

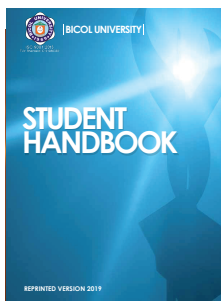


| BICOL UNIVERSITY |

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STUDENT HANDBOOK

REPRINTED VERSION 2019



The cover shows a silhouette of Bicol University's Torch of Wisdom standing tall against the light of the sun. The sun acts as the flames of the torch. Using this as the cover of the student handbook allows the students to carry the torch of wisdom wherever they go.

Cover photo and Lay-out by: **Earl Epsan L. Recamunda**

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BICOL UNIVERSITY
STUDENT
HANDBOOK

Reprinted Version 2019

MESSAGE

ARNULFO M. MASCARIÑAS, PhD. *SUC President IV*



Welcome to Bicol University, dear students! You have now entered a new and exciting phase of your life. You are leaving behind all the familiar things of your childhood and teenage years. You are entering a world where your character, justify, discipline and intellect will be further developed and challenged.

Here at Bicol University, we make sure that you imbibe the core values of Character, Leadership, Scholarship, and Service as you live your life within the confines of this great academic institution. You have been doubly blessed because you have chosen Bicol University – a premier state University in the Bicol Region that offers quality tertiary education – that by virtue of Republic Act 10931, allows each one of you, access to free tertiary education.

Guided by our vision of “a World-class University producing leaders and change agents for social transformation and development,” we endeavor to mold each of you into productive and responsible scholars who would one day become leaders with the passion for change and service in your respective fields. With the great privilege and blessing of a Bicol University education, you too, must be aware at this early stage in your student’s life, of the great responsibility that comes with this privilege. To whom much is given, much is expected.

Along with your mentors and professors, we hope you will rise up to the challenge of using the quality education that Bicol University can provide to become quality students who later on will exemplify the Core Values of Bicol University. Enjoy the moment and savor the advantage of being a member of the Bicol University family. Make the most of your stay here and create wonderful moments and memories in all the nooks and corners of this great University.

Let this handbook be your guide in getting to know your second home – Bicol University. Be guided by all the policies it contains that your stay may become more fruitful and valuable.

As your President and surrogate father, I welcome you as official members, of the Bicol University Family!

FOREWORD

This recent edition of the student handbook captures all the essential policies and regulations of the University with reference to pertinent Board Resolutions and national laws, especially R.A. 10931 or the Universal Access to Quality Tertiary Education Act. It aims to serve as a guide for all students of the University, from the basic education department to the College of Medicine.

Since this is a comprehensive manual, not all specific rules and protocols observed by the respective units may be included, so these concerned departments are encouraged to disseminate them through a separate information bulletin or during their own orientation programs at the beginning of the academic year. It is to be noted, however, that no information to be shared must run contrary to the provisions of this manual.

May all Buenos find this handbook a useful and reliable companion in their stay here in Bicol University as they support the observance and implementation of all the policies of this esteemed institution. Ultimately, may this document serve as a means for students to uphold the ideals of the University and exemplify the four pillars of Scholarship, Leadership, Character and Service.

**Office of the Dean of the Student Affairs and Services
Bicol University**

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I. BICOL UNIVERSITY

Brief History

The Bicol University, a state university in Region V, was created on June 21, 1969 through the passage of Republic Act 5521 but was institutionalized on September 22, 1970 by virtue of Resolution No. 1 of its Board of Regents. Section 2 of the aforementioned Act mandates that the following schools comprise the University: the Bicol Teacher's College (BTC) with its Laboratory School (BTCLS) at Daraga Albay, the Daraga East Central School also in the same municipality, the Albay High School in Legazpi City- all of which have become the College of Education with its Laboratory School; the Bicol Regional School of Arts and Trades (BRSAT) in Legazpi now the College of Engineering and the College of Industrial Technology; the Roxas Memorial Agricultural School (RMAS) at Guinobatan , Albay which now is the College of Agriculture; and the School of Fisheries at Tabaco Albay, now the College of Fisheries otherwise known as the "Bicol University Tabaco Campus". These academic institutions most of them founded for more than half a century formed the matrix of Bicol University.

Through the leadership of historian-lawyer Dr. Ricardo A. Arcilla, who, as Bicol University's first president, has been given charge over the institution for its decade of existence, the developmental path of BU was charted. Unity and harmony was considerably attained among the initial constituents within the units of the University. Policy making was systematized. To engender powerful forces of forward movement in education and research, Graduate Education was offered in June 1972 with its first batch of enrollees in the Master of Arts and Education Program. In the same year, the College of Arts and Sciences was established, followed by the College of Nursing in 1973.

The ensuing decade of university existence was marked by a period of linkages with several organizations and agencies, rapid growth, and new spectra of activity such as the Center of Cultural Studies, Computer Center, Audio-Visual Production Center, including a number of community and extension projects. With Judge Aquilino B. Bonto running the cogwheels of the University, the decentralization of the administrative and financial management of the University was realized; thereby endowing the colleges with more autonomy.

It is to his merit that a Medium-term Development Plan of BU was plotted. In 1981, an externally funded program supported by the World Bank was organized – the Regional Institute of Fishery Technology in the College of Fisheries that aimed to give a strengthened Diploma in Fisheries Technology Program. This diploma program remained even after the World Bank's support ended on December 31, 1988.

The year 1987 was significant to the BU College of Agriculture (BUCA) for it was the time when the institution was chosen as one of the implementers of the Agricultural Training Institute of the Agricultural Technology Education Program by the Department of Education, Culture and Sports. Financed by an Asian Development Bank loan, BUCA served as a pilot provincial Technological Institute in Agriculture.



Five years later, two more achievements were put on line; the rise of the BU Institute of Communication and Cultural Studies (BUICCS) to give way to the Bachelor of Communication Arts curriculum, and the hosting of the Regional Science Teaching Center of the Department of Science and Technology in Region V (DOST). Owing to Dr. Patria G. Lorenzo, the third president who is a multi-awarded educator and leader, infrastructure development was carried out. However, cultural and value transformation was rendered of paramount importance.

The increasing number of enrollees and the changing demands of the times paved the way for the establishment of the BS Forestry Program in 1993; hence the College of Agriculture was renamed "College of Agriculture and Forestry." Likewise, the College of Fisheries was restructured to be the BU Tabaco Campus. The following year, the Science Teaching Center hosted by BU was made a component unit of the University. Within a span of three years, the BU Gubat Campus was converted into a Bicol University Extension Program, similar to that of Camp Crame. Also, in 1995, the Computer Science Institute was born in response to the extreme mobility of Communication and Information Technology.

Its founding went hand in hand with the renaming of the School of Arts and Trades as "College of Industrial Technology," and the shaping of the Institute of Physical Education, Sports and Recreation to manage PE classes and Sports and Recreation programs of the University. All these would not have materialized if not for Dr. Lylia Corporal Sena, the fourth University president who took that bold step to expand BU's academic, research and extension endeavors.

From 1999-2003, the decentralized administrative and fiscal system in the University was fortified. Remarkable leaps in the information and Technology programs were achieved, and the drawing of a Comprehensive Development Plan was done. Under the presidency of Dr. Emiliano A. Aberin, the University, likewise, integrated the School of Philippine Craftsmen in Polangui, Albay. The unit is known at present as the BU Polangui Campus.

Bicol University continued to forge viable ways to be in the forefront of service to the region and the nation. Under the first two-year stewardship of Dr. Susana C. Cabredo, the sixth president of the University, the blueprint of the Comprehensive Development (ComDev) Plan finally took shape. It paved the way for the restructuring of the University's academic courses that gave birth to at least four new colleges: the College of Arts and Letters (CAL), the College of Science (CS), College of Business, Economics and Management (CBEM), and the College of Social Sciences and Philosophy (CSSP). Dr. Cabredo also effected administrative issuances aimed at achieving the very essence of the ComDev Plan, which included the deployment of personnel and faculty members, clustering of administrative and academic workforce, and designating of officials to new posts.

The establishment of a medical school in Bicol University, was part of the University's Comprehensive Development Plan 2004-13. Support for this undertaking was made thru the Regional Development Council in its 2009 and 2012 resolutions, and some political leaders. On July 27, 2010,

the Academic Council of BU approved the curriculum of the Doctor of Medicine Program crafted by an ad-hoc team composed of the Vice Presidents and BU-College of Nursing faculty who did benchmarking of some medical schools in the country.

On September 3, 2012, the BU Board of Regents approved the proposal to open the College of Medicine. A week later, a three-person team of the CHED's Technical Panel for Health Professional Education, and Professional Regulation Commission visited BU and recommended that the medical school heed the world-wide call for transformative education to develop five-star physicians.

In June 2014, 62 students were admitted to the pioneer batch of the College of Medicine. As of school year 2018-2019, there have been 320 students from first year to fifth year.

In 2015, Dr. Arnulfo M. Mascariñas succeeded Dr. Fay Lea Patria M. Lauraya as the 8th President of Bicol University. His development plans were geared towards his vision of transforming BU as a "world-class" university. In March 4, 2019, he was confirmed for his second term as SUC President IV of Bicol University.

Who We Are

An institution promoting Scholarship, Leadership, Character, and Service as its core values, Bicol University remains to be the premier state university in the Bicol Region. It boasts of a population of 26,352 scholars for school year 2015-2016, served by 542 faculty and 329 nonteaching personnel. Founded in 1969, it has risen to SUC Level IV status, a prestige it has enjoyed since 1998. It is home to topnotchers in the fields of Accountancy, Engineering, Midwifery, Nursing, Social Work and Education.

As a comprehensive university, it caters to the needs of the society in the following fields:

- Technology, Engineering, Architecture and Sciences
- Arts and Letters, Culture, Recreation and Sports
- Agriculture, Forestry and Fisheries
- Business and Entrepreneurship
- Health and Medicine
- Social Sciences
- Education

PROFILE OF EXCELLENCE

- Center of Excellence in Teacher Education
- Center of Development in Nursing Education
- Center of Development in Fisheries Education
- Center for Higher Education Research
- One of the 22 Leading SUCs in the Philippines
- SUC Level IV by the DBM Standards
- 6th in General Budget Appropriation
- 16th Biggest SUCs in Enrolment



- 5th Biggest among SUCs in Graduates
- Base Agency for Bicol Consortium for Health Research and Development (BCHRD)
- Base Agency for Bicol Consortium for Agriculture, Aquatic, and Natural Resource Research and Development (BCAARD)
- No. of AACCU Accredited Programs:
 - Level IV (Qualified) – 3
 - Level III – 32
 - Level II – 27
 - Level I – 20
- Top Performing School in PRC Licensure Examinations:

Accountancy	Nursing
Social Work	Education
Midwifery	Engineering

Vision

A World-Class University Producing Leaders and Change Agents for Social Transformation and Development

Mission¹

The Bicol University shall give professional and technical training, and provide advanced and specialized instruction in literature, philosophy, the sciences and arts, besides providing for the promotion of scientific and technological researches.

Quality Policy²

Bicol University commits to continually strive for excellence in Instruction, Research and Extension by meeting the highest level of clientele satisfaction and adhering to quality standards and applicable statutory and regulatory requirements.

Goals of the University

In order that the graduates of Bicol University shall be proud flag bearers of the quality of education the University stands for, it shall pursue the following goals:

- Provide relevant and responsive curricular programs for undergraduate and graduate education which meet national and international standards of quality and excellence. The academic programs shall graduate employable citizens in their profession;
- Generate and transfer knowledge and technology that shall address poverty in the region, integrating research and extension activities to improve the productivity of key economic sectors supportive of sustainable barangay, provincial, regional and national economic development;

¹ R.A. 5521, Sec. 3.0

² ISO

- Optimize the resource-generation capacity of the University pursuing academe-based entrepreneurship anchored on the core competencies of the faculty and the vast land resources of the University alongside with fund sourcing through partnership building and networking to support the delivery of quality instruction, research and extension functions of the university;
- Effect timely administrative and academic support services through simplification of processes and actualization of the highest degree of efficiency and effectiveness in the administrative system and operation, therefore, promoting the University's mandate of quality instruction, research, extension and production; and
- Provide physical environment supportive of the instruction, research, extension and production programs.

UNIVERSITY GOVERNANCE

The Governing Board³

The governing body of the University is vested in the Board of Regents (BOR) as mandated by the Higher Education Modernization Act of 1997. The Board of Regents is the highest policymaking body of a chartered State University and is composed of the following:

Chairperson of the Commission on Higher Education (CHED), Chairperson
 President of the University, Vice Chairperson
 Chairperson of the Congressional Committee on Education, Arts and Culture, Member
 Chairperson of the Congressional Committee on Technical and Higher Education, Member
 Regional Director, National Economic Development Authority (NEDA), Member
 Regional Director, Department of Science and Technology (DOST), Member
 Regional Director of the Department of Agriculture (DA), Member
 President of the BU Faculty Association, Member
 Chairperson of the University Student Council, Member
 President of the BU Alumni Association, Member
 Two (2) prominent citizens, Members

The Administrative Council⁴

The Administrative Council is composed of the President of the University as Chairperson, the Vice Presidents, Deans, directors and other officials of equal rank as members and whose duty is to review and recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action.

³ R.A. 8292

⁴ BU Code of 2016



The Academic Council

The Academic Council is composed of the President of the University as Chairperson and all members of the instructional staff with the rank assistant professor and above as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University subject to appropriate action of the Board of Regents. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees, subject to review and/or approval by the Board of Regents through the President of the University.

The Administration

The administration is vested on the President who is assisted by the Vice-Presidents for Academic Affairs, for Planning and Development, for Research Development and Extension and for Administration and Finance.

The body of professors and instructors of each college constitutes its faculty. Acting as presiding officer of each college/academic unit is a Dean/Director designated by the President and confirmed by the Board of Regents.

Administrative agencies and offices of the Bicol University work primarily to serve the educational interest of the Institution through proper implementation of the policies that meet the needs of the University as an institution of higher learning in the Bicol Region.

Representation of Students in Governing Bodies⁵

The duly elected Chairperson of the Bicol University Student Council who shall serve as the Student Regent represents the Students in the Board of Regents. In the interim period when the student representative loses his status as a student such as but not limited to graduation, transfer, expulsion and other similar causes, he may be represented by a duly elected representative who may sit as regular member of the Board.

The Chairperson of the University Student Council is invited to attend the Administrative and Academic Council as a non-voting member. At the same time, student representatives are regular members of several standing and ad-hoc committees both in the University and College level.

II. ADMISSION, REGISTRATION AND RELATED MATTERS

Admission to the undergraduate programs leading to an award of a diploma or baccalaureate degree is selective to promote quality and excellence in tertiary education. To qualify for admission, incoming students need to pass the BUCET.

Bicol University College Entrance Test (BUCET)

Incoming first year students are required to take the BUCET. It is a three-hour examination consisting of sub-tests in Language proficiency in English, Mathematics, Science and Reading Comprehension. Admission is based on the applicant's Bicol University College Entrance Test (BUCET) Composite Rating consisting of the BUCET score and his/her general weighted average (GWA) in the grade 9 to 11.

⁵CHED M.O. No.3 s. 2001 & R.A. 8292

General Requirements:

1. Students from DepEd or other recognized high schools and are high school seniors expecting to graduate at the end of the school year; OR
2. Senior high school graduates who have not taken and/are not taking any college subject/s; AND
3. Holders of Philippines Educational Placement Test/ Alternative Learning System (PEPT/ALS) certificates who are eligible for admission to college.

The BUCET cut-off rating for the Licensure and Non-licensure courses shall be recommended by the Admissions Office.

Transfer Students⁶

Admission of transferees is contingent upon the availability of slots in the College the applicants are seeking transfer to, upon which the Dean of the College shall declare the slot open or available upon the recommendation of the College Department Head of the program where said slot is available.

Transferees' application for transfer must reach the Office of Admissions in due time prior to the registration period together with the letter of intent for transfer. The following documents are to be submitted:

1. Certification from the Dean/Director of availability of place/slot in the College/Unit;
2. Certification of grades duly signed by the Registrar of the original school bearing the school's seal; or
3. Official transcript of records (OTR) from the last school attended; and
4. Certificate of honorable dismissal.

Processing of the transferees' documents shall commence upon payment of processing fee inclusive of aptitude testing which some colleges require.

Applicants for transfer may still go through an interview in the college/unit they intend to transfer to or be subjected to other college/program requirements.

Eligibility for admission of transferees shall be determined by the result of multiple assessment procedures, including but not limited to:

1. Course-program aptitude test, if required by the College/Unit/Department;
2. Grade point average (GPA) of 2.0 or 89%;
3. No failing grade in any of the courses taken
4. Applicant shall not have finished more than twenty-five percent (25%) of the units required for the course
5. Interview; and/or
6. Other assessment procedure(s) required by the College/Unit/Department.

⁶ BOR Resolution No. 88 s. 2003



Transfer Credits

Only course units earned from colleges/universities with the same program accreditation level as Bicol University or higher or those who are duly recognized by CHED will be credited. Transfer credits, however, shall not exceed twenty-five percent (25%) of the total number of units required for the course. Moreover, the following must be taken into consideration in awarding transfer credits:

1. At the discretion of the College Dean, a validation examination may be required for subjects with ratings below 2.5 or its equivalent before credits are granted.
2. The courses or subjects for which the credits are claimed are in the opinion of the College Dean equivalent to the content coverage, or has the same curriculum offered in the college.
3. The number of units is the same as the units of the equivalent subject in Bicol University.
4. The rules on sequences of subjects (prerequisites) in the curriculum are observed. The student will not be allowed to enroll in a subject the prerequisites of which, taken elsewhere, have not been validated or repeated.

All transferees shall be admitted on probation for one semester, within which period, specific conditions set by the college shall be met in addition to the conditions imposed by the University. Special admission or re-admission of students shall be approved by the President following a thorough evaluation by relevant committees at the college level and the university Level.

Graduates of Technical-Vocational Courses

Admission of graduates of terminal technical-vocational courses shall be assessed on a case-to-case basis. The documentary requirements and conditions set for transfer students shall apply to them.

Shifters

Shifters are internal transferees from one course program to another within the University. They shall be allowed to shift subject for availability of place/slot in the college/unit they are seeking transfer to. They shall vie for the places/slots along with transferees from outside the University; hence, will be required to submit the following documents.

1. Letter of intent to transfer specifying, among others, the reason for request for transfer;
2. Certification from the Dean/Director of the availability of slot;
3. Certification of grades duly signed by the College/Unit Registrar.

When and if needed, the prospective shifter may have to be referred to the University Guidance Office. Conditions required of transferees from outside the University shall apply to the shifters including the payment of processing fee of Php 100.00.

Returning Students

Old students who stopped schooling due to ill health or any other valid reason can seek re-admission by presenting medical or other documents to support his/her reason/s for dropping out of school.

Renewal of registration of student is dependent on his/her previous performance. The college/unit reserves the right to refuse enrollment/re-admission of old/ returning student on account of proofs of his/her violation of the school's rules and regulations and/or academic deficiency.

An old student may be re-admitted upon presentation of his/her clearance duly signed by school officials concerned; while a student returning from leave of absence shall present supporting papers or documents.

Undergraduate Foreign Students⁷

General Requirements

The general admission requirements for student-applicants from other nations in the Bicol University are the submission of the following:

1. Original Transcript of Records (OTR)
2. Personal Data
3. Affidavit of Support
4. Alien Certificate of Registration (ACR)
5. Results of Test on English as a Foreign Language (TOEFL)
6. Approved study permit from CHED
7. An application fee of \$50.00

Students from other nations who have graduated from high schools abroad may be admitted to first year courses in the University if they meet the following specific requirements:

1. Certification of completion of a secondary curriculum where the applicant had his/her secondary education.
2. Certification of proficiency in English based on the TOEFL score (for non-native speakers of English)
3. Qualifying in the BUCET or any of the following International Foreign-based examination in lieu of the BUCET such as:

Scholastic Aptitude Test (SAT) Advanced with a minimum combined score of 1200 in Mathematics, Critical Reading and Writing sub-test areas.

⁷ BOR Resolution No. 36 s. 2014; no. 15. S. 2015



Registration

Qualified applicants for admission should register within the period of registration. Registration includes filling out the prescribed forms and paying the required fees.

Students enrolled during the preceding semester including summer session are re-enrolled upon being cleared by the Dean and other officials concerned.

No student shall be registered in any subject after the last day of late registration in the school calendar.

Registration without fine is allowed only to special students, but is subject to other regulations of the University.

A student must be officially registered in order to receive a credit for course work.

III. ACADEMIC POLICIES, PROCEDURES AND PROGRAMS

The Academic Year

Generally, all academic units of the University in all levels operate under the semestral system in which classes are scheduled on a Monday through Friday run, occasionally three (3) hours are scheduled on Saturdays and/or Sundays.

Prescribed Uniform

Students must wear the required uniform for their academic level. The design approved by the Board of Regents are disseminated upon enrollment.

Credit Unit

One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field or any combination of these forms.

A substantial equivalent shall be observed for other terms such as trimestral or quarterly system.

Academic Load⁸

The regular academic load for undergraduate students shall be that which is prescribed in the curriculum in a semester for a certain program/course.

A graduating student with satisfactory academic record may be permitted to carry an additional load of one or two subjects in his/her last semester, provided that the total load does not exceed the maximum of thirty-three (33) units per semester, provided further that this will not contradict with any existing policy of the University; provided finally that the student concerned is a candidate for graduation at the end of the semester that the load is allowed. An additional of one (1) or two (2) non major subjects may also be allowed to students who are on Student Teaching/Practicum.

⁸ BOR Resolution No. 26 s. 2011

During the summer term, the regular load shall be nine (9) units or that which is prescribed in the curriculum, but in justifiable cases the Dean or Director may allow a higher load of not exceeding twelve (12) units. The Dean shall limit the academic load to students who are employed in the University, whether full time or part-time.

Classification of Students

Undergraduate students are classified as regular, irregular, non-regular, and foreign.

A Regular Undergraduate Student is one who has organized a program of study for a bachelor's degree, or undergraduate diploma/certificate, is registered for formal academic credits, and carries the subjects called for by the curriculum for which s/he is registered in a given semester.

An Irregular Student is one who is registered for formal academic credits, but does not carry the full semester load called for by the curriculum for which s/he is registered in a given semester.

A Non-Regular student is one who is registered for formal academic credits, but not for a degree or is registered but does not receive formal academic credit/s for subjects taken. Classified as non-regular students are the following:

- Non-degree students with credits
- Cross registrants with credits
- Special students without credits

A Foreign Student is one who is a citizen /subject or resident of another country whose admission to the University is contingent upon the compliance of the requirements of the National Government, after qualifying for admission and submission of all the documentary and other requirements of the University.

Students are also classified, for purposes of registration, as follows:

- 1. First year student** – one who has not finished the prescribed subjects for the first year of his/her curriculum or twenty-five (25) percent of the total number of units required for the entire four-year degree course, or twenty (20) percent in the case of a five-year degree course.
- 2. Sophomore** – one who has completed the prescribed subjects for the first year of his/her curriculum or has finished not less than twenty- five (25) percent of the total number of units required by his/her entire four-year degree course or not less than twenty (20) percent but not more than forty (40) percent of the total number of units required for the five-year degree course.
- 3. Junior** – one who has completed the prescribed subjects for the first two years of his/her curriculum or has finished not less than fifty (50) percent but not more than seventy-five (75) percent of the total number of units required for the entire four-year degree course, or not less than forty (40) percent but not more than sixty (60) percent of the total number of units required for the five-year degree course.



4. Senior – one who has completed the prescribed subjects for the first, second, and third year of his/her curriculum, or has finished seventy-five (75) percent of the total number of units required for the entire four-year degree course. A student in a five-year degree program is classified as a pre-senior if s/he has completed not less than sixty (60) percent, but not more than eighty (80) percent of the total number of units required for the course.

In the case of a five-year degree course/program, one is classified as a senior student if she has finished the prescribed subjects for the first, second, third, and fourth years of his curriculum, or has completed not less than eighty percent (80%) of the total number of units required for the course.

Cross-Registration

a. Cross-Registration within the University

A student who needs to register in two or more colleges within the University must seek the permission of his/her College Dean in writing. This written permission should state the total number unit-credits for which a student may register in two or more colleges in the University and should not exceed that which is prescribed in the curriculum for his/her course.

No cross-enrollment shall be allowed beyond one week after the close of registration.

b. Cross-Registration from another Institution

A student registered in an institution outside the University and who wishes to cross- register in the Bicol University must present a permit from his/her Dean or registrar. The permit should state in writing the total number of units which the student is allowed and the subjects that s/he is authorized to take.

Students from colleges/universities outside Bicol University may be allowed to cross- register in any unit of the university within the enrolment period only.

c. Cross-Registration to another Institution

The University gives no credit for any course taken by any of its students in any other institution outside the University unless the taking of such course was authorized by the College Dean and the University Registrar. This authorization should be in writing and should specify the subjects and state the number of academic unit load which s/he may be allowed. The total number of academic unit load, which may be allowed, should not exceed the maximum load prescribed for his/her course and curriculum year. A prescribed form of cross-enrollment is required.

Students who are candidates for graduation with only one (1) subject left during his/her last term may be allowed to cross-enroll outside the University provided that s/he enlist in one subject of his/her choice to maintain residency.

Changing of Subjects/Transferring to other Classes

Change of subjects or transfer to other classes shall be made for valid reasons, which shall be stated in writing and approved by the College Dean. Changing of subjects shall be within a week after the close of registration and shall only be allowed upon payment of the corresponding fee. After this period, no changing of subjects or transferring to other classes shall be allowed. The subject to be changed shall be considered.

Adding of Subject(s)

A subject or subjects added to one's academic load unofficially or without prior approval by the Dean shall not be given credit.

Adding of subject(s) for valid reason shall be stated in writing for approval by the Dean of the college wherein one is enrolled. This shall be made within one week after the close of registration and shall only be allowed upon payment of the corresponding fee. The total load allowed however, shall not exceed the maximum under the rule on academic load or that, which is prescribed for his/her curriculum year during the term/semester.

Substitution of Subjects

A substitution of subjects may be allowed, provided that the conditions prescribed by the University are satisfied. All petitions for substitutions must be approved upon the recommendation of the Department Chair to the College Dean before the 3rd class meeting shall have been held during the term. No substitution shall be allowed for any subject prescribed in the curriculum which the student has failed in or received a grade of 5.0, except when the subject is no longer offered, in which case substitution may be allowed, provided, that in the opinion of the department offering the prescribed subjects, the proposed substitute covers substantially the same subject matter as the required subject.

Every substitution of subject must be based on at least one of the following:

1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
2. Conflict of hours between two subjects where the student is officially enrolled.
3. When the required subject is not offered during the semester that the student needs it.

Petition for substitution should meet the following:

1. Must involve subjects within the same department, if possible; if not, the subjects concerned must be allied to each other.
2. Must be between subjects in which subjects submitted carries a number of units equal to, or greater than the units of the required subjects.
3. Must be recommended by the adviser or by the head department concerned.

Dropping of Subjects

A student may, with the consent of the instructor and the College Dean, drop the subject by filling out the prescribed form within three-fourths of the total maximum class hours prescribed thereof.

After the period has lapsed, a student may be allowed to drop a course by reason of illness duly certified by a physician, or other valid reasons. A student who unofficially drops his/her subject(s) after obtaining his/her mid-term grades shall be given a grade of 5.0 (failure) in all subjects at the end of the



term. The subject instructor shall give the grade.

Withdrawal of Registration

A student may be entitled to withdraw his/her credentials submitted as requirements for enrollment. After this period, the request shall be for dropping of subjects and the rules for dropping shall apply.

Prerequisites

The rules on sequence of subjects in the curriculum in the course being taken must be followed. A subject or course approved by the Academic Council, as prerequisite to others should be taken before a higher course. Enrolling and attendance in a subject without passing its prerequisite shall earn students no academic credit, unless such enrollment has been approved by the College Dean.

Shifting from One Course/Program to Another

A student of any college in the University who desires to shift to another course/program within the University for valid reason shall be governed by the following:

1. S/he has not obtained two or more failing grades in his/her present course/program;
2. S/he has not finished fifty (50) percent or more of the required units on his/her present course;
3. His/her transfer is accepted by the Dean of the college where s/he plans to continue the new course; and
4. S/he has earned a grade point average (GPA) of 2.4
5. S/he has satisfied all other requirements for admission to the new course.

The student shall file an application for this purpose through the Dean of the college where s/he is presently enrolled. This application shall be endorsed to the Dean of the college where s/he plans to continue the new course. Once admitted, the latter shall request for his/her records for evaluation of his/her subjects before s/he can be enrolled.

Attendance and Absences

Any student who, for unavoidable cause, absents him/herself from classes must obtain an excuse letter from either the adviser or the guidance coordinator to be presented to the instructors concerned not later than the second session following his/her return. In case of illness where the absence is for five days or more, but not exceeding one month, a medical certificate must be secured from the University Medical Center, or from proper medical office outside the University.

Excuses are only for time missed. All work covered by the class during his/her absence shall have to be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

When the number of hours lost by the absence of a student reaches twenty percent (20%) of the hours of the scheduled work in one subject, s/he shall be dropped. However, a faculty member may prescribe longer attendance requirement to meet special needs. If the majority of the absences are excused, the student shall not be given a grade of 5.0 (failure) upon being dropped.

Leave of Absence

Prolonged leave of absence shall be taken to mean temporary discontinuance of studies by the student due to illness, employment, pregnancy and other similar cases. Leave of absence shall be granted through written petition to the college dean. The petition should state the reason and the period, which must not exceed a consecutive period of two terms/ semesters, subject to renewal for very meritorious reasons. Such approved written petition shall be made part of his records.

A student who leaves the University without a formal leave of absence shall have his registration privileges curtailed or entirely withdrawn.

Scholastic Deficiency

a. Academic Probation

A student who fails in one subject at any time shall in succeeding term carry a load which in one subject (of equivalent unit) less the load allowed for his course during the current semester.

A student who obtains two failing marks at the end of the term will be under probation during the following semester and may be allowed to take not more than seventy — five percent (75%) of the regular load for the semester.

Probation may be removed upon passing all the subjects carried during the term he/she is on probation.

b. Academic Dismissal

A student who is under probation and still obtains a failing mark in one of his subjects at the end of the term shall be automatically dropped from the rolls of the college. A student who obtains three or more failing grades at the end of the term shall be dropped from the rolls of the college. Third, fourth, and fifth year students, may be re-enrolled upon petition in writing addressed to the Academic Petitions Committee, provided the failure is for the first time. The maximum academic load that may be granted to the student is nine (9) units.

The Academic Petitions Committee shall be composed of the following:

- | | |
|---|--|
| ▪ Associate Dean/Department Chairperson | – Chair (If the College/Unit does not have an Associate Dean) |
| ▪ Faculty Club President | – Member |
| ▪ Department Chair/ Senior Faculty designated by the Dean | – Member (If the College/Unit does not have an Associate Dean) |
| ▪ CSC President | – Member |
| ▪ Another student representative designated by the Dean | – Member |

The final decision shall be with the Dean of the college concerned.



c. Honorable Dismissal

A student in good standing who desires to leave the University shall present his clearance and receipt of payment for a transcript of records to the Registrar for the preparation of a Certificate of Honorable Dismissal. The Certificate indicates that the student leaves the University in good standing as far as character and conduct are concerned.

d. Dismissal

A student who leaves the University for reason of dismissal due to disciplinary action shall be entitled, or permitted to receive the transcript of records or certification of his academic status in the University containing a statement of the disciplinary action rendered against him. He shall not be entitled to an honorable dismissal.

e. Permanent Disqualification

Any student shall be permanently barred from re-enrolment in any college/school/unit of the University on the following grounds:

- **Poor scholarship** – the student is dropped from the rolls of any college of the University due to poor scholarship as governed by the rules on academic dismissal.
- **Complete failure** – the student failed in all his subjects for the term/semester.
- **Dismissal** due to violation of the rules and regulations of the University.

Permanent disqualification shall not apply to cases in which failing grades of the student were due to his/her unauthorized dropping of the subjects and not poor scholarship, as certified by the instructor concerned. If the unauthorized dropping of subjects takes place after the mid-term examinations and the mid-term grades obtained by the student were poor, the grade of 5.0 (failure) will be credited against him/her.

Policy Statement on Academic Integrity

Pursuant to paragraph 2, section 5 of Article XIV of the constitution, the University enjoys academic freedom and institutional autonomy. No student is denied admission by reason of sex, nationalities, religion, political affiliation or physical disability.

Among the aims of education are the acquisition of knowledge and development of skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty.

Examples of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the words or ideas or information of another person as one's own and not offering proper documentation;
2. Giving or receiving prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside the examination room during the course of an examination;

4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Talking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination.

Students found guilty of academic dishonesty are subject to any or a combination of the following:

- a. Written warning
- b. Loss of credit for the work involved
- c. Reduction of grades
- d. Failing grade in the course
- e. Suspension
- f. Dismissal
- g. Other sanctions imposed by the University

A notation that such sanction has been imposed will be made part of the student's permanent record. It is expected that the Dean will notify the student of the sanction imposed and the appeal procedure.

Maximum Residence Rule⁹

Residence refers to the number of years or terms required of a student to finish a course. An undergraduate student must finish the requirements of a course in any college within a period of actual residence equivalent to a maximum of the prescribed length of the program plus one year pursuant to the other provisions of the Universal Access to Quality Tertiary Education Act of 2017.

Enforcing a New Curriculum

Any change in curriculum must be implemented in such a way that the interest of the students is not prejudiced. When a new curriculum is enforced, only new students or first year shall be concerned.

A student shall follow the same curriculum that s/he started on within the maximum length of time allowed for residence. However, if for some reasons s/he drops from school before graduation and when s/he returns, the maximum length of residence has been exceeded, s/he will already be covered by any change in curriculum that has been implemented while s/he was out.

Similarly, if a student fails to finish his/her course within the prescribed maximum number of years of residence in the college, s/he shall be required to follow the new curriculum.

Examinations

A. Regular Examination

Two regular written examinations, the mid-term and the final examinations, are prescribed every semester/ term. Other written, oral or practical examinations are also given at the discretion of the subject instructor.

Regular examinations are administered by the subject instructors with the assistance of the proctors.

⁹ Section 6.C, R.A. 10931



B. Make-up Examination

Examination missed for justifiable reasons may be made up within the same term at the discretion of the subject instructor concerned.

Validating Examination

For purposes of accreditation of subjects taken from other institutions by transfer students with ratings lower than 2.5, validating examinations may be requested by the student from the office of the College Dean with a corresponding validating fee charged per subject.

GRADING SYSTEM¹⁰

The University shall have a uniform grading system using number grades from 1.0 to 5.0, where 1.0 is the highest.

The detailed grading system is as follows:

Adjectival Rating	Grade	Equivalent
Outstanding	1.0	99-100
	1.1	98
	1.2	97
	1.3	96
	1.4	95
Superior	1.5	94
	1.6	93
	1.7	92
Very Satisfactory	1.8	91
	1.9	90
	2.0	89
	2.1	88
	2.2	87
	2.3	86
	2.4	85
	2.5	84
Satisfactory	2.6	82-83
	2.7	80-81
	2.8	78-79
Fair/Average	2.9	76-77
	3.0	75 (Passing)
Poor	3.1-4.0	Below 75 Conditional (lowest possible mid-term rating)
	5.0	Failure (lowest possible final rating)

¹⁰ BOR Resolution No. 89 s. 2006

The passing grade in the Graduate School is 3.0, but a graduate student has to maintain a general weighted average of 2.0, otherwise, s/he will not be allowed to take the comprehensive examination and will subsequently be disqualified from earning the degree. A student who incurred a FAILING MARK in his/her course work may be allowed to retake the subject not more than two times.

Interpretation of Grades

The meaning of the adjectival ratings and the corresponding ratings on the scale can be interpreted as follows:

Adjectival Rating	Extent to which the Behavior is Exhibited	How Frequently the Skill/Quality/Attribute is Observed
Outstanding	Student has mastered all of the courses' major instructional objectives	Always Observed
Superior	Student has mastered all of the courses' major instructional objectives and almost all minor instructional objectives.	Frequently Observed
Very Satisfactory	Student has mastered all of the courses major instructional objectives and most of the minor instructional objectives.	Fairly Observed
Satisfactory	Student has mastered some of the courses' major instructional objectives and most of the minor instructional objectives.	Sometimes Observed
Fair/Average	Student has mastered just a few/some of the courses' major instructional objectives needed for the next highest level of instruction. Remedial work would be desirable.	Rarely Observed
Conditional/Failure	Student has not mastered any of the course's main instruction objectives and lacks the essentials needed for the next highest level of instruction. Remedial work is needed.	Never Observed



The Grade of Incomplete (INC)¹¹

An "INC" grade indicates incomplete course work and may be awarded to a graduate or an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing mark. Until removed, the "INC" is not included in the computation of the students GWA. Student with incomplete (INC) grade of the previous semester are given one school year for completion of subjects; otherwise it will be converted to a failing grade by the College Registrar upon written instruction from the concerned professor(s). In the event that the concerned professor(s) cannot be contacted (due to resignation, retirement, death, etc.), the Dean is empowered to make decisions for the concerned professor(s) in consultation with the Department Chair.

Graduation Requirements

A student shall be recommended for graduation only after s/he has satisfied all academic and other requirements prescribed for graduation.

Candidates for graduation who began their studies under a curriculum ten (10) years back shall be governed by the following:

- Those who have completed all the requirements of the curriculum but did not apply for, nor were granted the corresponding degree or title shall have their graduation approved, as of the date they should have originally graduated.
- Those who have completed all but two or three subjects required by the curriculum shall be made to follow either the revised curriculum or the curriculum enforced from the time they first enrolled in the University to the present.
- All candidates for graduation must have their deficiencies removed and their records cleared not later than five weeks before the end of their last semester/term in the program, with the exception of the subjects in which they are currently enrolled. No student shall be allowed to graduate from the University unless s/he is in residence during the last two terms/semesters of his course.

Graduation with Honors

A candidate for graduation who has completed his/her course with a high weighted average rating, computed to the fourth decimal place on the basis of units and has satisfied the required number of residence in the college is entitled to graduation with honor provided s/he has no grade lower than 3.0 in any subjects following faithfully his/her curriculum. The University shall award the following:

Honors

Summa Cum Laude
Magna Cum Laude
Cum Laude

General Weighted Average

$GWA \leq 1.25$
 $1.25 < GWA \leq 1.45$
 $1.45 < GWA \leq 1.75$

¹¹ BOR Resolution No. 89 s. 2006

A student who is a candidate for graduation with honors must have carried the regular load per semester as prescribed in the curriculum for his/her course, must have organized a program of study for his/her degree, has registered for formal academic credits and carried the subjects called for by the curriculum for which s/he is registered in a given semester

A student carrying less than the number of units prescribed in the curriculum is considered "underload" and shall be disqualified for graduation with honors.

In case of a graduating student who meets the required general weighted average (GWA) but fails to meet other requirements for the graduation with honors, the award shall be "with ACADEMIC DISTINCTION".

In the computation of the final average of a graduating student who is a candidate for academic distinction, only grades/ credits earned towards the degree shall be considered, provided s/he has no grade lower than 3.0 in any of the subjects regardless of whether that subject was taken in the University or elsewhere. S/he must have followed faithfully the conditions set/imposed by the University in terms of the transfer credits and rules on sequence in the curriculum and must have completed in the Bicol University at least seventy-five (75%) of the total number of units prescribed in his/her curriculum and must be in residence for at least six (6) semesters/terms immediately preceding graduation.

The College Evaluation Committee on Graduation with Honors shall be composed of the following:

The College/ Campus Registrar	- Chairperson
Department/ Program Chair	- Co-Chairperson
College Student Affairs Coordinator	- Member
College Guidance Coordinator	- Member
Associate Dean	- Member
One College Faculty Expert in Math	- Member

Non-Academic Awards or Incentives

The University also gives due recognition to a graduating student who excels in his/her academics, leadership, service and sports activities. Likewise, to winners in the regional, national competitions and to the topnotchers in board examinations.

Ladderized Type Program Recognition

The University, in recognition of academic excellence among students pursuing degree courses with ladderized/ladder-type programs, shall award them the following based on the computation of the general weighted average (GWA) of subjects taken as prescribed in the ladder program s/he is pursuing. The awards or recognition will be given in the College Recognition Program.

Recognition/Awards	General Weighted Average
With highest honor	$GWA \leq 1.25$
With higher honor	$1.25 < GWA \leq 1.45$
With high honor	$1.45 < GWA \leq 1.75$

Candidates for this recognition/ award shall be evaluated by the College Evaluation Committee on Graduation with Honors.



Transcript/Diploma

Since records of students are confidential, information is released only at the request of the student, or of the appropriate institutions and/or officials.

Official transcript of records from other institutions, which have been submitted to the University as transfer credentials, becomes part of the student's permanent record. Data thereon are usually reflected on the official transcript of records to be prepared later on for the student in the Office of the University Registrar.

Application for transcript of records must be accompanied by the student's clearance and official receipt of transcript payment.

Opening of Cost Recovery Courses¹²

All Academic Deans/Directors are authorized to approve requests of student(s) for the opening of tutorial courses in the graduate and undergraduate programs on cost recovery basis.

The approval of requests shall adhere to the following procedures:

1. Opening of courses on cost recovery basis shall be considered upon request of the following:
 - a. *Graduating students with deficiency(ies) whose needed course(s) are not programmed for the semester, and*
 - b. *Irregular students who need to take the course to fit the mainstream of students in the appropriate curriculum year.*
2. Request for opening of courses not aligned with the semestral course offerings based on the regular curriculum year schedule shall be done by the concerned students not later than two weeks before enrollment.
3. Students' request shall be addressed to the Dean and endorsed by the Program Adviser and/or Department Chairperson.
4. Same endorsement shall carry the Program Adviser's or Department Chairperson's recommendation of the Professor/ Instructor to teach the course, indicating the full student cost.
5. The Professor/Instructor shall be designated by the Dean considering primarily his/ her academic preparation, teaching load which not exceed 30 units, and his/ her willingness to teach the course on cost recovery basis.
6. In case of students with failures (a rating of 5.0), the faculty to be assigned to teach the requested course should not be the same faculty who gave the failing mark.

¹² BOR Resolution No. 051 s. 2001 & No. 65 s. 2006

7. The professor/instructor shall be compensated fully based on his/her hourly rate. The computation for payment of honorarium shall be as follows: Hourly rate of faculty x no. of hours/ no. of students = Cost per student.
8. The fees shall be deposited to the College Trust Fund and shall be disbursed solely for the purpose.
9. The payment shall be made out to the professors/instructors concerned following the usual procedure and accompanied by the needed documents.
10. The usual supervision shall be exercised by the Deans/ Directors concerned to ensure that the students are given adequate instructional provision.

IV. FINANCIAL INFORMATION

By virtue of RA 10931 or the "Universal Access to Quality Tertiary Education Act," all students pursuing a bachelor's degree in the University, not disregarding the exceptions provided in its implementing rules and regulations (IRR), are entitled to free tertiary education starting S.Y. 2018-2019, with the tuition fee and 13 miscellaneous fees approved in the law subsidized by the Commission on Higher Education (CHED).

Students are entitled to this benefit provided they:¹³

- pass/ meet the University's admission and retention policies;
- have no previous undergraduate degree; and
- are not overstaying at the college level.

Students who are not eligible will be charged tuition and other school fees at the rate of tuition and other school fees (TOSF) pegged in S.Y. 2017-2018.¹³

R.A. 10931 provides a one-year grace period on top of the prescribed number of years of the course of the student. For example:

- For incoming first year students during S.Y. 2018-2019: students in four-year courses can benefit for five years; students in five-year courses can benefit for six years.
- For continuing students during S.Y. 2018-2019: fourth year students in four-year courses can benefit for two years (i.e. their fourth year and the one-year grace period); third year students in five- year courses can benefit for four years (i.e. their third to fifth years and the one-year grace period).
- For any extension beyond the above, the student shall pay for the TOSF.¹³

¹³Frequently Asked Questions on R.A. 10931



Starting AY 2018-2019, all summer classes that are part of the curriculum will be covered by the Free Higher Education provisions of the law. The institution shall decide whether they will provide petitioned classes or not. However, if petitioned relevant programs. In addition, only the standard fees for offering programs shall be covered by the law. Special arrangements wherein institutions charge petitioning students higher tuition fees or ask petitioning students to cover the fees for an entire class, are not reimbursable to UniFAST. Other unique situations of students like shifting, transferring and returning students have specific guidelines and shall observe the same principle.

Actual fees to be charged to CHED on a semestral or yearly basis depending on their nature.

Schedule of Fees

a. Fees to be Paid Upon Enrolment	Brief Description of Fees
Tuition Fee	The basic fee computed on a per unit basis.
Matriculation Fee	This is a registration fee for the student to be considered as a bona fide student of the University
Physical Development Fee	The fee partly covers the cost of improving the physical facilities of the University.
Library fee	The fee partly covers the cost of improving library collection and resources. A significant portion of the cost of providing library resources is subsidized by the government.
Laboratory Fee Science Laboratory Computer Laboratory Language Laboratory Other Laboratory	The fee is used to upgrade the laboratory facilities and cover for the depreciation cost of the equipment used to enable the University to continually provide for newer laboratory facilities.
Medical – Dental Fee	The fee entitles the student to free medical and dental services from BU clinics where he/she is officially enrolled.
Athletic Fee	The fee is used in the conduct of intramurals, and other athletic events involving students.
SCUAA Fee	The fee is used during SCUAA participated by BU athletes.
NSTP Fee	The fee covers the operational expenses in implementing the NSTP program in each of the colleges.
Guidance Fee	The Fee is used to finance training pro- grams on various self-development issues for students across all year levels.
Entrance Fee (New Students)	Entrance fee covers the cost of identification card for new students and student handbook.
Internet Fee or Its Equivalent	Covers the cost of internet access and use of Information Technology (IT) equipment within the University.

b. Miscellaneous Fees	Brief Description of Fees
ID Validation Fee	Covers the validation of ID per semester.
Red Cross	Covers the contribution of the students to the Red Cross International and ticket automatically becomes an entry to the raffle draw.
Anti TB Fund	Covers the contribution of the students to the Anti Tuberculosis Campaign of the Albay TB Pavillion and the ticket automatically becomes an entry to the raffle draw.
Group Insurance	Cover the group insurance of students for one calendar year for accidents within and outside the University.
Late Enrollment	This is the fee collected for enrolling late other than the prescribed period.
Change, Substitution, Adding, Dropping of Subjects	This is the fee paid when students have to change subjects, substitution of subjects and when dropping a subject within the prescribed period.
a. Student Related Fees (Registration and within the Semester)	
Student Council Fee	The fee is collected by the representatives of the College Student Council and used partly to cover the operating fund of the College student Council(CSC) and the University Student Council (USC).
Publication Fee	The fee is used in the publication of the college student publication and the Universitarian – the official publication of the University Student Body. The fee entitles a student to a copy of both publications. The management of the fund is handled by students involved in publications.
Student Organization Fees	The fee are collected by students of the student organizations wherein the student is a member either voluntarily or by virtue of the course being taken (such as junior professional organization).
b. Fees Paid Within the Semester	
Removal Examination/ Validation (per subject)	This is the fee to be paid by the students before taking removal examination.
Completion	Refers to the fee to be paid to settle an incomplete mark for a particular subject taken in the preceding semester.
Educational Tours	This fee is set by the participating students and may vary depending on the destination, duration and the number of students participating.



c. Fees for Graduating Students	
Diploma Fee	Covers the cost of College Diploma issued by the University upon graduation.
Transcript of Records Fee	Covers the cost of transcript of records per page.
Other Fees	In-Company Training, Field Instruction, Swimming Pool Fee, Related Learning Experience, Student Teaching, etc.

Mode of Payment of School Fees (For students who are not eligible to the benefits stipulated by R.A. 10931)

All School fees are to be paid in full upon enrollment. However, the student can opt to pay the tuition fees in three-installment basis subject to the approval of the Dean/Director of the college/unit upon request.

In case of installment basis, upon enrollment the student will be required to pay fifty percent (50%), thirty percent (30%) before Mid-Term Examinations and twenty percent (20%) of the tuition fees before the finals.

A student is considered officially enrolled/registered only upon payment of school fees.

Students are entitled to this benefit provided they:¹⁴

- pass/ meet the University's admission and retention policies;
- have no previous undergraduate degree; and
- are not overstaying at the college level.

Students who are not eligible will be charged tuition and other school fees at the rate of tuition and other school fees (TOSF) pegged in S.Y. 2017-2018.¹⁴

R.A. 10931 provides a one-year grace period on top of the prescribed number of years of the course of the student. For example:

- For incoming first year students during S.Y. 2018-2019: students in four-year courses can benefit for five years; students in five-year courses can benefit for six years.
- For continuing students during S.Y. 2018-2019: fourth year students in four-year courses can benefit for two years (i.e. their fourth year and the one-year grace period); third year students in five-year courses can benefit for four years (i.e. their third to fifth years and the one-year grace period).
- For any extension beyond the above, the student shall pay for the TOSF.¹⁵

¹⁴ Frequently Asked Questions on R.A. 10931

Other unique situations of students like shifting, transferring and returning students have specific guidelines and shall observe the same principle.

Actual fees to be collected from undergraduate students per BOR Resolution No. 315, s. of 2018. (See Appendix D). The Said fees are subject for review after five years of implementation of RA. No. 10931.

Nature of Payment of Fees (for Post-Baccalaureate and Graduate Programs)

The University can accept payment of fees only in cash, postal money orders, telegraphic transfers, cablegrams, certified cashier's or manager's check. Personal checks are not acceptable.

Refunds (For students who are not eligible to the benefits stipulated by R.A. 10931)

Students who have paid their matriculation, tuition and other fee; and who withdraw their registration, or are granted honorable dismissal or leave of absence shall be entitled to a refund of such fees except, entrance and matriculation fees, in accordance with the following schedules:

Within one (1) week from the opening of classes	- 80%
Within the second, third, and fourth weeks from the opening of classes	- 50%
After the fourth week	- No refund and to pay the full tuition fee

In case of students who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration and the refund shall be in accordance with the aforementioned schedule. In case of death of a student during the semester, tuition fees will be refunded.

Laboratory fees will not be refunded after one (1) week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in the case of forced dropping of the subject.

A study grantee or scholar who has paid his tuition and other school fees may be entitled to a full refund only upon request. Request for refund must be addressed to the dean of the college where the grantee/scholars enrolled and must be filed not later than fourth week from the first day of classes.



V. STUDENT AFFAIRS AND SERVICES

The Office of Student Affairs and Services (OSAS) of the Bicol University is in charge of the services and programs that are concerned with academic support experiences of students to attain holistic student development.

The student support services are those that relate to: (1) student welfare, (2) student development, and (3) institutional programs and services.

The OSAS works alongside the academic colleges and units in the development of well balanced and well-rounded students through the promotion of their general welfare. Its mission is to promote student's access, welfare, achievement, development and postgraduate success.

Objectives of the OSAS:

1. Ensure the proper balance between the rights of the University as an institution and the rights of students by promoting the well-being of the students through informative activities designed to facilitate student adjustment to life in an academic setting.
2. Improve the quality of Student Affairs and Services in the University by providing an environment which is generally supportive of student's welfare.
3. Promote access to quality, relevant, efficient and effective student affairs and services by providing opportunities for students to learn skills needed for optimum learning in the University and appreciative of the dynamics of humanity.
4. Support student development and welfare by helping them to utilize their potentials to the fullest, pursuit of further education, economic enterprise development, free expression of one's religious orientation, and activities that would cater and provide equal opportunities to marginalized students, persons with disabilities, indigenous solo parents, etc.
5. Ensure that Bicol University provides holistic approach for Student Affairs and Services and comply with the minimum requirements for SAS by establishing a more dynamic and person-oriented student welfare, development and institutional student program services that respond to student needs and concerns.

Services under the OSAS:

(as stipulated in CMO No. 9, s. 2013)

A. Student Welfare Services - are basic services and programs needed to ensure and promote the well-being of students. These are basic services that are necessary to serve the wellbeing of students. These include:

1. **Information and Orientation Services** – refer to informative activities and materials designed to facilitate student adjustment to life in tertiary /higher education.

2. Guidance and Counseling Services

(2.1) *Guidance Services* – a set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest.

(2.2) *Counseling Services* – individual and /or group intervention designed to facilitate positive change in student behavior, feelings and attitudes.

(2.3) *Appraisal / Testing Services* – gathering information about students through the use of psychological tests and non-psychometric devices.

(2.4) *Follow-up* – a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

(2.5) *Referral* – refers to coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.

3. Career and Placement Services – refer to the assistance provided for vocational and occupational fitness and employment.

4. Economic Enterprise Development – refers to those services and programs that would cater to the other economic needs of students such as, but not limited to (1) student cooperation, (2) entrepreneurial, (3) income generating projects, and (4) savings.

5. Multi-Faith Services – refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles.

6. Services for Students with Special Needs and Persons with Disabilities – are programs and activities designed to provide equal opportunities to persons with disabilities, indigenous people, solo parents, etc.

B. Student Development Services refer to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and /or student initiated activities. These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include:

1. **Student Activities** – supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.
2. **Student Organizations and Activities** – refer to the recognition/ accreditation, supervision and monitoring of student groups including the evaluation of their activities.
3. **Leadership Training** – are programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.
4. **Student Council/Government** – refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the HEI, as the students' official representatives, with due recognition and authority from the HEI, as the students' official representative in matters affecting them.



5. Student Discipline – refers to the judicious implementation of institutional and regulations governing student behavior and conduct.
6. Student Publication/Yearbook – refers to the official publication/organ/journal/yearbook and such other student oriented print and non-print media of the university and/or college.
7. Student Handbook Development
8. Social and Community Involvement Programs – refer to the programs and opportunities designed to develop social awareness personal internalization and meaningful contributions to nation building.

C. Institutional Student Programs and Services refers to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special need and disabilities and the school. These are programs and activities offered by the HEIs to facilitate the delivery of essential services to the students that include:

1. Scholarship and Financial Assistance – refers to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students.
2. Food Services – refer to the monitoring of the availability of adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health as well as the coordination with the University Business Affairs Office.
3. Student Housing and Residential Services – refer to the assistance provided to ensure access to accommodation that is safe and conducive to learning.
4. Foreign/International Student Services – refer to the monitoring of the provision of assistance to address the needs of foreign students and the coordination with the University International Relations Office which is the office in-charge of these services.
5. Cultural and Arts Program – refer to the set of activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multicultural heritage. The Culture and the Arts Program offer the following programs and services in campus, to students, teaching and non-teaching personnel, and to other stakeholders:
 - Artistic Talent Enhancement Program
 - Artistic Talent Development Program
 - Supplemental Cultural Education Program
 - Cultural Awareness Program

¹⁶ Secretary's Certification No. 47, Series of 2018

6. Sports Development Programs – offer the following are programs designed for physical fitness and wellness of students.

University Cultural Groups

The following are the groups which are open for membership:

1. BU Magayon DANCE TROUPE
2. TEATRO BUeño
3. BUNGCUL Singers
4. BU KUERDAS (Rondalla)
5. BUGKOS Ginikanan - indigenous music ensemble, gamelan
6. UNIVERSITY MARCHING BAND

Scholarships and Financial Assistance

General Policies

The following general policies apply to any of the categories of the scholarships and financial assistances.¹⁷

1. Scholarship applicants must submit a duly accomplished application for scholarship with the BU Office of Student Affairs and Services and Services (BU-OSAS). This also applies to those with enrollment privilege or educational financial assistance benefits.
2. Only applications for scholarship or enrollment with privilege with complete requirements shall be acted upon by the BU OSAS.
3. A scholar may apply for other scholarships with better benefits and if awarded, shall reimburse the tuition fee discount granted. S/he may also apply for other scholarship provided the benefits shall only complement their current scholarship grant.
4. BU Scholarship shall be renewed every semester after meeting the criteria prescribed such as but not limited to: (1) must not obtain a FAILING or INCOMPLETE MARK, (2) must have carried the regular load, and (3) all other requirements specific of the scholarship.

¹⁷ BOR Resolution No. 40, s 2000



Scholarship Categories

Academic Recognition. Students who obtained a high average rating during two consecutive preceding terms in the University are awarded with a medal and a Certificate of Recognition while those who obtained a high average rating for a preceding semester are awarded a Certificate of Recognition.

Academic Distinctions. The following academic distinctions are given to non-graduating students who do not have a grade lower than 2.4 with the corresponding general ratings:

Distinction	Grade
President's Lister	$1.00 \leq \text{Grade} \leq 1.45$
Dean's Lister	$1.45 < \text{Grade} \leq 1.75$

University Athletes¹⁸. Students who have enrolled in BU for at least one semester and have represented the University in national/regional/city/provincial meet are entitled to this privilege. Students availing of this privilege must be recommended by the Director of the University Sports and Development Program and file an application for the privilege with the Office of Student Affairs and Services.

Members of the University Band¹⁹. Students who have been enrolled in BU for at least one semester and are members of the University or College Band for one year are granted 75% free tuition. They must be recommended by the In-charge, BU Band.

Members of the University Cultural Groups²⁰. Students who are active officers and members of any of the University Cultural Groups discussed under the Culture and Arts Program of OSAS who have a General Weighted Average (GWA) of at least a passing grade and do not have annual benefits exceeding Php 15, 000.00 are entitled to the following incentives:

Classification	Incentive
Trainee/ Novice Performer	Php 1,500.00 per semester or Php 500.00 per month*
Resident Performer	Php 3,000.00 per semester or Php 1,000.00 per month*
Subject to the evaluation of the adviser/director in terms of the attendance and participation to trainings, rehearsals and performances.	

¹⁸ BOR Resolution no. 14 s. 2012

¹⁹ BOR Resolution No. 94 s. 2006

²⁰ Secretary's Certification No. 47, Series of 2018

Tertiary Education Subsidy (TES) – as part of the provisions of RA 10931, this subsidy is made available to students of Bicol University who are part of the DSWD Listahanan 2.0.

Every qualified grantee is provided allowance for books, supplies, transportation, and miscellaneous personal expenses, including a reasonable allowance for the documented rental or purchase of personal computer or laptop, and other education-related expenses and allowance for room and board costs incurred by the student.³³

Scholarship Privileges to the Students Graduate School and College of Medicine – a special scholarship privilege extended to students in the post graduate program/ College of Medicine who demonstrate exceptional academic performance and excellence in their fields of undertaking with the following discounts:

Summa Cum Laude	100% tuition fee discount
Magna Cum Laude	50% tuition fee discount
Over-all Topnotch Student-Applicant/ 1st place in the National Board Examination of PRC/ Supreme Court/ other recognized national examination boards	75% tuition fee discount

The privilege is given for one (1) semester only. For BUCM student-scholar, it can be continued in the succeeding semesters upon meeting the qualifying general weighted average of 1.00 – 1.5 and must carry the regular load/ units for the preceding semester. The student who will qualify for this provision will enjoy the 75% free tuition discount.

Externally-Funded Scholarships are those funded by private individuals or organizations awarded to students in accordance with the Memorandum of Agreement or the rules and regulations governing them.

Bicol University has a number of scholarships/grants facilitated by the Office of Student Affairs and Services. Scholarships or grants from private individuals or organizations and other forms and financial aids to students are generally awarded in accordance with the rules and regulations governing them. (See appendix C for the list of scholarships)

Financial Aid

Student Assistantship – provide the students with an experience where they could earn while studying.

General Qualification Requirements

Students who wish to apply as student assistant must:

1. be officially enrolled;



2. not be a dependent of BU personnel;
3. be of good moral character;
4. not have obtained a FAILING or an INCOMPLETE mark in any subject during the previous semester prior to the application for student assistantship;
5. if undertaking thesis, special problem or practicum, the Adviser must attest to the fact that the applicant is not in the conduct phase of the course; and
6. if a recipient of a scholarship or grant, the value of financial benefit or tuition fee discount granted does not exceed Php 10,000.00 per semester.

Work Hours²¹

A student assistant may render up to a maximum of 100 hours per month but not to exceed four (4) hours a day. The number of working hours to be approved shall consider the load or number of units enrolled by the SA during the semester, as follows:

Units enrolled for the semester	Maximum number of hours / day	Maximum number of hours / day
25 units or less	4	100 (to include request by supervisor for part time work on Saturdays)
26 units or more	3	60 (to include request by supervisor for part time work on Saturdays)

Benefits/ Privileges²¹

The following shall be the benefits/ privileges of a student assistant:

1. allowance that conforms with the DBM rate on student labor;
2. extension of the number of hours allowed/ mo. to a maximum of 100 hours after the last day of classes until the last day of SA appointment;
3. make-up work for absences up to the maximum no. of hours allowed/ approved per month; and
4. Opportunities for seminars/ trainings.

²¹BU B.O.R. Res. No. 442 s. 2019

Student Loan Grants

Student Loan Fund-Region V (SLF-RV) Program. The SLF-R5 program, where funds are still available, provide loan assistance of P5,000 per school year to cover tuition and other school fees, to poor but deserving students of Bicol University who are residents of Region 5.

Student Loan Program – Center of Excellence (SLP-COE). Students who are enrolled in courses of BU-accredited COE may avail of a P6,000 loan per school year to cover tuition and other school fees, subject to the conditions of the SLP grant.

Student Emergency Loan Assistance Fund (SELAF) Program. The BU-OSAS Student Emergency Loan Assistance Fund which provides immediate or emergency financial needs to cover assistance to educational tours/trips, stipend support, school projects and exams that require fees is made available to students in the University. The student is granted a maximum loan of P1,000.00 on a short term or period without security or guarantor with a simple interest of 1% per month, computed and applied as add-on to the principal loan.

Enriched Life through Educational Loan Assistance Program (ELELAP). The ELELAP provides loan assistance of PhP5,000 to a maximum of PhP8,000 per semester or PhP16,000 for one school year, payable after graduation or as agreed upon by the recipients and the University.

Student Financial Assistance Program (STUFAP). Provide assistance to the financially needy 3rd, 4th year and graduating college students in all higher education institutions nationwide through the easy, accessible, and interest-free student loan program.

Student Assistance Fund for Education for Loan (SAFE). Provide assistance to the financially needy 3rd, 4th year and graduating college students in all higher education institutions nationwide through the easy, accessible, and interest-free student loan program.

Enlistment to NSTP

The NSTP was implemented in School-Year 2002 upon the approval of Republic Act 9163, otherwise known as the NSTP Law of 2001. As such, all incoming first year are required to take up NSTP as a requirement for graduation in the course that they have enrolled in. They are given the option to select one from among the three NSTP components that they feel would help them build their personality and enhance their sense of patriotism as required in the NSTP course.

The three components are: *a. Civic Welfare Training Service (CWTS)* which refers to the program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enrichment of the facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morale of the citizenry and other social welfare services; *b. Literacy Training Service (LTS)* refers to the program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths and



other segments of society in need of their services; and c) *Reserve Officers Training Corps (ROTC)* which is to the program component institutionalized under Section 38 and 39 of Republic Act No. 7077, designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

Procedure of Enlistment

The University NSTP Office shall forward the schedule of NSTP orientation of the different units/colleges of the University to all incoming first year, enclosed at the BUCET results mailed by the Admissions Office. The incoming first year students are required to attend the said orientation for it includes enlistment to the different components of their choice. The enlistment shall be on a first come, first serve basis. (As approved in the Manual of Operation for NSTP during its 72nd Regular Board Resolution No. 72).

Libraries

It is important that a library takes into account not only the books on its shelves but also the people it serves. This point of view is central in the philosophy of Bicol University. The University expects students to become familiar with the book collections housed both in University Library and in the respective unit/college libraries to master the techniques of using them, and to achieve a familiarity with the books which they will carry over into life.

The University Library System is composed of the University Library and ten (10) Unit/College libraries, namely: College of Education Library, College of Nursing Library, the ILS-Elementary Department Library and the ILS-High School Department which are located in the Main Campus; the East Campus Library (CEng & CIT), Daraga Campus Library (CSSP & CBEM), College of Agriculture and Forestry Library, Polangui Campus Library, Tabaco Campus Library and the Gubat Campus Library.

Library Privileges

All bona fide students of Bicol University (Graduate, Medicine, Undergraduate, Secondary and Elementary) are entitled to use the facilities of the libraries in all units/colleges provided that they present the library card duly countersigned by the Librarian-in-charge and validated for the current semester/summer of the present school year.

Application for Library Card

1. Students shall secure an application from the unit/college librarian concerned by presenting the Certificate of Registration (COR), likewise high school and elementary pupils will be given application form as soon as the Principal has provided the Librarian-in-charge the official list of enrollees for the current school year.

2. The library cards will be issued in due time after the students have submitted the duly accomplished form together with two copies of recent 1x1 ID photos.

Use of Library Card

1. The library card issued to the applicant will be used throughout his/her stay in the University. It is non-transferrable. For validation and clearance purposes, the requirements will be posted by the respective unit/college librarian.
2. The library card shall be used as an identification and passport when entering the unit/college libraries and in borrowing book/s for overnight or over-weekend use.
3. Any student who wishes to seek a University Clearance and Honorable Dismissal shall submit/surrender the Library card to their respective Librarians.

Borrowing Procedure

1. Any student who wishes to borrow a book/s may present to the Librarian-in-charge the book/s with the signed book card/s together with the currently validated library card.
2. No student may borrow and/or sign for book/s and other library materials on behalf of someone else.

Availment of Library Facilities

1. General references like encyclopedias, dictionaries, indexes, yearbooks, handbooks, atlases, newspapers, magazines and journals are FOR ROOM USE ONLY.
2. Special collections like dissertations, theses, project feasibility studies and other rare book collections and manuscripts are FOR ROOM USE ONLY AND NOT ALLOWED TO BE PHOTOCOPIED; Users are required to comply with the copyright law.
3. A Reserved book may be borrowed for overnight or week-end use at the last hour before closing time to be returned on or before 9:00 A.M. the following school day.
4. A maximum of two (2) Non-reserved Circulation books may be borrowed for overnight or weekend use to be returned on or before 9:00 A.M. the following school day.
5. A Fiction book may be borrowed for a week and may be renewed for another week, unless a borrower signifies to borrow the same.
6. Since books and other library materials are limited, faculty members may request and recommend reference book/s for reservation for a certain period only.



7. No book or any library materials may be brought out from the library without the Librarian's permission.
8. No catalog card/s may be withdrawn or pulled-out from the card catalog cabinet.
9. Use of multimedia room should be reserved three days before the use.

Library Hours

UNIT/CAMPUS LIBRARY	MONDAY-FRIDAY	SATURDAY
University Library	8:00 AM – 7:00 PM (no NOON BREAK)	8:00 AM – 5:00 PM (no NOON BREAK)
Tabaco Campus	8:00 AM – 6:00 PM (no NOON BREAK)	8:00 AM – 5:00 PM (no NOON BREAK)
East Campus	8:00 AM – 6:00 PM (no NOON BREAK)	
Nursing	8:00 AM – 5:00 PM (no NOON BREAK)	
ILS-Children's Library	7:40 AM – 5:00 PM (no NOON BREAK)	
ILS – High School	8:00 AM–12:00 NN 1:00 PM – 5:00 PM (no NOON BREAK)	
Education	8:00 AM – 6:00 PM (no NOON BREAK)	8:00 AM – 5:00 PM (no NOON BREAK)
Daraga Campus	8:00 AM – 6:00 PM (no NOON BREAK)	9:00 AM – 4:00 PM (no NOON BREAK)
College of Agriculture & Forestry	7:00 AM – 6:00 PM (no NOON BREAK)	8:00 AM – 5:00 PM (no NOON BREAK)
Polangui Campus	8:00 AM – 5:00 PM (no NOON BREAK)	8:00 AM-12:00 NN (no NOON BREAK) 1:00 PM-4:00 PM
Gubat Campus	8:00 AM – 5:00 PM (no NOON BREAK)	8:00 AM – 5:00 PM (Including SUNDAY)

Responsibilities of the User

1. Maintain Silence and Courtesy inside the library and strictly observe the “First Come, First Served” policy.

2. Eating, smoking, drinking and loitering around the library is strictly prohibited.
3. Cell phones must be set on silent mode.
4. Books, bags, folders and other baggage should be deposited at the designated place in the library. All valuables are the responsibility of the user. Library staff shall not be held responsible.
5. All library users are required to secure a clearance and should present the Library Card/ Certificate of Registration (COR).
6. Inspection is an SOP at entrance and exit.
7. Users shall abide by the rules and regulations approved and published in the Library Handbook.

Other Researchers (External Researchers)²²

Researchers who are not bona fide students of the University may be allowed to use the library information resources/facilities of the different unit/college libraries upon payment of a library fee; wherein the amount to be paid depends on the classification of the researcher or external user and presentation of the following requirements to the Librarian-in-Charge at the Circulation:

- Validated School/Office ID, Referral letter issued by the librarian or administrator of the school/institution/office, and;
- Any Valid ID (Voter's, Postal, Driver's License) for Walk-in/Non-Academe-based Researchers and Out-of-School Youths.

Medical and Dental Services

The BU Medical & Dental Services (Main Clinic) is located in the BUCE Campus. It has six sub-clinics situated in the different campuses ready to serve the university populace namely: BUPC-Polangui, BUCAF-Guinobatan, BUCBEM & BUCSSP - Daraga, BUGC-Gubat, BUCIT-BUCEng-Albay, BUTC-Tabaco City.

The Medical & Dental Clinic provides the basic health services to the students and personnel namely:

Medical:

1. Conduct of Physical Health Examination;
2. Giving attention to daily consultations and treatments;
3. Issuance of medical certificates;
4. Giving attention to emergency cases/during athletics;
5. Making referrals of special cases to proper authorities;
6. Conduct of lectures/counseling on management of illness; and
7. Establishment of linkages among other health agencies.

Dental:

1. Conduct of Annual Dental Examination for Elementary, High School & Senior High School Students;
2. Giving attention to dental consultations and treatments;
3. Performance of oral prophylaxis;

²² BOR Resolution No. 018, s. 2008



4. Performance of dental extraction;
5. Making referrals of special cases to proper authorities; 6. Conduct of chair side instruction/ lectures; and
6. Issuance of dental certificates.

The medical and dental clinics are staffed by physician/s, dentist/s and nurses who are available for diagnosis, treatment and referrals for illnesses and injuries.

Students are required to present their university ID to avail of these free health services from Monday to Friday (8:00-12:00 AM, 1:00-8:00 PM) and Saturday (8:00-12:00 AM).

The University also conforms to the Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165) and will abide with the provisions stipulated therein. Particularly in article III, Section 36, Paragraph C. which states that "Students of Secondary and Tertiary Schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing. Provided, that all drug testing expenses whether in public or private schools under this section will be borne by the government.

Other Facilities

Sports and Recreational Facilities

To offer students the opportunity to enhance their physical well-being as well as their social lives, sports and recreational facilities as basketball courts, oval for track and field, volleyball court, soccer field, swimming pool are available. All these can be availed of by students and personnel alike. The students' ID cards issued by Bicol University entitle them to use these facilities.

Amphitheater and Audio-Visual Center and Language Laboratory

The amphitheater, located in the Multi-Purpose building serves as a center for cultural presentations, convocations, meetings, debates and other similar activities.

The University, under the College of Arts and Letters, operates and maintains a state-of-the-art Audio- Visual and Language laboratory. The AVC is equipped with television broadcasting, recording and editing capability and manned by competent broadcast technicians. Likewise, the Language Laboratory provides expert instruction and training in the languages to the University students and personnel.

Stores and Canteens

The University has private canteens serving both meals and snacks in colleges and units. Stores are also available in some colleges which sell supplies and other miscellaneous items like groceries. Cooperatives owned by BU personnel, like the BU Multi-Purpose Cooperative situated near the College of Science, also run canteen and offer other services like granting loans to its members. It also admits students to be its associate members and let them enjoy the benefits and privileges of a regular member.

Reprographic Facilities

Document duplication services can be availed of at the main campus and at respective colleges and other campuses at a minimal cost.

Campus Safety and Security

The Civil Security Unit provides safety and security service to the BU community to assure a safe and comfortable environment. Assisted by security officers contracted with a private security agency, this Office operates year round, 24 hours a day to assist in personal safety, crime prevention, escort services and to provide general University information.

I. RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

Bicol University, a premier university in Bicol, is committed to the fullest development of students along Leadership, Scholarship, Character, & Service.

The rules and regulations set forth in this handbook are guides to ensure the good order necessary in the attainment of these values, therefore every student is expected to abide by the rules & regulations of the university, the existing laws of the land and the standards of good society.

Minor Offenses

Violation of the following rules and regulations shall be considered as minor offense and shall have the corresponding penalties:

First Offense	- Reprimand
Second Offense	- Written Warning
Third Offense	- Community Service
Fourth Offense	- Suspension for 7 to 14 days

1. Bicol University strictly observes a smoke-free environment. Smoking at any time within the university premises is prohibited.
2. Students are required to attend university academic activities conducted within the university and even those activities conducted by the university outside its premises.
3. Students of the university are free to participate in co-curricular activities subject to the following conditions:
 - a. Their participation shall excuse them only for the time missed in class and shall not excuse them from fulfilling other requirements by the university, and
 - b. Their participation shall be their own personal responsibility.
4. All posters or written announcement, or other similar materials emanating from accredited student organizations shall bear the stamp of approval of the College Dean or College Student



Affairs Coordinator (CSAC), and/or Office of the VP for Planning and Development.

5. No student may participate in an outside activity (contest, play, band, orchestra, choir conference, congress) nor may join any association, club and similar groups as a representative of the Bicol University without being so authorized in writing by the Dean of the College/Unit. Participation of students in such activities in their personal capacities is not contemplated in this reservation, therefore shall not hold the university liable for any consequence arising therefrom.
6. Students are required to wear the prescribed uniform while inside the premises of the university, except during "non-uniform days", subject to the following:
 - a. Students are not allowed to wear inappropriate attire during non-uniform days. "Inappropriate attire" are those that are contrary to the culturally acceptable attire which includes but not limited to the following: blouse with bare back, bare midriffs, low or plunging neckline, spaghetti straps, haltered, hanging blouse, see-through garments, sleeveless shirt (for men), very short skirts/dresses, very low-rise jeans, shorts, beach and Japanese sandals and slippers.
 - b. The P.E. uniform is to be worn only during P.E. classes or games on the campus, not during academic classes.
7. Validated ID cards must be worn at all times within the school premises. Lost ID card must be reported immediately to the concerned authorities.
8. Student should help keep the building and campus clean at all times. Trash cans and similar receptacles should be used. Littering and writing on the walls, doors, chairs or any property of the University are prohibited.

Major Offenses

The following are the prohibited acts within the university which are considered as major offenses. Corresponding sanction shall be imposed to any student who is found guilty of committing any of the following major offenses:

1. BULLYING

This handbook adopts the definition of "bullying" under Republic Act No. 10627 which shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;

- c. Any slanderous statement or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and;
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

2. CARRYING OF FIREARMS AND OTHER DANGEROUS WEAPONS

The university aims towards a safe and secured school environment. Along with this objective, bringing dangerous weapons in the university premises or in other facilities being used exclusively for school activities is strictly prohibited. Dangerous weapons include but are not limited to firearms (even if licensed), spring blade knives, knives, guns. Students may be allowed to bring sharp instruments only if such are designed and are to be used in a school-related activities such as dissection or other laboratory works.

3. CREATING DISORDER OR DISTURBANCE WITHIN THE UNIVERSITY

Any act designed to any serious disturbance within the University premises, office, classroom, hall or shall interrupt or disturb performances, functions or gatherings, or peaceful meetings within the University premises.

4. DESTRUCTION OF ANY PROPERTY OF THE UNIVERSITY, ITS GUESTS, EMPLOYEES OR STUDENTS

Any willful behavior aimed at destroying, altering, or defacing property of Bicol University or of its guests, employees or students. The willful or negligent destruction of any property of the Institute shall include but not limited to such acts as vandalism, defacing any library book, journal or periodical; posting unauthorized notices on walls or pieces of furniture; and other similar acts.

Possession of the means to commit vandalism, including possession of a drill bit, glass cutter, or other substance (like spray paint) within university premises without proper clearance from the College Dean/Director shall be prima facie evidence of such offense.

5. DISCOURTESY TO SUPERIOR

Any form of discourtesy, such as those done by words or by deeds towards a student-leader, a Bicol University official or personnel (teaching and nonteaching) shall be sanctioned under this paragraph.

6. DISOBEDIENCE TO LAWFUL ORDERS OF UNIVERSITY OFFICIALS

This is characterized by any willful failure to comply with any lawful order or instruction given by the university authorities such as but not limited to: official of the university, faculty member, and security personnel who are acting in the regular performance of their official duty.

7. DISHONESTY

The act of concealing or distorting truth, showing a lack of integrity or a character to defraud, cheat, deceive or betray and an intent to violate the truth.

SERIOUS DISHONESTY. Involves the presence of any one of the following attendant circumstances:

- a. The dishonest act caused serious damage and grave prejudice to Bicol University;
- b. In order to commit the dishonest act, the respondent gravely abused his authority;
- c. Where the respondent is an accountable officer in any University/ College Based Organization, the dishonest act directly involves property, accountable forms or money for which s/he directly accountable and the respondent shows an intent to commit material gain, graft and corruption.
- d. The dishonest act of the respondent exhibits moral depravity;
- e. In the commission of the dishonest act, fraud or falsification of official documents was employed;



- f. The dishonest act was committed several times or in various occasion; or
- g. The dishonest act involves a Bicol University examination irregularity or fake Bicol University admission eligibility such as impersonation, and cheating.

LESS SERIOUS DISHONESTY. The dishonest act caused damage and prejudice to the Bicol University that is not so serious as to qualify under Serious Dishonesty, or where the respondent is a student leader who did not take advantage of his/her position in any University/College Based Organization in committing the dishonest act.

SIMPLE DISHONESTY. Dishonest acts that did not cause damage or prejudice to Bicol University as well as those with no direct relation to or do not involve the duties and responsibilities of the respondent; or did not result in any gain or benefit to the offender; and where the information falsified is not related to his/her office as a student leader or status as a student of this University in case of falsification of official document.

8. DISGRACEFUL AND IMMORAL CONDUCT

Any scandalous behavior or act contrary to established moral principles which will cause disrepute to the university including but not limited to petting, necking, or engaging in any lewd or obscene conduct within the campus premise.

9. DRINKING OR BRINGING IN OF ALCOHOLIC BEVERAGES, MANIFESTING DRUNKEN BEHAVIOR WITHIN THE UNIVERSITY

Unauthorized possession and/or consumption of alcoholic beverages within the university premises is strictly prohibited. The prohibition also applies during official school activities conducted outside the university.

10. FALSIFICATION OF OFFICIAL DOCUMENTS

Any untruthful entries in official documents committed thru alteration, deletion, superimposition, intercalation, or any misrepresentation. Official documents shall include birth certificates, official transcript of records, library card, school ID, student's clearance, diploma, and other documents issued by or submitted to Bicol University. The prohibition shall also include submission of false or fraudulent documents in connection with official transactions with the university.

11. GAMBLING

Engaging in any form of gambling within the university premises such as unauthorized betting of money or something of material value is at all times prohibited.

12. HAZING OF ANY VARIETY INSIDE OR OUTSIDE THE PREMISES OF THE BICOL UNIVERSITY BY ANY FRATERNITY/SORORITY OR INDIVIDUAL OR A GROUP REPRESENTING AN ACCREDITED BU ORGANIZATION.

"Refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant or member. This shall also include any activity, intentionally made or otherwise, that tends to humiliate or embarrass, degrade, abuse or endanger, by requiring a recruit, neophyte, applicant, or member to do mental, silly, or foolish tasks."

13. MALVERSATION OR UNLAWFUL DISBURSEMENT OF SCHOOL FUNDS

This act covers any student who, by reason of the duties of his office, is accountable for student's funds or property, shall appropriate the same or shall take or misappropriate or shall consent, through abandonment or negligence permit any other person to take such students funds, or property, wholly or partially, or shall otherwise be guilty of the misappropriation or embezzlement of funds of a student organization.

14. PHOTO OR VIDEO VOYEURISM

An act of taking photo or video coverage of a person or group of persons performing sexual acts or any similar activity or of capturing an image of the private area of a person or persons without the latter's consent, under circumstances in which such person/s has/have a reasonable expectation of privacy, or act of selling, copying, reproducing, broadcasting, sharing, showing or exhibiting the photo or video coverage or recordings of such sexual act or similar activity through VCD/DVD, internet, cellular phones and similar means or device without the written consent of the person/s involved, notwithstanding that consent to record or take photo or video coverage of same was given by such persons.

15. PLAGIARISM

Any student who copies another's words/works or submits the same as one's own original creation shall accordingly be sanctioned for plagiarism.

16. POSSESSION OF PROHIBITED DRUGS OR CHEMICALS

Any student found to possess, use, sell, dispose, or distribute prohibited or controlled drugs or chemicals and or other banned substances as enumerated under R.A. No. 9165 shall be found guilty for illegal possession under this paragraph.

17. SEXUAL HARASMENT

An act, or a series of acts, involving any unwelcome sexual advance, demand or request for sexual favor, or other verbal or physical behavior of sexual nature, committed by any person who, having authority, influence or moral ascendancy over another in a training or educational-related environment of the person complained of, without regards as to whether such advance, demands or request is accepted by the other. The foregoing acts may be committed among peers such as those involving student-student, and those committed towards a faculty member or employee by a student, whether the same or opposite sexes. (Sec. 2, Bicol University Rules and Regulations in Administrative Cases of Sexual Harassment and Similar Offenses)

18. STALKING

An intentional act committed by a student who, knowingly and without lawful justification, follows a fellow student or places the latter under surveillance directly or indirectly or a combination thereof. (Modified definition taken from RA 9262)

19. THEFT

The taking, with intent to gain but without violence against or intimidation of persons nor force upon things, of property of Bicol University, its employees, students and guests, without the latter's consent; or the failure to deliver found lost items to University authorities or to its owner.

20. UNAUTHORIZED SOLICITATION OF CONTRIBUTION/ DONATION USING THE NAME OF THE UNIVERSITY

Unauthorized collection or exaction of money or other instruments of monetary equivalent from any individual or entity without prior consent from concerned officials or office shall fall within this prohibition. A student or organization may use the name of the university for any activity such as but



not limited to sponsorship but only upon prior approval in writing by the College Dean/OSAS Dean or other concerned university officials.

Acts Subject to Disciplinary Actions and Its Corresponding Sanctions

Any student who commits any misbehavior in the university premises or outside the university when acting in his or her capacity as representative of the university, shall be subject to disciplinary action in accordance with the schedule of sanctions set by the university. The acts subject to disciplinary actions shall be categorized into two: minor offenses and major offenses. The penalty that will be imposed should be commensurate to the gravity of the offense committed.

SCHEDULE OF SANCTIONS

OFFENSE	1st Offense	2nd Offense	3rd Offense
Bullying	Reprimand	Suspension of 3 months and 1 day to 6 months	Suspension of 6 months and 1 day to 1 year
Carrying of firearms and other Dangerous Weapons	Suspension of 1 week – 6 months	Suspension of 6 months and 1 day to 1 year	Dismissal
Creating Disorder or Disturbance within the University	Suspension of 1week -6 months	Suspension of 6 months and 1 day to 1 year	Dismissal
Destruction of Any Property of the University, Its Guests, Employees or Students	Suspension of 1 week – 6 months and payment of the value involved and/or replacement of the damaged property	Suspension of 6 months and 1 day to 1 year and payment of the value involved and/or replacement of the damaged property	Dismissal
Discourtesy to Superior	Reprimand	Suspension of 1 week to 6 months	Dismissal
Disgraceful and immoral conduct	Suspension of 1 week to 6 months	Suspension of 6 months and 1 day to 1 year	Dismissal
Disobedience to lawful orders of University Officials	Suspension of not more than 30 calendar days	Suspension of 1 week to 6 months	Dismissal
Dishonesty a. Serious Dishonesty b. Less Serious Dishonesty c. Simple Dishonesty	Dismissal Suspension of 6 months and 1 day for 1 year Suspension of 1 month and 1 day to 6 months	Dismissal Suspension of 6 months and 1 day to 1 year	Dismissal

Drinking of Alcoholic Beverages or Manifesting Drunken Behavior within the university premises	Reprimand	Suspension of 1 week to 6 months	Dismissal
Falsification of Official Document	Dismissal		
Gambling	Reprimand	Suspension of 1 week to 6 months	Dismissal
Hazing of any variety inside or outside the premises of the Bicol University by any fraternity/sorority or individual or a group representing an accredited B.U. Organization	Dismissal on the first offense		
Malversation or Unlawful Disbursement of school funds	Suspension 1 week – 6 months and payment of the value involved	Suspension 6 months and 1 day to 1 year and payment of the value involved.	Dismissal
Photo or Video Voyeurism	Suspension 6 months and 1 day to 1 year	Dismissal	
Plagiarism	1. Written warning; or 2. Loss of credit for the work involved; 3. Reduction of grades; or 4. All of the foregoing penalties – depending on the extent of the act committed, subject to the discretion of the investigating committee.	Suspension 6 months and 1 day to 1 year	Dismissal
Possession of prohibited drugs or chemicals	Suspension of 1 week to 6 months	Suspension of 6 months and 1 day to 1 year	Dismissal
Sexual Harassment	Suspension of not more than 30 calendar days	Suspension of 1 to 2 semesters	Dismissal
Stalking	Reprimand	Suspension of 6 months and 1 day to 1 year	Dismissal
Theft of property belonging to the University community or a guest of the University.	Suspension of 1 week to 6 months	Suspension 6 months and 1 day to 1 year	Dismissal



Unauthorized solicitation of contribution/donation using the name of the University	Suspension 1 week to 6 months	Suspension 6 months and 1 day to 1 year	Dismissal
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Conviction before any court of a criminal offense involving moral turpitude shall warrant outright dismissal of student involved.

College/Unit Disciplinary Committee

All cases involving discipline of students and violation of rules and regulations of the College/ Unit committed within its premises shall be subject to the jurisdiction of College/Unit Disciplinary Committee.

Investigation of cases falling under the jurisdiction of a College/Unit shall be conducted by a committee of five (5) members.

The College/Unit Disciplinary Committee shall be composed of the following:

- a. The Coordinator of College Student Activities as Chairperson;
- b. The President of the Faculty Club of the College as Co-Chairperson;
- c. The President of the College Student Council or his duly authorized representative as Member;
- d. The Department Chair as Member;
- e. A student representative designated by the USC as Member, and
- f. The Guidance Counselor, as Non-Voting Member.

University Student Disciplinary Tribunal

All cases involving discipline of students could be elevated on appeal to the University Student Disciplinary Tribunal, which shall be composed of:

- a. The University Legal Officer as Chairperson;
- b. The Dean of OSAS as Co-Chairperson;
- c. The Concerned Department Chair, as Member;
- d. The CSC President or his/her duly authorized representative from the college where the subject(s)/student(s) is/are enrolled, as Member;
- e. The Chairperson of the University Student Council or his/her duly authorized representative, as Member, and
- f. The University Guidance Counselor, as Non-Voting Member.

Disciplinary Procedures

1. Disciplinary procedures shall commence upon the filing of a written report to the Dean of the College/Unit by the instructor or any school authority who apprehends a student committing any of the acts enumerated in "Major Offenses". It may also be commenced by the offended party upon filing a written complaint under oath specifying the act or omission constituting the misconduct.

2. Disciplinary procedures shall commence upon the filing of a written report to the Dean of the College/Unit by the instructor or any school authority who apprehends a student committing any of the acts enumerated in "Major Offenses". It may also be commenced by the offended party upon filing a written complaint under oath specifying the act or omission constituting the misconduct.
3. The Dean of the College/Unit then refers the matter to the College/Unit Disciplinary Committee which shall convene not later than three (3) days after filing of the case. (The College Disciplinary Committee of different college/unit shall formulate guidelines that will govern the conduct of the proceedings). They shall likewise be responsible to inform in writing the parent(s)/guardian(s) of the student(s) allegedly involved in the case.

A student under administrative investigation shall have the following rights:

- a. The student must be informed in writing of the nature and cause of any accusation against him/her;
- b. That s/he shall have the right to answer the charge against him/her with the assistance of counsel, if desired;
- c. That s/he shall be informed of the evidence against him/her;
- d. That s/he shall have the right to adduce evidence in his/her behalf; and
- e. The evidence must have been duly considered by the investigating committee or officials designated by the school authorities to hear and decide the case.
4. The decision of the College Disciplinary Committee shall become final and executory unless within five (5) days from notice of the decision, the aggrieved party or the student(s) under administrative investigation not satisfied with the decision, appeals to the University Student Disciplinary Tribunal.
5. The University Student Disciplinary Tribunal shall review the decision of the College/Unit Disciplinary Committee based on the records/minutes of the proceeding. The tribunal under certain cases may require the receipt of other pieces of evidence.
6. Decision imposing disciplinary action upon the student shall be reported to his/her parent(s), guardian(s) not later than five (5) working days after the decision on the case has been promulgated.
7. The University Student Disciplinary Tribunal shall meet not later than ten (10) working days from the receipt of the notice of appeal. (The University Student Disciplinary Tribunal shall formulate rules and guidelines that will govern the conduct of the proceedings).
8. The decision of the University Student Disciplinary Tribunal shall become final and executory unless within ten (10) working days from notice of the decision, the aggrieved party or the student/s under administrative investigation not satisfied with the decision, appeals to the Board of Regents, through the President.
9. The Board of Regents shall review the decision of the University Student Disciplinary Tribunal based on the records/minutes of the proceedings. The Board under certain cases may require the receipt of other pieces of evidence



Grievance Procedure

In order to assure the students the right to redress of grievances, the OSAS is responsible for a grievance procedure involving non-academic affairs. Any student may file a question, complaint or statement in the OSAS in person or in writing. A course of action will be taken within five days after filing.

If the OSAS's course of action is not acceptable, the same complaint or statement of grievance could be elevated to the University Grievance Committee designated by the President, composed of:

University Legal Officer	- Chair
Dean of the College where the complainant is enrolled	- Co-Chair
CSC President or his/her representative	- Member
USC Chairperson or his/her representative	- Member

Academic Grievance Council

Students have the responsibility and right to call the attention of a professor on any grade which the students believe to be in error. Students may appeal in this order: to the Department Chairperson, then to the Dean, if the problem is not resolved at the College Level, the student may appeal to the University Grievance Council lodged at the VPAA.

Students' Rights

In accordance with existing laws, regulations, and university policies, every student shall have the following rights within the university:

1. Every student has the right to receive relevant quality education in line with national/regional goals educational objectives and standards of the University.
2. Every student is entitled to guidance services to enable him/her to know himself, to make decisions and to select from the alternatives in the fields of work in line with his potentials.
3. Every student shall, in exercise of the constitutional guarantees of the free speech and press have the right to express and pursue his/her opinions on any subject, provided that the expression and dissemination of such views do not disrupt the work and discipline of the University.
4. Every student shall have the right to receive a copy of every paid publication.
5. Every student shall have the right to participate in the formulation and development of policies affecting the University in relation to the locality/region and nation through representation in the appropriate body/bodies of the University as elsewhere determined in this Code.

6. Every student shall have the right to establish, join and participate in organizations and societies not contrary to the law.
7. The right to be secured and protected while inside the University premises or outside when conducting official activity.
8. Every student shall have the right to be informed of the University rules and regulations affecting him/her.
9. Every student shall have the right to participate in curricular and co-curricular activities.
10. Every student has the right to be treated with respect and dignity.
11. Every student shall have the right to redress grievances against any wrong or injustices committed against him/her and/or other students by any member of the academic community in accordance with defined channels of authority therein.
12. No student shall be subjected to disciplinary action without due process.
13. Every student shall have the right of access to his class and other records for the purpose of determining his class standing and the University shall maintain and preserve such records.
14. Every student officially admitted by the University has the right to continue and pursue his/her course study therein up to graduation, except in cases of academic delinquency and violation of disciplinary regulations.
15. Every student shall have the right to be assisted by the University through current and adequate information on work opportunities.
16. Every student shall be entitled to expeditious issuance of certificates, diplomas, transcript of records, grades and transfer credentials.
17. The right not to be denied admission or re-admission on the ground of pregnancy outside of marriage.
18. The right against discriminatory and derogatory portrayal of women in any student activities within the University.
19. The right to be protected against sexual harassment in whatever form.
20. The right to claim ownership of materials acquired through direct payment or rendered services.
21. The right to intellectual property.
22. All other rights guaranteed under the Constitution not mentioned above.



Duties and Responsibilities of Students

Every student regardless of the circumstances of his/her birth, sex, religion, social status and other factors shall:

1. Uphold the integrity and good name of the University
2. Strive to lead an upright, virtuous and useful life;
3. Love, respect, and obey his/her parents, and cooperate with them to keep the family harmonious and united;
4. Exert his/her utmost to develop his/her potentials for service, particularly by undergoing an education suited to his abilities in order that s/he may become an asset to themselves and to the society.
5. Respect the customs and traditions of his/her country and the principles of democracy;
6. Participate actively in civic affairs and in the promotion of general welfare;
7. Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace;
8. Respect and cooperate with the faculty, fellow students and University authorities in the attainment and preservation of order in the University and in the society; and
9. Exercise his/her rights responsibly with due regard for the rights of others.

II. STUDENT ORGANIZATIONS

Guidelines in the Establishment and Operation of Student Organization

A. General Policies

1. These guidelines cover all accredited students in the University.
2. Subject to the limitations provided for under these guidelines, the establishment and operation of student organizations in the University shall be allowed as a medium for enriching student life, provided, however, that the activities of such organizations shall be along academic, social or cultural areas; and provided further, that such activities shall be approved by the College Dean/Directors, in case of the College-Based Organizations and the Dean of Student Services, in case of University-Based Organizations upon recommendation of the Adviser, Department Chair/s and the College Student Affairs Coordinator concerned.
3. Student or campus organizations can only be established if their purposes are not contrary to law, morals, good custom, public policy or public order as well as the mission-vision statement of the University.

4. Membership to student organizations should be voluntary and open to all students of the University or as prescribed in the Constitution and By-Laws of the respective organization.

B. Definition of Terms

1. The term 'student organizations' shall mean association, club, societies, councils, or any other form of organized group of students whose members are bona fide students of Bicol University
2. A University-Based Organization refers to student organization whose members belong to two or more colleges/units of the University.
3. A College-Based Organization refers to student organization whose members are exclusive to the college/unit.

C. Authority to Operate and Supervision of Activities

1. The University Committee on Accreditation or the College Committee on Accreditation shall authorize the establishment and operation of student organization upon compliance with the requirements prescribed under these guidelines.
2. The University Committee on Accreditation shall be composed of the Dean of the OSAS as Chairperson, the University Student Council Chairperson, and a University-Based Organization (UBO) Adviser as Members; the College Committee on Accreditation shall be chaired by the College Student Activities Coordinator, College Student Council President, and an adviser to be designated by the Dean as Members.
3. The Dean of the College shall have the authority to supervise and regulate the operations as well as the activities of all duly accredited college-based student organizations and the Dean of the Office of Student Affairs and Services for all the university-based student organizations, for the purpose of directing their resources and efforts toward the attainment of their goals and objectives.

D. Application for Accreditation

Any group of at least fifteen (15) students may form an organization and file application for accreditation as a new student organization. For this purpose, the following shall be required upon registration and every semester thereafter:

- Accomplished BU-F-OSAS-18 in triplicate copies;
- A copy of the constitution and by-laws of the organization signed by all officers, members and adviser/s of the organization;
- A list of the founding officers, members and adviser/s of the organization;
- A detailed program of activities for two (2) semesters; and
- A flyer of the organization



Existing student organization (CBO's & UBO's) shall renew its authority to operate within thirty (30) days after the start of regular classes during the first semester of every school year. The failure of any organization to secure accreditation as provided herein shall be considered as a sufficient cause for the cancellation of its name from the Official List of Student Organizations. The following are the required documents:

- Accomplished BU-F-OSAS-18 in triplicate copies;
- A copy of the amendment of the constitution and by-laws of the organization signed by all officers, members and adviser/s of the organizations, if any;
- Updated list of the officers, members;
- A detailed program of activities for two (2) semesters;
- Accomplishment Reports for two (2) semesters of last school year
- Audited Financial Reports for two (2) semesters of last school year based on their program of activities;
- Recent flyer of the organization;
- Photocopy of the bank book;
- Evaluation every after activities conducted; and
- Such other documents as may be required under the school rules and regulations.

E. Organization's Constitution and By-Laws

The provisions of the constitution of any student organization shall conform to the existing rules and regulations of the University and the CHED and must include but not limited to the following:

- The official name of the organization;
- A detailed declaration of purpose of the organization;
- Duties and privileges of membership;
- Frequency of meetings;
- Procedure for the selection and removal of officers;
- The procedure for the selection and removal of adviser/s;
- Titles of officers, their duties and authority;
- A provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership;
- The procedures for decision-making in the name of the organization (must include the definition of a quorum);
- A provision on amendment process;
- A provision on "NO HAZING POLICY" and participation in activities on anti-sexual harassment, anti-drug abuse, and drug awareness and drug abuse prevention; other advocacies and
- The statement of affiliation with an extramural organization (if applicable).

F. Name Change

Any organization wishing to change the name under which it was originally recognized should submit a letter to the OSAS requesting that the organization be recognized under the new name. The letter should indicate whether the constitution will be altered, and should be signed by the president and the adviser/s.

G. Grounds for Denial of Accreditation

1. The application of accreditation of student organizations shall be denied on any of the following grounds:
 - a. Non-compliance with the requirements enumerated in seeking for and/or renewal of accreditation
 - b. Evidence showing non-compliance on the submission of documents required at the end of each school year by the OSAS.
 - c. Implementing/undertaking programs, projects or activities that are without prior approval of the University officials who are in-charge of the management and supervision of said organization.
 - d. Poor or unsatisfactory performance in carrying out its program, projects and activities in accordance with the goals and objectives of its constitution and by-laws.
 - e. Any violation of the organization's Constitution and By-Laws, school rules and regulations, CHED order, and other existing laws.
 - f. When the organization is inactive to undertake activities for two consecutive semesters.
2. An appeal may be filed by the organization to the College Dean in case of CBOs and with the Dean of the OSAS for UBOs within ten (10) days after receiving written notification. The written appeal must stat all reasons why the student organization does not accept the decision of the Committee on Accreditation.
3. The Dean of the OSAS or the College Dean may meet with the organization representatives and make his/ her recommendation to the President based on the information gathered. Written notification of the President's decision and any sanctions shall be sent to the organization within ten (10) working days after having received the appeal.
4. The decision of the University President is final. Any student organization, which does not seek or renew its recognition, shall not be allowed to operate and shall be subjected to the rule on disestablishment.

H. Loss of Accreditation

1. A student organization's accreditation may be dissolved or suspended by the Accreditation Committee if the organization is found to have violated the policies, rules and regulations of the University.
2. An appeal may be filed by the organization following the appeal process stated under G. Grounds for Denial of Accreditation above.



3. Any bona fide student, faculty member or official of the University may file written, sworn complaint against any student organization for violating the policies, rules and regulations of the University. Such complaint must be filed with the Accreditation Committee including the supporting documents or affidavits. If a formal hearing become necessary, the Unit/College/University Disciplinary Committee shall conduct the formal hearing and resolve the complaint accordance with the procedures set in this Handbook.

I. Classification of Recognized Student Organizations

1. **Fraternity/Sorority** – are organizations primarily engaged in the promotion of camaraderie and friendship with the distinction to uphold the maxims and virtues of their code of brotherhood.
2. **Academic** – are groups organized in furtherance of the subject matter or course, department, academic, and year level concerns.
3. **Political Groups** – an organization of people who share similar views about the way governance and power should be used and expressed in society. The organization actively participates in the promotion of the highest good, in the pursuit of social, economic and cultural development and in the attainment of a just and compassionate society.
4. **Socio-Civic** - are groups that actively engage in promoting the civic and social interests of their members. They operate primarily to provide service and mutual benefit to their community. Socio-civic organizations maintain the highest standards of public service and welfare.
5. **Lifestyle** - are group of people/students brought together by a shared advocacy that affirms adequate standards of living and promotes positive expressions of individual and collective creativity.
6. **Environmental** – are organizations engaged in enforcing the protection of public health and environment through the promotion of valuable resource conservation and recovery method.
7. **Spiritual/Religious** – are association/organization that actively promotes among their members the value of spiritual growth and the enrichment of faith. They provide activities that intend to rekindle spiritual bonds with the transcendent.

J. Privileges of Accredited Student Organizations

Student organizations recognized by the University have the privilege to:

1. Use the name of the University as authorized;
2. Use University facilities, services and resources for their activities according to established policies of university;
3. Request assistance and advisement from the OSAS;
4. Participate in University-sponsored programs designed to help student organization members develop better organizational and leadership skills;
5. Promote the organization and campaign for membership in all campuses;

6. Collect membership fees and dues and conduct fund raising projects; and
7. Sponsor student convocations and programs and invite outside speakers.

K. Criteria in Selecting a Student Organization Adviser

1. All recognized student organizations are required to have an adviser or set of advisers. In case there are two advisers, one of them shall be the senior adviser. In case there are three or more advisers, one of them shall be the Chairperson of the Board of Advisers.
2. Organization earn the right of freely choosing their adviser/s. it is expected, however, that all accredited organizations ensure that the following criteria are respected and met:
 - The adviser has an experiential background on the organization and can be considered a resource person who is willing to share knowledge in the development of the organization.
 - The adviser must be a part of the BU community and is serving the university on a regular and full time status.
 - Non-academic personnel who at least have the experience, knowledge, and expertise on student leadership and organization may qualify as an adviser upon the recommendation of the student organization.
 - No faculty member may become adviser of more than two (2) organizations.
3. The adviser must be willing to serve the organization for a minimum of one (1) year.
4. The adviser must be willing to serve the organization for a minimum of one (1) year.
5. The adviser is able to guide the organization particularly in achieving the goals and programs of the organization in a given year.

L. Responsibilities of the Adviser

The adviser/s of an organization has the following responsibilities:

1. Makes himself/herself available for consultation to all members and officers of the organization;
2. Attend meetings of the organization;
3. Assists in the planning of activities of the organization to ascertain that the activities are aligned with organizational objectives;
4. Be present or be with the members of the organization in their activities or when the organization goes out of the campus to represent the University;
5. Fosters unity and camaraderie among officers and members of the organization and
6. Oversee the financial management and accountability of students. The adviser must be co-signatory to any bank transaction entered into by the organization; and
7. Be held accountable, together with the officers, of the rules and regulations of the University.



M. Organization's Responsibility to the Adviser

The organization has the following responsibilities to its adviser:

1. To involve the adviser in the planning of program, events, activities, issues and concerns that affects the organization and to notify the adviser well in advance of the schedule of meetings and events.
2. To consult the adviser on matters involving contracts and other memorandum; and
3. To respect the opinion(s) of the adviser on issues which affect the welfare of the organization and its members as well as the prestige of the University.

N. Approval of Activities

1. All activities of Accredited Student Organizations whether on-campus or off campus are considered school-sanctioned. These activities must ensure the preservation of values and integrity upheld by the University. All leaders and members of accredited student organizations must abide by the policies and guidelines of the University.
2. Student organization should submit an activity proposal to the College Dean for approval in case of CBOs and the OSAS Dean for UBOs. The proposal must contain the funding requirements, the objectives, sample solicitation letter (if any), possible income that will be generated (if any), and other aspects of the activity such as venues, promotional materials and the like.
3. Any accredited student organization may be allowed to sponsor fund-raising activity only upon prior approval in writing by the College Dean/OSAS Dean. Solicitation from individuals or firms within or outside the campus shall need the permission or endorsement from the Dean of the College/OSAS.

O. Publicity Regulations

1. All student organizations must observe the following specific regulations in their promotional activities:

- a. All posters or written announcements on campus shall bear the stamp of approval of the CSAC/Dean of the Office of the VP for Planning and Development. Banner, billboard, flyer, newsletter or any printed matter may be displayed or circulated in the University campuses and premises only upon prior approval of appropriate university officials.
 - b. Posters may be placed only on designated bulletin boards and spaces.
 - c. Posting of advertisement of companies and outside institutions may be approved if they have a direct bearing on the welfare of the students and are not contrary to the University policies.
 - d. It is the responsibility of the concerned organization to remove their posters, banners, billboards and similar materials the day after the last day of the activity.
2. Any organization that violates the above regulations shall be subject to disciplinary action.

P. Accomplishment and Financial Reports

1. At the end of the semester, all recognized student organizations must submit their respective accomplishment and financial reports to the College Dean through the College Student Activities Coordinator or to the Office of Student Affairs and Services for clearance and renewal.
2. Financial report should be accompanied with proof of purchase (i.e. official receipt, sales invoice, acknowledgement receipt) and proof of acceptance (i.e. delivery report).
3. Receipts printed on thermal paper must be photocopied immediately upon concluded transaction.

Q. Student Organization Clearance

1. The University shall require the officers of student organizations and student councils to secure a clearance from money or property accountability from the school authorities concerned. This clearance shall be an additional clearance to the existing student clearance as a requirement for enrollment or for graduation as the case may be.
2. Officers of dissolved student organizations, whether the dissolution is voluntary or otherwise, shall be required to secure a clearance from money or property accountability from the school authorities concerned.
3. Funds of dissolved organization shall automatically be transferred to the CSC fund in the case of CBOs and to the USC fund for the UBOs.

R. Miscellaneous Rules

1. All amendments to the Constitution and By-Laws of any student organization are subject to the approval of the Office of Student Affairs and Services as recommended by the Adviser(s) and Dean/s concerned.
2. Other subsequent and supplementary rules and regulations promulgated by the University shall be effective upon the date of their adoption.
3. Directives, prescriptions and regulations issued by CHED shall be effective on the date prescribed.

The University Student Council

This body is the official governmental organization for all Bicol University students. It serves the community by assisting with issues and problems involving students and the Bicol University community. It provides channels of communication between the students and the University. In order to guarantee effective and successful communication, all students are encouraged to vote for the representative of their choice each year and to seek any elected or appointed position, if they meet the established criteria. Membership consists of an elected chairperson who likewise serves as the student regent representing the student body in the board meetings, internal and external vice-chairpersons, a



secretary-general and his/her deputy, a finance manager and his/ her deputy, an auditor, a business manager and a public information officer.

The University and College Student Publications

Pursuant to R.A. 7079 or the "Campus Journalism Act of 1991," the University recognizes the importance of a free press in its support of the existence and operation of university, college and department-based student publications. Particularly, it respects the independence of these publications as well as their role in proper information dissemination among the students of the University.

The official student publication of the University is the Bicol Universitarian, known also as "Unibe" while the different colleges and departments within them may also have their own student publications, governed by their respective editorial policies, and with the supervision of a technical adviser.

III. STUDENT RELATED UNIVERSITY POLICIES AND PROCEDURES²³

Guidelines in Planning and Conducting Off-Campus Student Activities and Other Student Events

Curricular activities are required off-campus activities and are an integral part of the institutional program. Since scheduled off-campus activities are part of the regularly scheduled class time, all students are expected to attend the said activities, such as:

- A. **Educational Tours** - refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution that last for more than one (1) day, and involve relatively more places of destination than a field trip in accordance to specific degree program requirements.
- B. **Field Trips** - refer to off-campus learning activities of relatively shorter duration usually lasting only one (1) day and with fewer places of destination involving mobility of students outside the premises of the institution with the supervision of authorized personnel.
- C. **Field Study/ Experiential Learning/ Related Learning Experience** - refers to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities are learning as curriculum delivery.

Non-Curricular Activities - refer to off-campus activities that are considered as no curricular or non-program-based activities, and are left to the discretion of the University for the strategies of implementation as long as the safety and security of the students are ensured. The following are:

- A. Mission-based activities (e.g., retreat, recollection, etc.);
- B. Conventions, seminars, conferences, symposiums, trainings and team building
- C. Volunteer work include peer helper programs, relief operations, community outreach and immersions

²³ BOR Resolution No. 206 s. 2017

- D. Advocacy projects and campaigns
- E. Participation to sports activities
- F. Activities initiated by various recognized student groups
- G. Inter-school competitions/ tournaments
- H. Culture and art performances and competition

General Guidelines in the Conduct of Off-Campus Activities

1. As a general principle, off- campus activities should be undertaken in periods wherein there will be minimal disruption of classes and should not severely affect the conduct of classes in other subjects taken by participating students.
2. To protect all parties, all students participating in off-campus activities whether curricular or non-curricular should secure parents permit and should be covered by a group insurance.
3. All off-campus activities should be approved by concerned University official as stipulated in this order.

All off-campus intra-curricular activities should be approved by the President through the VPAA following the procedures as stipulated in the Specific Guidelines.

All these activities (both the CSC and the USC) should be presented in a proposal indicating all funding requirements, the objectives and the possible income that will be generated, if any. In the absence of a proposal, requests for the conduct of a particular activity shall be automatically denied.

4. All off-campus activities should be presented in a proposal indicating the rationale, the objectives, and list of key participants and their corresponding documents as stipulated in this Administrative Order; Safety and security details/ preparations and protocol, budgetary requirements, fund source and possible income that will be generated, if any. In the absence of a proposal, requests for the conduct of a particular activity shall automatically be denied.
5. Planning and organizing an off-campus activity is the responsibility of the faculty handling the course and should be in accordance with the existing CMO.
6. All off-campus activities of students shall be approved in accordance with the existing policies of the University.
7. Non-participation of students in off-campus activities should not result to an incomplete grade or failing mark. If the student cannot participate because of valid reason, alternative activities should be required from them that will approximate the learning gained from the said off-campus activities.
8. All OJT/Practicum of students shall be approved by the University President through the Office of Student Affairs and Services for information/evaluation/endorsement.
9. All co-curricular activities should be coursed through the Office of Student Affairs and Services for information/ evaluation/ endorsement.



10. All cases of personal misconduct or breaches of discipline committed by a student during the off-campus activity shall fall under the jurisdiction of the Dean of the colleges concerned.

Specific Guidelines

1. ***Excuse Letter for Affected Faculty Members*** - The designated faculty-in-charge should prepare an excuse letter addressed to the faculty members handling the classes of participating students duly noted and addressed by the Academic Dean/Director.
2. ***Adequate Preparation*** - The preparation for the conduct of the off campus activities should be started at least one month before the conduct of the activity. All papers must be finalized at least two (2) weeks before the scheduled departure.
3. ***Schedule Should Not Affect Examination*** - No off-campus activities should be scheduled two (2) weeks before the midterm and a month before the scheduled final examinations.
4. ***Availment of Transportation and Travel Agency Services:***
 - a. In cases where the services of an authorized transportation/travel agent/ operator will be availed of, bidding must be done with at least 3 operators/bidders to present their proposals before the parents, students and faculty in-charge for bidding purposes. Minutes of bidding shall be required together with the attendance of the parents/ stakeholders which should represent the majority.
 - b. For national off-campus activities, a transportation and/or travel agency service contract shall be executed between the University and Service Provider. The said contract should explicitly define the responsibility of the Service provider. The said contract should explicitly provide the Service Provider in cases of bus breakdown, accidents among others including the responsibilities of the Service Providers. The provisions of the contract must be explicitly discussed with the parents/stakeholders for their approval. Otherwise, the said contract is void from the start.
 - c. Contracting Third Party Service Providers in undertaking off-campus student activities should be governed by the guidelines of government agencies (such as LTFRB, LTO, DOT and the like and the existing CMO).
5. ***Adequate Number of Chaperons*** -The approving authority and the faculty in-charge should ensure that there are enough faculty members present to ensure the safety of the student-participants, specifically the ratio of 1 faculty in-charge per 35-50 student participants. Moreover, the said faculty in-charge should have a training in Basic First Aid/Safety, Emergency and Security/ or the like.
6. ***Public Address System*** - As much as possible, bull horn or portable public address system should be prepared to enable the faculty to address a large crowd effectively.
7. ***Bus Identification System*** -Each of the contracted buses should be labelled or numbered to facilitate monitoring of the faculty in-charge and for student use.

8. Roles of the Office of Student Affairs and Services

- a. Receive and process submitted documents;
- b. Provide checklist of participants vis-à-vis report of enrollment, insurance coverage, parents permit, etc.; and
- c. Endorse activity for approval of the University President through the Vice-President for Academic Affairs

Scope of Authority and Travel of Students

The guidelines of all concerned in reference to the local and foreign travel of students are subject to the existing CHED Memorandum Order (CMO) and Administrative Order.

1. Local Travel of Students

1.1 All travels of students within the region not exceeding seven (7) calendar days shall be decided upon by the concerned Dean or Director or his/her authorized representative, upon the recommendation of the College Student Activities Coordinator. However, educational tours/field trips and on-the-job trainings/affiliation/industry immersion shall be upon the recommendation of the College Student Activities Coordinator (CSAC) and the Office of Student Affairs and Services.

1.2 All travels of students within the region exceeding seven (7) calendar days up to one (1) month shall be decided upon by the Vice President for Academic Affairs, upon the recommendation of the concerned Dean or Director or his/her authorized representative and of the office of Student Affairs and Services.

1.3 All travels of students outside the region shall be decided upon by the University President upon the recommendation of the Vice President for Academic Affairs and the office of Student Affairs and Services and the College Dean/Director.

1.4 All travels of students under 3.2.1 to 3.2.3 shall be approved only upon compliance with certain requirements, which shall be validated/checked by the College Student Activities Coordinator/ Office of Student Affairs and Services, such as but not limited to parents' permit, insurance, itinerary of travel, and other requirements that the approving official may require.

2. Foreign Travel of Personnel and Students

2.1 Travels of other personnel and students for one (1) month or less, whether on official travel or official time, shall be approved by the University President, upon the recommendation of the concerned Vice President.



2.2 Travels of other personnel and students for a period exceeding one (1) month, whether on official business or official time, shall follow the appropriate issuances/circulars on the matter, such as CMO No. 22, series of 2013 – Revised Policies, Standards and Guidelines on Student Internship Abroad Program (SIAP).

Curricular Projects and Activities

These guidelines cover all students of Bicol University (including the Graduate School and the Integrated Laboratory School).

1. This section covers curricular projects, educational materials, and activities with students' monetary contributions or direct payment for acquisition of materials and is implemented as requisite for learning in a specific course.

This includes evaluated projects/activities and personally used materials such as but not limited to textbooks, workbooks, handout, laboratory kits and device, and protective equipment.

2. Curricular projects and activities should be included in the course syllabus with details on the cost limit and the sourcing of funds. The Instruction Committee of the college shall examine the merit for inclusion or necessity of such projects or activities to the course and recommend for appropriate action of the Dean. The activity or project cost shall be equated to its overall importance towards learning the course.
3. The university or any other faculty member or personnel has no claim to ownership of any materials paid or obtained through the services of the students. After the material has served its purpose, the students by virtue of ownership shall claim the material or the services at the proper time.

The faculty concerned or the school is duty bound to return to the students these materials. The concerned students may voluntarily waive the right to ownership in favor of the faculty, department or any other office in the University.

4. Materials paid by the student must be at cost.
5. Material donations as a result of project completion should be made voluntarily without prejudice and without bearing to the evaluation or credit to the performance of the student in class.
6. Whenever possible, an alternative activity or project as approved by the committee is provided in cases when the cost or mode of acquisition proves difficult or beyond the means of the student.

Prohibitions

For full and effective implementation of these guidelines, the following prohibitions shall be considered:

1. Specific off-campus activities shall not be made as a substitute for a major examination and shall not be used to compel students' participation in the said activity.

2. There should be no imposition of punitive measures upon the student who failed to attend/join the off-campus activities.
3. Conduct of off-campus activities shall not unduly benefit or accommodate any of the establishments owned by the University or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity in the conduct of the off-campus activities.
4. Exorbitant/excessive contributions required from student-participants to off-campus activities will not be allowed.
5. No Student shall participate in any off-campus activity if he/she is not enrolled and not physically fit to travel.
6. Side trips or additional trips not included in the itinerary are not allowed and shall be treated as a violation of the approved activity.



Appendix A
Summary of Supporting BOR Resolutions and Admin Orders

Title	Corresponding BOR Numbers
Mission	R.A. 5521, Sec. 3.0
The Governing Board	R.A. 8292
The Administrative Council	BU Code of 2016
Representation of Students in Governing Bodies	CHED M.O. No.3 s. 2001 & R.A. 8292
Transfer Students	BOR Resolution No. 88 s. 2003
Undergraduate Foreign Students	BOR Resolution No. 36 s. 2014; no. 15. S. 2015
TERTIARY LEVEL (Academic load)	BOR Resolution No. 26 s. 2011
Maximum Residence Rule	Section 6.C, R.A. 10931
Grading System	BOR Resolution No. 89 s. 2006
Opening of Tutorial Courses on Cost Recovery Basis	BOR Resolution No. 051 s. 2001 & No. 65 s. 2006
Financial Information	BOR resolution no. 315 s. 2018; R.A. no. 10931
Student Affairs and Services	BOR Resolution No. 112 s. 2016
The student support services are: (1) those that relate to student welfare, (2) student development, and (3) those that relate to institutional programs and services. ²³	CMO No. 9, s. 2013
Scholarships and Financial Assistance *General Policies	BOR Resolution No. 40, s 2000
University Athletes	BOR Resolution no. 14 s. 2012
Members of the University Band	BOR Resolution No. 94 s. 2006
Members of the University Cultural Groups	SECRETARY'S CERTIFICATION No. 47, s. 2018
Other Researchers (External Researchers)	BOR Resolution No. 018, s. 2008
Hazing of Any Variety Inside or Outside the Premises of the Bicol University by any Fraternity/Sorority or Individual or a Group Representing and Accredited BU Organization	RA 8049, Sec. 1
Photo or Video Voyeurism	RA 9993, Sec 3(d)
Sexual Harassment	Sec.2, Bicol University Rules and Regulations in Administrative Cases of Sexual Harassment and Similar Offenses
Stalking	Modified definition taken from R.A. No. 9262
Student Related University Policies and Procedures	BOR Resolution No. 206 s. 2017

²³ CMO No. 9, s. 2013

Appendix B
 Checklist of Requirements
 For CMO No. 23, s. 2009- Guidelines for Student Internship
 Program in the Philippines for All Programs with Practicum Subjects

Requirement	Attachments
1. HEI must execute MOA with Host Training Establishment (HTE) duly notarized	Copy of the duly notarized MOA
2. HEI must develop a Training Manual or Plan which shall be part of the Training Contract signed by the Trainee and co-signed by the parent/guardian	Training manual/Plan Syllabus Training Contract
3. Monitor and evaluate performance of the student trainees based on the prescribed Training Manual or Plan	Evaluation Sheet Criteria for Grading
4. Conduct general orientation for qualified student trainees and their parents/guardian	Notice of orientation Minutes of the orientation conducted Attendance of the participants
5. Set criteria on the selection of a faculty practicum coordinator per program for all aspects of the student internship programs including program implementation, monitoring & evaluation.	Copy of the designation of the faculty coordinator
6. Student Trainee must be enrolled in a practicum or equivalent subject.	Certification from the College Registrar that student is officially enrolled and has completed all academic requirements prior to OJT/practicum/affiliation.
7. The trainee shall be physically, mentally, and emotionally fit as contained in the physical & psychological examination certified by DOH accredited clinic & hospitals.	Medical Certificate duly certified by the University Physician or DOH accredited clinic & hospitals.
8. Has consent from Parents/guardian.	Parent/guardian consent duly notarized



APPENDIX C

List of Externally-Funded Scholarships

1. Andres P. Tamayo Scholarship Financial Inc.
2. Bicol National American Association (BNAA)
3. Cagsawa Rural Bank
4. CHED
 - Cash Grant for Medicine Students
 - Full-Merit Scholarship Program
 - Half-Merit Scholarship Program
 - Grant-in-Aid "Tulong-Dunong" Scholarship Program
5. DA Competitiveness Enhancement Fund Executive Committee (DA-ACEF Execom)
6. Dean Arsenio Mirabueno Scholarship Program
7. Department of Science & Technology (DOST)
8. Luis Co Chi Kiat Foundation, Inc. (LCCKFI)
9. Masbate Gold
10. Melanie Condes Scholarship Program
11. Momentum Construction & Development Corporation
12. MORMS Batch 1974 Association Inc.
22. NAGAs Tertiary Scholarship Program
23. National Grid Corporation (NGCP)
24. Nicolas Relacion Scholarship Program
25. Philippine Business for Education (PBED)
26. Philippine Geothermal Production Company, Inc. (PGPC-CHEVRON)
27. PLDT-SMART Scholarship Program
28. Social Action Center-SEDP
29. Sunwest Care Foundation, Inc.
30. Tertiary Education Subsidy (RA 10931)
31. UCPB-CIIF, Foundation, Inc.

APPENDIX D

Actual fees to be collected from undergraduate students
per BOR Resolution No. 315, s. of 2018.

THE PRESCRIBED FEES* OF CHED PER R.A. 10931	DESCRIPTION OF FEES	AMOUNT (In Peso)	BOR APPROVAL	COVERAGE OF FEE (Per unit/ per semester)	FREQUENCY OF COLLECTION (Semestral/ yearly/once only)
1. Admission Fee	Processing and Application	P250	Res. No. 200, s.2017	Per semester	Once only
2. Entrance Fee	Entrance Fee	P125	Res. No. 18, s. 1989	Per semester	Once only
3. Registration Fee	Matriculation Fee	P10	Res. No. 200, s. 2019	Per semester	Semestral
	NSTP Fee	P262.5	Res. No. 85, s. 2002/ RA 9163	Per semester	Semestral
4. Medical and Dental Fee	Medical and Dental Fee	P20	Res. No. 16-A s. 2000	Per semester	Semestral
5. Library Fee	Library Fee	P50	Res. No.16-A, s. 2000	Per semester	Semestral
6. Athletic Fee	Athletic Fee	P40	Res. No. 10m, s.2000	Per semester	Semestral
	SCUAA Fee	P50	Res. No. 23, s. 2009		
	Swimming Pool Fee For All Students	P160	Res. No. 209, s. 2009		
	Swimming Pool Fee For PE Majors	P360			Once only
7. Guidance Fee	Guidance Fee	P50	Res. No. 10, s. 2004	Per semester	Semestral
	Psychological Testing	***	Res. No. 24, s. 2004	Per semester	Semestral
8. Cultural Fee	Cultural Fee	P20	Res. No. 80, s. 2016	Per semester	Semestral



9. Cultural Fee	Science Laboratory (Including Health & Science Lab)	P200	Res. No.80, s. 2006	Per unit	Semestral
	Technology Laboratory				
	Engineering Laboratory				
	Mathematics Laboratory				
	CADD Laboratory				
	Surveying				
	Architectural Design/ Drawing (manual)	P50	Res.No.29-C s. 2006	Per unit	Semestral
	Agricultural Technology	P50		Per unit	
	Nursing Laboratory	P200-400		Per unit	
	AVC/STA/ Journ (per subject)	P400		Per unit	
	Speech Laboratory	P300	Res. No. 62, s. 2011	Per semester	
	Animation	P4000-6000	Res. No.52, s.2011		
	Special-use Research Laboratory (per sem)	P500	Res. No. 29-C s. 2006		
10. Computer Fee	Internet Fee	P175	Res. No. 213, s. 2006	Per semester	Semestral
	Computer Laboratory	P200	Res. No. 2, s. 1996		Semestral
11. Development Fee	Publication	P20	Res. No. 2, s. 1996	Per semester	Semestral
	Graduation Fee	P25	Res. No. 9, s. 1995		Once only

*The said fees are subject for reviews after five years of implementation of R.A. No. 10931.²⁴

²⁴ R.A. 10931 Implementing Rules and Regulations

APPENDIX E

BICOL UNIVERSITY

APPROVED UNIFORM DESIGN



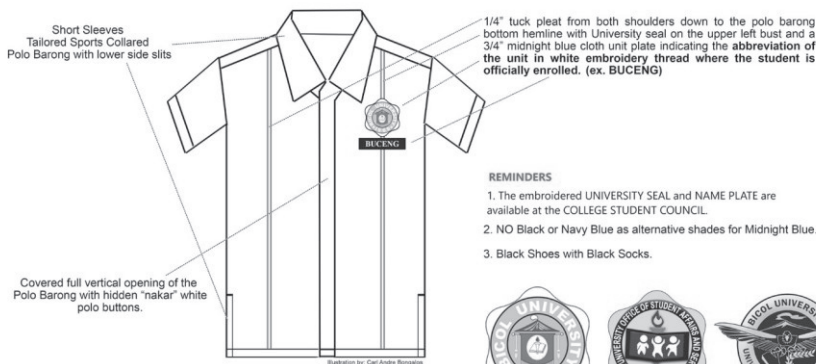
ILLUSTRATIONS BY JOHN LARRY S. RODA



OFFICE OF STUDENT AFFAIRS AND SERVICES
 BicolUniversityOSS
 (052) 480 - 0373

UNIVERSITY STUDENT COUNCIL
 BicolUniversityUSC
 09457936075

APPROVED MALE BU UNIFORM DESIGN AND SPECIFICATIONS



REMINDERS

1. The embroidered UNIVERSITY SEAL and NAME PLATE are available at the COLLEGE STUDENT COUNCIL.
2. NO Black or Navy Blue as alternative shades for Midnight Blue.
3. Black Shoes with Black Socks.



LOWER BODY:

Regular Straight Cut Pants

COLOR and RECOMMENDED TEXTILE

Upper Body
WHITE
 Peach Twill

Lower Body
MIDNIGHT BLUE
 Rottenberg Fine Wool/ Peach Twill

FOR MORE INFORMATION CONTACT OR VISIT:

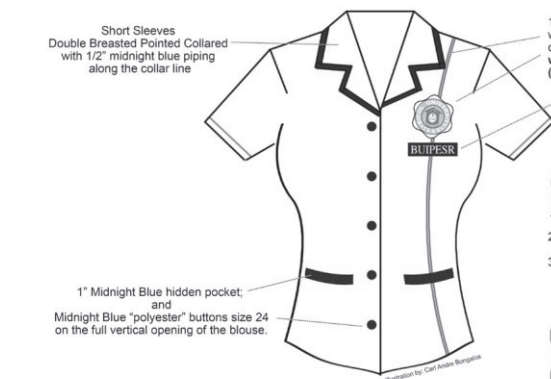
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UNIVERSITY STUDENT COUNCIL
 Facebook: BicolUniversityUSC
 09457936075



APPENDIX E

APPROVED FEMALE BU UNIFORM DESIGN AND SPECIFICATIONS



1/4" tuck pleat from shoulder down to the blouse bottom hemline with University seal on the upper left bust and a 3/4" midnight blue cloth unit plate indicating the abbreviation of the unit in white embroidery thread where the student is enrolled. (ex. BUIPESR)

REMINDERS

1. The embroidered UNIVERSITY SEAL and NAME PLATE are available at the COLLEGE STUDENT COUNCIL.
2. NO Black or Navy Blue as alternative shades for Midnight Blue.
3. Close black leather shoes with pumps.



LOWER BODY:

For degree programs that require formal training in the workplace dress code.	Pencil Cut Skirt with back overlapped slit at knee length
For degree programs not requiring formal training in workplace dress code	Regular Pencil Cut Pants

COLOR and RECOMMENDED TEXTILE

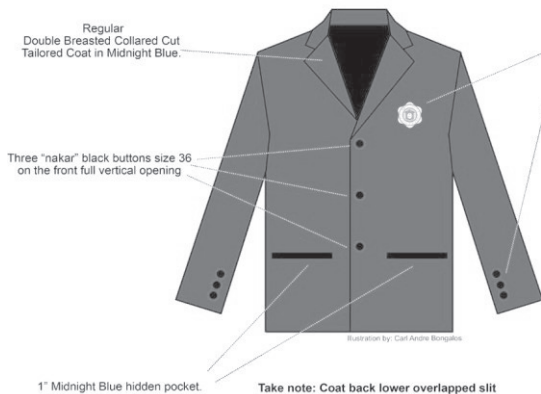
Upper Body	Lower Body
WHITE Peach Twill	MIDNIGHT BLUE Rottenberg Fine Wool/ Peach Twill

FOR MORE INFORMATION CONTACT OR VISIT:

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UNIVERSITY STUDENT COUNCIL
Facebook: BicolUniversityUSC
09457936075

APPROVED BU UNIFORM COAT DESIGN AND SPECIFICATIONS



University seal on the upper left bust

three "nakar" black buttons on both coat cuffs.

REMINDERS

1. The embroidered UNIVERSITY SEAL and NAME PLATE are available at the COLLEGE STUDENT COUNCIL.
2. NO Black or Navy Blue as alternative shades for Midnight Blue.
3. The University Coat will only be used in Special Occasions or it will serve as Gala Uniform



COLOR and RECOMMENDED TEXTILE



MIDNIGHT BLUE
Rottenberg Fine Wool/ Peach Twill

FOR MORE INFORMATION CONTACT OR VISIT:

OFFICE OF STUDENT AFFAIRS AND SERVICES
Facebook: BicolUniversityOSS
(052) 480 - 0373

UNIVERSITY STUDENT COUNCIL
Facebook: BicolUniversityUSC
09457936075

APPENDIX F

	UNIVERSITY – STUDENT CONTRACT REPLY SLIP	
<p>This is to certify that I have read, studied and fully understood the Bicol University Student Handbook and promise to abide by its principles and policies.</p>		
_____ Signature of Student over printed name	_____ ID No.	
_____ Year and Course	_____ Date Today	
_____ Submitted to (Name of Teacher)	_____ Class	
----- (DO NOT WRITE BELOW THIS LINE)		
Received by OSAS – SWSD Office:		
_____ Registered Guidance Counselor/ Faculty-In-Charge for Guidance Services	_____ Date Received	



BICOL UNIVERSITY HYMN

This is a school we wish to sing of
A school to honor and revere
A temple built by men of firmness
A mould for youth who walks with pride
for thee we'll always be united
Although we tread on distant lands
We shall cherish what you taught us
That you wholeheartedly gave forth.

Refrain:

Bicol University, burning torch of wisdom
Fount of courage, hope and love
Seat of truth and light.

Lyrics and Music: **Bobbie A. Garcia**

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APPENDIX F

 <small>CERTIFICATE NO. 107-850-08-1782</small>	UNIVERSITY – STUDENT CONTRACT REPLY SLIP	
<p>This is to certify that I have read, studied and fully understood the Bicol University Student Handbook and promise to abide by its principles and policies.</p>		
_____ Signature of Student over printed name	_____ ID No.	
_____ Year and Course	_____ Date Today	
_____ Submitted to (Name of Teacher)	_____ Class	
----- (DO NOT WRITE BELOW THIS LINE)		
Received by OSAS – SWSD Office:		
_____ Registered Guidance Counselor/ Faculty-In-Charge for Guidance Services	_____ Date Received	



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