



Office of the Vice President
for Academic Affairs

University System

MEMORANDUM

No. 008 s. 2019

- FOR : **DR. CONSORCIO S. NAMOCO, JR.** - Vice Chancellor for Academic and Student Affairs, USTP-CDO
- DR. GREG M. CUBIO** - Vice Chancellor for Academic Affairs, USTP-Claveria
- DR. DENNIS A. APUAN** - Dean, College of Science and Mathematics, USTP-CDO
- DR. OLIVA P. CANENCIA** - Dean, College of Science and Technology Education, USTP-CDO
- ENGR. JOCELYN B. BARBOSA** - Dean, College of Information Technology and Computing, USTP-CDO
- DR. RUVEL J. CUASITO** - Dean, College of Technology, USTP-CDO
- DR. LORY LIZA D. BULAY-OG** - Dean, College of Engineering, USTP-CDO
- DR. ALMA L. COSADIO** - Dean, College of Agriculture, USTP-Claveria
- DR. NUEVA D. SALAAN** - Dean, College of Arts and Sciences, USTP-Claveria
- ENGR. GRACE VERGIE P. NILLAMA** - Dean, College of Engineering and Technology, USTP-Claveria

DATE : March 27, 2019

SUBJECT : **Revisions on the Published USTP Student Handbook 2018**

1. In light of the university policy for continuous improvement and pursuant to CHED regulations, the following minor revisions have been applied to Title Two of the published USTP Student Handbook 2018. These revisions shall be incorporated into the final printed copy of the handbook to be disseminated to students:

Pages	Chapter/Article	Changed to	References
13-17	Chapter 10. Co-Curricular Activities The university recognizes the significance of exposing the students to industry culture, state of the art technology and the entire industrial environment through the conduct of educational tours and field trips that enhance/validate the theories	Chapter 10. Off-Campus Activities Art 1. Curricular Activities. Curricular activities are required off-campus activities and are an integral part of the instructional program. The university recognizes the significance of	CMO 104 CMO 63 CMO 22

<p>discussed in the classroom for better appreciation of a particular subject matter. The trips are categorized either as part of the curriculum, which is similarly treated as a subject or as a strategy which is a component of the syllabus.</p> <p>Art 1. Educational Tours and Field Trips. An educational tour is an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip (CMO 17, s 2012). A field trip is an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination (CMO 17, s 2012). Such activities are subject to the policies and procedures set by the University:</p> <ol style="list-style-type: none"> 1. Educational tours and field trips shall not substitute major examinations. 2. No educational field trips/tours shall be conducted less than a month after start of classes, one week before the Midterm Examination, and two weeks before the Final Examination. 3. In addition, no educational field trips/tours shall be scheduled and conducted during Accreditation Visit/Survey of Programs of the University by AACUP and other duly recognized accreditation agencies. This is because the faculty members are required to actively participate in all accreditation activities during the actual accreditation visit/survey. 	<p>exposing the students to industry culture, state of the art technology and the entire industrial environment through the conduct of educational tours and field trips that enhance/validate the theories discussed in the classroom for better appreciation of a particular subject matter. These immersion trips are categorized either as part of the curriculum, which is similarly treated as a subject or as a strategy which is a component of the syllabus. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.</p> <ul style="list-style-type: none"> • Educational Tours refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements. • Field Trips refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination. • Field Study/Experiential Learning/Related Learning Experience refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities requires substantial off-campus learning as curriculum delivery (CMO 63, s.2017). 	
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	<p>4. As much as practicable, educational tours and/or field trips shall be conducted within the city or near the university in order to minimize cost. The instructor/professor concerned shall as much as practicable exercise prudence relative to the number of days the trip will be conducted and the cost of the trip.</p> <p>5. When the educational tours and/or field trips require additional cost on the part of the students, prior consultation with concerned students shall be undertaken by the faculty.</p> <p>6. Only students who are officially enrolled in a particular subject shall be allowed to join the trip.</p> <p>7. Students who will be joining the educational tour/trip shall be required to submit parent's/guardian's consent. The consent form is available at the Office of the OSA Director.</p> <p>8. Field trips are <i>optional or voluntary</i>. Students who cannot join the trip due to financial and/or personal reasons <i>shall not be required</i> to have an alternative/equivalent/substitute activity.</p> <p>9. Students are accountable for classes missed during the field trip.</p> <p>Art 2. On the Job Training/ Student Internship Program. Pursuant to the university mandate of establishing industry-academe linkages and bringing students to the world of work, student Internship/OJT Programs aim to provide students with the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable establishments/industries in the country. Participation in such programs will require strict compliance with the conditions and requirements prescribed by the University. The USTP Immersion/Internship Programs shall</p>	<p>As per VPAA Memorandum No. 003 s.2019, the provisions of CHED CMO 63, s.2017 (Appendix VI) shall be complied with. The following policies and guidelines are underlined by the university:</p> <p>1. Educational tours and field trips shall not substitute major examinations.</p> <p>2. No educational field trips/tours shall be conducted less than a month after start of classes, one week before the Midterm Examination, and two weeks before the Final Examination.</p> <p>3. In addition, no educational field trips/tours shall be scheduled and conducted during Accreditation Visit/Survey of Programs of the University by AACUP and other duly recognized accreditation agencies. This is because the faculty members are required to actively participate in all accreditation activities during the actual accreditation visit/survey.</p> <p>4. As much as practicable, educational tours and/or field trips shall be conducted within the city or near the university in order to minimize cost. The instructor/professor concerned shall exercise prudence relative to the number of days the trip will be conducted and the cost of the trip.</p> <p>5. When the educational tours and/or field trips require additional cost on the part of the students, prior consultation with concerned students shall be undertaken by the faculty.</p>	
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<p>adhere to the provisions of RA 772, otherwise known as the “Higher Education Act of 1994”, and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated November 7, 2017, “Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all programs,” amending CHED Memorandum Order (CMO) No. 23, s. 2009, “Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject.” To undergo this program, a student should possess the following minimum requirements:</p> <ol style="list-style-type: none"> 1. The trainee must: <ol style="list-style-type: none"> a. be at least 18 years old; b. have passed pre-practicum requirements; c. have completed all prerequisite subjects and be in good academic standing; d. be physically, emotionally and mentally fit as indicated in the results of the physical and psychological examination certified by the University Physician and Guidance Counselor, respectively; and e. Present parents/guardian consent. 2. Transferees who have graduated or completed another degree program and are enrolled in a second program must complete at least two semesters with 12 units of professional subjects per semester in the university before undergoing internship. 3. A general orientation shall be conducted with student trainees and their guardians/parents before the deployment of students. <p>Section 1. Procedures for Local OJT/Internship:</p>	<ol style="list-style-type: none"> 6. Only students who are officially enrolled in a particular subject shall be allowed to join the trip. 7. Students who will be joining the educational tour/trip shall be required to submit parent’s/guardian’s consent. The consent form is available at the Office of the OSA Director. 8. Parallel learning experiences provided for students who cannot join the trips shall not be made as a substitute of a major examination or for the purpose of compelling students to participate in said activities. 9. Students are accountable for classes missed during the field trip. They should consult with their other instructors for possible make up classes/activities. <p>Art 2. Non-Curricular Activities refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the USTP for the strategies of implementation as long as the safety and security of the students are duly ensured (CMO 63, s. 2017). Students may be called upon to participate in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture) sponsored by the university as well as other schools and agencies. They may also be required to participate or perform in University system/campus events (e.g., Art and Culture group presentations). Approved policies and procedures for excused absences shall apply should missed classes be</p>	
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	<ol style="list-style-type: none"> 1. The OJT/SIPP Coordinator prepares an endorsement letter to the agency/institution endorsing the students who are to undergo an OJT/internship. This is duly signed by the Dean and submitted to the company one (1) month before the start of the semester. The student/OJT Coordinator shall seek confirmation of acceptance from the respective agency. 2. Students who will undergo OJT/Internship should be officially enrolled. Students who do not meet the requirements per evaluation of their grades or academic standing during enrolment shall not be allowed to undergo OJT/Internship. 3. The student submits a medical certificate as may be required by the company. 4. The OJT/SIPP Coordinator conducts an in-house orientation on the policies and procedures in the conduct of the OJT and distributes relevant forms and documents. 5. The OJT/SIPP Coordinator endorses students to the Dean and VCASA/VCAA for approval, after which s/he packages the following documents for submission and endorsement to the institution/agency: <i>Training Needs Form</i>, request letter for the conduct of OJT, <i>Memorandum of Agreement</i>, among others. 6. The OJT/SIPP Coordinator conducts regular monitoring of the OJT students or interns. 7. Assessment and Evaluation of the OJT is accomplished by 	<p>incurred from such participation. The letter of request/invitation from sponsoring/recommending external agency is submitted for approval through channels (Chair, Dean, OSA) to the VCASA for local events, to the Chancellor for national events, and to the University President for international events. Please refer to Appendix VI of this handbook for the specific guidelines and requirements. CMO 63 lists non-curricular activities as the following:</p> <ol style="list-style-type: none"> 1. mission-based activities (e.g., retreat, recollection, etc); 2. conventions, seminars, conferences, symposiums, trainings and teambuilding; 3. volunteer work including peer helper programs, relief operations, community outreach and <ol style="list-style-type: none"> a. immersion; 4. advocacy projects and campaigns; 5. participation in sports activities; 6. activities initiated by recognized various student groups; 7. interschool competitions/tournaments; or 8. culture and arts performances and competition. <p><u>Chapter 11. On the Job Training (OJT)/Student Internship</u></p> <p>An immersion scheme pursuant to the university mandate of establishing industry-academe linkages and bringing students to the world of work, student Internship/OJT Programs aim to provide students with the</p>	
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	<p>requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.</p> <p>8. A presentation of the <i>Narrative Report</i> may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.</p> <p>Section 2. Procedures for International OJT/Internship:</p> <ol style="list-style-type: none"> 1. The student submits a letter of intent to undergo international internship with supporting documents such as grades, Good Moral Character, ID pictures, written consent from parents/guardian, and photocopy of passport. 2. The OJT/SIPP Coordinator and a Selection Committee shall screen and rank the applicants based on their academic performance, attitude, physical, mental and emotional fitness, among others. 3. Shortlisted applicants submit for medical laboratory examinations to an accredited hospital/clinic. 4. The OJT/SIPP Coordinator provides the students with information packets/ forms to students (e.g., Visa application form, Terms and Conditions, Health Insurance form, etc.). 5. An Orientation and Pre-Internship Seminar attended by the Chancellor, the OJT/SIPP Coordinator, students and parents shall be conducted. Training expectations, guidelines, rules and regulations, course 	<p>opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable establishments/industries in the country. Participation in such programs will require strict compliance with the conditions and requirements prescribed by the University and government regulations. The USTP Local Internship Program Manual (Appendix VII), which includes procedures and guidelines, is adapted from CHED CMO 104, s. 2017 (VPAA Memorandum No. 001 s.2019).</p> <p>For international OJT/Internship, the university shall comply with CMO 22, s. 2013 or the “Student Internship Abroad Program” (SIAP) in Appendix VIII. Below, the procedures for international OJT/Internship:</p> <ol style="list-style-type: none"> 1. The student submits a letter of intent to undergo international internship with supporting documents such as grades, Good Moral Character, ID pictures, written consent from parents/guardian, and photocopy of passport. 2. The OJT/SIPP Coordinator and a Selection Committee shall screen and rank the applicants based on their academic performance, attitude, physical, mental and emotional fitness, among others. 3. Shortlisted applicants submit for medical laboratory examinations to an accredited hospital/clinic. 4. The OJT/SIPP Coordinator provides the students with information packets/ forms to students (e.g., Visa application form, Terms and 	
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	<p>requirements, etc. are discussed during the seminar.</p> <p>6. The OJT/SIPP Coordinator registers the qualified applicants and assists them in initial arrangements with the partner institute, visa application, and transportation reservations.</p> <p>7. The Chancellor endorses the student interns with accompanying documents to the CHED Regional Office for evaluation and approval.</p> <p>8. The OJT/SIPP Coordinator submits to the CHED Central Office a notarized letter of request for endorsement signed by the Chancellor with the required documentations:</p> <ol style="list-style-type: none"> a) Duly notarized MOA specifying the HTE's obligations/responsibilities including the assurance of full responsibility over the students while having their internship abroad. b) List of students intending to undergo internship with their documents: <ul style="list-style-type: none"> ▪ Notarized Application letter ▪ Transcript of Records w/ seal ▪ Passport (Photocopy) ▪ Training Permit issued by host country ▪ Medical Certificate (original) ▪ School Certificate of Student's eligibility ▪ Flight Details <p>9. Prior to departure, an endorsement signed by the Chairperson is submitted to the Bureau of Immigration for the student's clearance.</p> <p>10. The OJT/SIPP Coordinator regularly monitors the status of the student intern.</p>	<p>Conditions, Health Insurance form, etc.).</p> <p>5. An Orientation and Pre-Internship Seminar attended by the Chancellor, the OJT/SIPP Coordinator, students and parents shall be conducted. Training expectations, guidelines, rules and regulations, course requirements, etc. are discussed during the seminar.</p> <p>6. The OJT/SIPP Coordinator registers the qualified applicants and assists them in initial arrangements with the partner institute, visa application, and transportation reservations.</p> <p>7. The Chancellor endorses the student interns with accompanying documents to the CHED Regional Office for evaluation and approval.</p> <p>8. The OJT/SIPP Coordinator submits to the CHED Central Office a notarized letter of request for endorsement signed by the Chancellor with the required documentations:</p> <ol style="list-style-type: none"> a.) Duly notarized MOA specifying the HTE's obligations/responsibilities including the assurance of full responsibility over the students while having their internship abroad. b.) List of students intending to undergo internship with their documents: <ul style="list-style-type: none"> ▪ Notarized Application letter ▪ Transcript of Records w/ seal ▪ Passport (Photocopy) ▪ Training Permit issued by host country ▪ Medical Certificate (original) 	
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	<p>11. Assessment and Evaluation of the OJT is accomplished by requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.</p> <p>12. A presentation of the Narrative Report may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.</p> <p>Art. 3. Immersion Program. In compliance with the university’s mission to “bring the world of work (industry) into the actual higher education and training of students,” the USTP Immersion Program is an enhanced system merging faculty and student immersion incorporated into the learning activities within single or multiple courses. Immersion learning is environment-related and is generally defined as an integration of academic and professional training employing multiple learning methods including action- and/or context- and problem-based learning.</p> <p>Chapter 11. Extra-Curricular Activities</p> <p>Art. 1. Students may be called upon to participate in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture) sponsored by the university as well as other schools and agencies. They may also be required to participate or perform in University system/campus events (e.g., Art and Culture group presentations). Approved policies and procedures for excused absences shall apply should missed classes be incurred from such participation.</p> <p>Art.2. The letter of request/invitation from sponsoring/recommending external agency is submitted through channels (Chair, Dean, OSA) to the VCASA for local events, for approval of the Chancellor for national events,</p>	<ul style="list-style-type: none"> ▪ School Certificate of Student’s eligibility ▪ Flight Details <p>9. Prior to departure, an endorsement signed by the Chairperson is submitted to the Bureau of Immigration for the student’s clearance.</p> <p>10. The OJT/SIPP Coordinator regularly monitors the status of the student intern.</p> <p>11. Assessment and Evaluation of the OJT is accomplished by requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.</p> <p>12. A presentation of the Narrative Report may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.</p>	
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	and of the University President for international events.		
20	<p>Chapter 14. Grades</p> <p>Article 2. Posting of Grades</p> <p>Students' grades are posted by the faculty in the University Information System (PRISM) according to the following schedules: For regular semesters, two weeks after the conduct of the Midterm Examination; and one week after the conduct of the Final Examination. For the Summer Term, one week after the final exam.</p>	<p>Changed to:</p> <p>Art. 2. Posting of Grades.</p> <p>Students' grades are posted by the faculty in the University Information System (PRISM/EIS) according to the published academic calendar.</p>	

2. For your information and guidance.



MARIA ELENA L. PAULMA, Ph.D.
Vice President for Academic Affairs