heads.
 4. For clarification, please contact Ms. Rosalie C. Buscar or Ms. Marivic A. Magno of the International Student Affairs Division through telephone numbers (02) 441-1220 or email addresses mmagno@ched.gov.ph and fvillanueva@ched.gov.ph.
 5. Wide dissemination of this Memorandum is desired.



PATRICIA B. LICUANAN, Ph. D.