

University of Perpetual Help –
Dr. Jose G. Tamayo Medical University

Student Handbook

AY 2018-2019 TO AY 2020-2021

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I. INTRODUCTION

A. Foreword

Welcome to the **University of Perpetual Help System**. You are now part of the **Perpetualite Family**, and it is a pleasure to be of service to you. Your University is giving its best in the delivery of effective and efficient education systems. This conviction is anchored on our quest for excellence in academics and technology generation through research, community partnerships and industry linkages. We invite you to take part in the process of creating, enhancing and sustaining our University atmosphere.

This is your handbook. The provisions in the Handbook shall apply to all students of the Medical University. It is our hope that it will guide you during your stay in our University. It will help keep you well-informed of your rights and privileges, your duties and responsibilities, the policies and procedures, and rules and regulations to be followed and to be complied with. Therefore, the familiarization and mastery of the contents of this handbook is encouraged and necessary. Any new policies, amendments, or announcements posted on the bulletin boards of each respective college shall form part of this handbook.

CONGRATULATIONS! You are now a PERPETUALITE!

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MESSAGE FROM THE CEO/PRESIDENT OF THE UPH-SYSTEM

Dear Fellow Perpetualities,

Welcome to your new Home. We are honored that you have chosen to become a member of the Perpetualite Family.

It is a special gift you have given yourself – you have a school that is committed to learning, high ideals, and service to country. I would like to assure you that the University of Perpetual Help System will be a happy place for you, a home where you will find learning challenging as you build new and strong friendships.

The gift comes with a price. That price is your commitment, your diligence, and your hard work as students and seekers of knowledge and truth. The prize is the most precious of rewards—the sense of fulfillment, pride and honor that only honest work can give. The University of Perpetual Help System will always be here to assist you.

Again, welcome! Feel at home and be the best that you can be.

Dr. /B. Gen Antonio L. Tamayo, GSC, FPCHA, PhD
President & CEO
JONELTA SYSTEM

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MESSAGE FROM THE CHANCELLOR

Dear Student,

Welcome to another milestone in your life—your stay at the UPH–Dr. Jose G. Tamayo Medical University.

I congratulate you and thank the Lord that you have chosen us.

The UPH-DJGTMU endeavors to provide quality education that arms you with the needed intellectual prowess, research capability, and clinical competence by mentors who are clinical experts and are role models of the Perpetualite virtues, namely: DEDICATION TO SERVICE, UNWAVERING DISCIPLINE, UNEQUALED ENTHUSIASM, UNQUESTIONABLE INTEGRITY, ENDURING LEADERSHIP, AND A PERPETUAL QUEST FOR EXCELLENCE.

We aim to transform you into skilled professionals by providing adequate and appropriate learning resources. We further believe that to be a well-rounded individual you should have a socially, emotionally, spiritually, physically, mentally, and psychologically healthy environment filled with well-balanced curricular and co-curricular activities.

“Lagi ninyo sanang ilagay sa puso, diwa, at isip na:
Ikaw, Ako, at higit sa lahat, Tayo – PAMILYA NG PERPETUAL!”

ARCADIO L. TAMAYO, M.D., MsEd., PhD OD
Chancellor & EVP DJGTMU
Board Member – UPH Jonelta System

B. History

The University of Perpetual Help System, committed to service in the forefront of education and health care, came into being out of the unselfish effort and untiring commitment of its founders: Dr. Jose de Guzman Tamayo and Dr. Josefina Laperal Tamayo. The desire to serve others was manifested at a very young age when Dr. Jose G. Tamayo dreamt of becoming a medical doctor. For him, it was the best way that he could serve his fellowmen. But when that dream became a reality, he realized that his best was not good enough. The services he rendered were so limited and only within the realm of his profession as a doctor. With an ardent desire to serve his fellowmen, his vision was to reach out to them through the setting up of an educational institution.

To fulfill the vision of our founder which is to address the medical needs of the rural folks, the College of Medicine and the Colleges of Health Sciences were established to take care of the education and training of future health care practitioners.

The College of Nursing opened its doors in 1976, initially offering a three-year course of Graduate in Nursing (GN). In the following year, a five-year program for the Bachelor of Science in Nursing replaced the three-year course. The clamor for reforms in all aspects of human endeavor paved the way for a compact but enriched community-oriented curriculum in 1984 that produced its first graduates four years later.

In 1978, the College of Medicine accepted its first batch of students which ushered in medical education in Laguna. Health Sciences saw its inception with the offering of the Physical Therapy course in 1980. The school realized the country's critical need for Occupational Therapy in 1985, thereby making it the first private school in the country to offer this course. The College of Medical Technology was founded in 1986. Soon, other health science courses were offered; Midwifery in 1987, Respiratory Therapy in 1988, Respiratory Therapy Aide in 1992, Pre-Dentistry/Dentistry in 1994, Pharmacy in 1995, Radiologic Technology and Certificate in Physical Therapy in 1996, and an Associate in Health Science Education in 1998.

The founders, Dr. Jose G. Tamayo and Dr. Josefina L. Tamayo, created an ideal partnership. Dr. Josefina was always at Dr. Jose's side, a partner in every undertaking until her early passing in 1987. As a fitting tribute, UNIVERSITY STATUS of the Perpetual Help System was granted by Commission on Higher Education on the natal day of Dr. Josefina Laperal Tamayo, on April 20, 1997. CHED Director Amelia Biglete handed Dr. Jose G. Tamayo the charter granting the Perpetual Help System university status for its three campuses - University of Perpetual Help Rizal, University of Perpetual Help System Laguna, and the University of Perpetual Help Medicine and Health Sciences (Dr. Jose G. Tamayo Medical University).

From its humble beginnings, the University of Perpetual Help System has now grown substantially. In July 25, 2012, the University was granted Autonomous Status in its quest for excellence through accreditation of its various programs.

The nature of the University of Perpetual Help System is a private non-sectarian institution. It advocates quality education in the formation of research-oriented professionals, committed leaders, and dynamic Christian citizens imbued with Perpetualite values.

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C. University of Perpetual Help System

i. Philosophy

“Character Building is Nation Building”

The University of Perpetual Help System believes that national and global development processes, contents, and end-results are predicated on the quality of education of its people. Towards this end, the institution is committed to the ideals of teaching, community service and partnership, and research.

The University believes in the full development of the Filipino as a leader, and a physically, intellectually, socially, morally and spiritually dynamic human being, committed to national development and to the achievement of the best quality of life.

ii. Vision and Mission

VISION

The University of Perpetual Help System is a premier University that provides unique and innovative educational processes, contents, end-results for the pursuit of excellence in academics, technology, and research through community partnership and industry linkages.

The University takes the lead role as a catalyst for human resource development, and continues to inculcate values as a way of strengthening the moral fiber of the Filipino individual, proud of their race and prepared for exemplary global participation in the realm of arts, sciences, humanities, and business.

It sees the Filipino people enjoying quality and abundant life, living in peace, and building a nation that the next generation shall nourish, cherish and value.

MISSION

The University of Perpetual Help System is dedicated to the development of the Filipino as a leader. It aims to graduate dynamic students who are physically, intellectually, socially and spiritually committed to the achievement of the best quality of life.

As a system of services in health and education, the University of Perpetual Help System is dedicated to the formation of Christian service- and research-oriented professionals and leaders in quality education and health care.

It shall produce Perpetualites who outstandingly value the virtues of reaching out and helping others as vital ingredients to nation building.

iii. Objectives

To contribute in the development of creative and innovative individuals and responsible citizens who value freedom, with the ability and courage to express their will and determination, and the capacity to overcome obstacles and solve problems for the general welfare.

To establish and develop an atmosphere of intellectual stimulation and freedom that will enhance the capacity and potential of the students to excel in their area of specialization.

To provide unique opportunities that will optimize the inner potential and capacity of every student.

iv. Core Values

- Perpetualite Identity
- Love of God, Self, Neighbor, and Country
- Value of Catholic Doctrines
- Academic and Professional Excellence
- Love of Country and Good Governance
- Peace and Global Solidarity
- Health and Ecological Consciousness
- Filipino Christian Leadership

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v. The UPHS Logo



The logo of the University of Perpetual Help System presents the image of The Mother of Perpetual Help which symbolizes the Christian precepts upon which the institution was founded and to which it adheres.

The twelve (12) laurel leaves stand for the twelve (12) children of the founders, Dr. Jose De Guzman Tamayo and Dr. Josefina Laperal Tamayo signifying the family's dedication to institutional development and to the future.

Inscribed in the border of the logo is the System's institutional motto: "Character Building is Nation Building", which expresses the encompassing commitment of Perpetual Help education to national development and progress.

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D. UPH – Dr. Jose G. Tamayo Medical University

UPH-DJGTMU MISSION

The University of Perpetual Help – Dr. Jose G. Tamayo Medical University (UPH-DJGTMU) is dedicated to:

Excellence in health education in the region, through **SCABUR**.

- **S**tudent Centered
- **C**ommunity Oriented
- **A**ccreditation Focused
- **B**oard Performance Honed
- **U**niversity Status Nurturance
- **R**esearch Directed

The University of Perpetual Help – Dr. Jose G. Tamayo Medical University is dedicated to the development of Perpetualites who are Catholic in doctrine, Christian in living, Filipino in character, and Perpetualite in virtues as vital ingredients to nation building. It aims to graduate dynamic students who are physically, intellectually, socially, and spiritually committed to the achievement of the highest quality of life.

As a University for health and education, the institution is dedicated to the formation of Christian service and research-oriented professionals, leaders, and citizens with great social concern and with commitment to the delivery of quality education and health care.

UPH-DJGTMU VISION

A premier University forming Christian, community-oriented, service-driven interdisciplinary leaders and health care providers perpetually rooted in responding to the needs of others in the local and global community. It shall provide a venue for the pursuit of excellence in academics, technology, and research through community partnership.

Specifically, the University shall take the role of catalyst for human development. It shall continue to inculcate values as a way of strengthening the moral fiber of the Filipino individual—proud of their race, prepared for exemplary global participation in the sciences.

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II. STUDENT MANAGEMENT

A. Collection and Use of Personal Information

The UPH Dr. Jose G. Tamayo Medical University (here known as the University) is committed to safeguarding your personal information pursuant to the provisions of the Data Privacy Act of 2012 (RA 10173). Your privacy is important to us and we want to assure you that the University holds all your personal information in the strictest privacy, while it allows us to provide the services you need.

The personal data supplied to the school is required for:

- Student enrolment
- Student registration
- Allocation of professors and resources to the University
- Examinations
- School administration
- To fulfill other legal obligations of the University
- To contact you or your parents for information and announcements as well as in cases of emergency

DATA ACCURACY AND TRANSFER

From time to time it may be necessary for us to transfer your personal data on a private basis to other juridical bodies (including the Commission on Higher Education). The University will not disclose your personal information to any third party. Unless required by law or a valid legal process, we will not share or intentionally release your personal information other than to you or your authorized representative/s to perform functions on your behalf. These functions may include processing of admissions and enrolment, responding to inquiries, and document requests. We take reasonable steps to ensure that they are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Any changes in your information may be requested through the Office of the Registrar.

PHOTOGRAPHS

The University maintains a database of photographs of school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial and historical record of University life. Photographs may be published on our school website, brochures, yearbooks, news publication, and other similar school-related production. If you wish for your photo not to appear on any of these, you may write to the SPS Director.

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B. Terms of Enrollment

1. Enrollment in the University is understood to be one semester or one summer session, each being considered as a term. For the College of Medicine a term means one year.
2. A student is considered officially enrolled in the University if he has submitted all required documents (institutional and legal/CHED requirements), has paid all prescribed fees, and has secured an official registration form (yellow form). Non-fulfillment of the above-mentioned requirements invalidates all class days attended and assessments completed.
3. Privileges granted by the University shall be enjoyed by students who are duly enrolled and have maintained their status as bonafide students during the term/semester for which they are enrolled.

C. Scholarship Policies and Guidelines

Students may apply, and if deemed eligible, may be awarded the following scholarships:

1. ENTRANCE SCHOLARSHIP FOR NEW STUDENTS

a. With Highest Honors

Entitled to One Hundred Percent (100%) discount on tuition fees for the first semester of their first year and must have a general weighted average of 1.25, with no grade below 1.5 to maintain the same privilege for the 2nd semester.

b. With High Honors

Entitled to Fifty Percent (50%) discount on tuition fees for the first semester of their first year and must have a general weighted average of 1.5, with no grade below 1.75 to maintain the same privilege for the 2nd semester.

c. With Honors

Entitled to a Twenty Five Percent (25%) discount on tuition fees for the first semester of their first year and must have a general weighted average of 1.75, with no grade below 2.00 to maintain the same privilege for the 2nd semester.

2. ACADEMIC SCHOLARSHIP

A student with regular full load for the semester and no record of disciplinary action may qualify for academic scholarship for the succeeding semester if he/she satisfies the criteria for the following:

a. FULL SCHOLARSHIP

A student may enjoy One Hundred Percent (100%) discount of the regular tuition fee for the semester if his weighted average grade (WAG) is 1.0 in all academic subjects with no grade lower than 1.25 in any subject.

b. PARTIAL SCHOLARSHIP

- i. Seventy Five Percent (75%) discount of the regular tuition fee for the semester if his weighted average grade (WAG) is at least 1.25 in all academic subjects with no grade lower than 1.5 in any subject.

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- ii. Fifty Percent (50%) discount of the regular tuition fee for the semester if his weighted average grade (WAG) is at least 1.5 in all academic subjects with no grade lower than 1.75 in any subject.
- iii. Twenty Five Percent (25%) discount of the regular tuition fee for the semester if his weighted average grade (WAG) is at least 1.75 in all academic subjects with no grade lower than 2.0 in any subject.
- iv. Five Percent (5%) discount of the regular tuition fee for the semester if his weighted average grade (WAG) is at least 2.0 in all academic subjects with no grade lower than 2.25 in only one (1) subject.

3. OTHER/EXTERNAL SPONSORED SCHOLARSHIPS:

Other forms of scholarships are made available for deserving individuals who are able to meet each individual scholarship criteria. More information on scholarships are available at the Admission and Information Office. Examples of these are:

- a) Athletic
- b) Iskolar ng Biñan
- c) Iskolar ng Laguna
- d) DOH
- e) DOST
- f) GSIS
- g) SSS

D. Cross Enrollment

1. A student of the University may be permitted by his Dean, in consultation with the Registrar, to cross-enroll in another institution of learning a maximum of 5 units. He may be granted the permit subject to the regulation of his maximum academic load. A cross enrollment permit is available at the Office of the Registrar and is required prior to enrollment to another institution.
2. Students of other schools may be allowed to cross-enroll in the University upon presentation of the permit to cross-enroll from the Registrar of the school of origin. The permit should indicate the subjects and the number of units the cross-enrollee can take.
3. The total subject load of the students shall not exceed the normal load requirements as indicated in the Manual of Regulations of the Commission on Higher Education (CHED).

E. Adding or Dropping a Course

1. Changing of a Program may be allowed with permission of the Dean and upon payment of fees within the period of enrollment. The student should file the required forms which may be secured from the Registrar's Office.
2. Students who intend to drop a subject/course during the semester should accomplish the form prescribed for this purpose within the first two (2) weeks from the first official start date of the semester to be considered officially dropped from the rolls or classified as authorized withdrawal (AW). Student must secure a new registration form.

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3. A student who incurs absences exceeding twenty percent (20%) of the required curricular hours will be automatically dropped from the rolls, shall be given a failing grade, and pay the tuition and school fees in full.
4. A student who applies for withdrawal from the Program shall be furnished his official credentials within thirty (30) days upon receipt of application by the Registrar's Office provided that:
 - a. He is not under investigation, suspended, or expelled;
 - b. He is eligible to transfer to another school;
 - c. He is cleared of financial and property responsibilities, and;
 - d. He has complete credentials on file with the Registrar's office.

F. Shifting to Another Program within the DJGTMU

1. A student who wishes to shift from one program to another within the UPH-DJGTMU shall accomplish a shifting form available at the Registrar's Office.
2. A student is allowed to shift from one program to another within the UPH Division if the following conditions are met:
 - a. Letter of consent from parents;
 - b. Approved shifting form from the Dean of the releasing College and the Dean of the accepting College, and;
 - c. Interview with the SPS Director or her appointed representative.

G. Refund of Fees

A student is understood to be enrolled for the entire semester or term. In line with the provisions of the Manual for Regulations of Private Schools, the following regulations regarding transfer and withdrawal are hereby implemented:

1. A student who transfers or otherwise withdraws in writing after the beginning of classes and who has paid the pertinent tuition and other school fees in part or in full is entitled for refund of the payments made subject to the following surcharge:
 - i. Before the start of classes, will be charged P500.00 processing fee.
 - ii. First Week from the start of the classes, will be charged 20% of the total Tuition Fee and a processing fee of P500.00
 - iii. Second Week from the start of classes, will be charged 50% of the total Tuition Fee and a processing fee of P500.00
 - iv. Beyond Second Week, will be charged the full amount for the entire semester.
2. Application for refund of fees and/or adjustment should be made at the Assessment Department promptly after dropping the course program. The date of the actual submission of dropping forms at the Assessment Office shall be the reckoning date for refund and/or adjustment purposes.

H. Attendance

1. TARDINESS – students are considered tardy if they are
 - i. Fifteen (15) minutes late after the start the class period
 - ii. If the student has incurred three (3) recorded tardiness in one grading period, he is considered to have incurred one (1) absence.
2. FAILURE DUE TO ABSENCES (FA) is issued to any student whose absences exceed twenty percent (20%) of the total class time per semester in any given subject.

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3. For three (3) or more consecutive absences a letter of explanation is required to be submitted to the Dean and duly noted by the same prior to re-admission to class.
4. EXCUSED ABSENCE due to medical reasons is granted upon presentation of a medical certificate issued by their physician and certified by the School Physician.
5. LEAVE OF ABSENCE (LOA) may be filed by a student who cannot complete the term due to reasons of health or finances.
 - a. Student shall write a letter requesting an approval of their leave to their Dean.
 - b. Students who fail to file a leave of absence with their respective Program shall automatically receive a failing grade.
 - c. The leave of absence (LOA) shall be in effect for a minimum of one (1) semester and maximum of two (2) semesters.
 - d. Re-enrollment of students who file a Leave of Absence
 - i. If the student files a Leave of Absence for health reasons, a certification of "fit to return" from the school physician shall be secured prior to his re-enrollment.
 - ii. For leave of Absence beyond one (1) year an interview/evaluation by the Dean concerned is required prior to his re-admission.
6. A student who has missed classes due to psychological or psychiatric difficulties must be cleared by a psychiatrist designated by the school before re-admission.
 - i. Student must present the medical certificate to the Guidance office for scheduling of clearance.
 - ii. Clearance from the school psychiatrist must be obtained.
7. Absences shall be monitored by the respective program Deans. Names of students who are habitually absent will be submitted to the Student Welfare Office for guidance and counselling. Parents or guardians may be informed of the absences and invited to a meeting with the guidance counsellor.

I. Requirements for Student Records and Credentials

1. Requirements for Graduation

- a. Application for graduation and clearance form must be obtained from, completed, and submitted to the Registrar's Office.
- b. An official transcript of record of all subjects taken in other schools must be submitted at least one semester before graduation.
- c. Only students who have submitted all the institutional and government (CHED) admissions requirements and a completed academic administrative clearance form shall be considered a candidate for graduation.

2. Transfer Credentials (including Honorable Dismissal)

- a. A student who desires to transfer to another school shall file a written petition to the Dean of the College signed by his parents or guardian.
- b. Once granted, the student must secure a clearance form from the Registrar's Office and submit the duly-accomplished Transfer form.
- c. Credentials will be released after 20 working days.

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3. Student Credentials

- a. A student may apply for student records and credentials upon confirmation of completion of academic, administrative, and financial clearance and is free from any monetary obligation.
- b. Credentials will be released after 20 working days.

J. Collection and Unauthorized Money Making Endeavors (Monetary or Otherwise)

1. Sale of dry goods/sundries, tickets, collection, or contribution in any form by any person (student, employee or non-employee) for any purpose, voluntary or otherwise, from the school, colleges, and university shall NOT be allowed except those approved by the Chancellor and properly posted on the University bulletin boards.
2. Sale of or collection for curricular requirements such as, but not limited to, textbooks, laboratory manuals, test papers, hand-outs, laboratory gowns, uniforms, t-shirts, and the like shall be through the University Supply Center only. Unauthorized transactions through students or University employees are not allowed.
3. All official collections shall be remitted to the cashier or to a duly authorized representative assigned by the Chancellor.
4. An SSC fee imposed by the Supreme Student Council for approved student activities will be collected.
5. Proper accounting and liquidation of all collected fees and contributions as permitted by law shall be made and kept as part of the records of any organization undertaking such collection and is a requirement for student and/or employee clearance.

K. Academic Load

1. One unit of credit is a one lecture-hour or three laboratory hours.
2. As prescribed by CHED, a student may enroll in the maximum number of units prescribed in the curriculum for that semester.
3. During a regular semester, only a graduating student shall be allowed to carry an overload in accordance with the rules prescribed by the University and CHED, and shall do so only with the permission of the Dean concerned and the approval of the Registrar.
4. In the summer term, no undergraduate student shall carry more than nine (9) academic units, and no graduate student shall carry more than twelve (12) units, provided, however, that no student shall carry more than one (1) laboratory subject. A student graduating in the summer semester can have a maximum load of twelve (12) units.

L. Examinations

1. Students are required to take all prescribed quizzes and periodic examinations as scheduled during the semester or term, i.e. Preliminary, Midterm, and Finals.
2. All students must be in complete uniform during scheduled periodic examinations.

3. Permits will be collected prior to taking a periodic exam. If a student is unable to secure a permit from the Assessment Office, he must proceed to the office of the VP of Finance, with the assistance of the Student Financial Advisor, to submit the necessary documents and secure a permit.
4. If a student is more than 15 minutes late for a scheduled examination, he will no longer be allowed to take the regular exam and will be subject to take the special exam.

M. Special Examinations:

1. The faculty schedules special examinations for periodic examinations one week after the major examination period. The process is as follows:
 - a. Fill out special exam form from the Dean's office and obtain necessary signatures.
 - b. Make payment for special exam at the cashier.
 - c. Present the receipt and the examination permit to the faculty.
 - d. Special exam is scheduled.
2. In case a student fails to take the scheduled special periodic examination, he will be given an incomplete grade and will be required to go through the grade completion process.
3. No make-up quizzes shall be given, both for excused or unexcused absences.
4. A score of zero is given to a student who incurs an unexcused absence during a quiz. For excused absence during a quiz, the student gets forty percent (40%) as base grade (individual program policies take precedence over this policy unless otherwise directed by the Chancellor).

N. Grading System

There are three grading periods in each semester, each carrying equal weight to be averaged at the end of the semester.

These are:

- i. Term 1 - Prelims
- ii. Term 2 - Midterm
- iii. Term 3 - Finals

The formula for computation of the semester grade is:

$$[\text{Prelims} + \text{Midterm} + \text{Final}] / 3 = \text{General Weighted Average}$$

The formula for computation of the term grade (unless otherwise prescribed by the Program): $\text{CS} + \text{PEE} = \text{Term Grade}$

CS = class standing (60% of term grade)

PEE = periodic examination equivalent (40% of term grade)

DISTRIBUTION OF GRADES

1. The following criteria shall be used in the computation of grades:
 - a. Major exams (Prelims, Midterm, Finals)
 - Seat work
 - Project
 - Decorum/deportment/behavior

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- b. Class standing which may constitute all or any of the following:
- Quizzes/Long Exam
 - Recitation
 - Attendance

*The percentage for each of the above criteria shall be determined by the Dean of each Program.

2. The Dean of each Program may determine the baseline of their standards for grading with the consent of the Chancellor.
3. A base grading system shall be followed for all subjects.
Refer to the individual Program Manuals for guidance.

O. Academic Honors

Undergraduates

DEANS LIST

Only regular students or students enrolled in all subjects as prescribed in the curriculum are qualified to be included in the Dean's list released every semester, advanced subjects (if applicable) included.

Graduating Students

SUMMA CUM LAUDE – A student who obtains a weighted average of at 1.249 to 1.0 in all academic subjects with no grade lower than 1.25 in any subject, and provided that all units required for graduation have been earned at the UPH- Dr. Jose G. Tamayo Medical University.

MAGNA CUM LAUDE – A student who obtains a weighted average of 1.499 to 1.25 in all academic subjects with no grade lower than 1.5 in any subject, and with a residence of at least six (6) regular semesters for a four-year course, eight (8) regular semesters for a five-year course, and nine (9) regular semesters for a six-year course immediately preceding graduation.

CUM LAUDE – A student who obtains a weighted average of 1.5 to 1.75 in all academic subjects with no grade lower than 2.0 in any subject, and with a residence of at least six (6) regular semesters, eight (8) regular semesters for a five-year course, and nine (9) regular semesters for a six-year course immediately preceding graduation.

Graduating students who do not qualify for the above-mentioned honors shall be awarded 1st, 2nd, or 3rd honor based on academic performance as decided by the Promotions Board. He must not have any grade lower than 2.25 and with a residence of at least six (6) regular semesters for a four-year undergraduate course, eight (8) regular semesters for a five-year undergraduate course, and nine (9) regular semesters for a six-year undergraduate course immediately preceding graduation.

SPECIAL AWARDS

Special awards such as leadership, community services, and the like, based on the respective College's criteria may be granted to any deserving student upon graduation and with no grade lower than 3.0.

- Dr. Jose G Tamayo Clinical Excellence
- Dr. Josefina G. Tamayo Leadership Award
- Community Service

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- Loyalty
- Professional Association Awards

College of Medicine

A Gold, Silver, or Bronze medal is awarded based on academic performance as decided by the Promotions Board. He must not have any grade lower than 80% in any subject, must have a residence of eight consecutive semesters, and not a transferee.

P. Classification of Student Status

1. Students are classified as Regular and Irregular.
 - a. A regular student is one who is registered for formal academic credits and who carries the full prescribed load for his program in the semester for which he is registered.
 - b. An irregular student is one who is registered for formal academic credits but carries less than the full load prescribed for his program in the semester for which he is registered.
2. A student's year level shall be based on the year level with the greatest number of units enrolled.

Q. Academic Probation

1. A student who obtains failing grades in at least 25% of his total unit load in any semester shall be issued a written warning by the College Dean and reminded to improve his academic standing.
2. A student who has been issued a written warning for two (2) successive semesters shall be automatically placed under academic PROBATION in the next semester of his enrollment.
3. A student on academic PROBATION shall be given limited study load as follows:
 - Not more than 15 units if his previous load was more than 15 units;
 - Load to be reduced by one subject if his previous load was 15 units or less.
4. A student on academic PROBATION who fails in one subject shall continue to be on academic PROBATION during his next enrollment with further reduction of his study load.
5. A student on academic PROBATION who fails in two or more subjects during his probation shall be denied admission to the program. He will be advised by the Dean and the Guidance Counselor on next steps.
6. A student who is placed on academic probation status may re-acquire his regular status after passing all the subjects he enrolled in during his academic probation period.

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7. A student who obtains failing grades in 50% or more of his total unit load in any semester or school term shall be denied admission to the program. The student may be admitted into another program under academic probation with the endorsement of his dean subject to the approval of the Chancellor.

R. Promotion and Retention

1. A student may only proceed to the next year level if he/she has completed all the requirements from the preceding year level.
2. Revalidating Exams - Students of the DJGT Medical University must take and pass an exam to qualify for the next curriculum level as defined by each Program.
3. A thru-level procedure shall be followed for student promotion:
 - a. The faculty shall assess a student's performance based on the results of his periodic exams and class standing.
 - b. An Academic Board composed of the Dean as the Chairman and professional faculty, shall meet at the end of the final exam period to decide on the academic standing of the students for each subject.
 - c. FOR THE COLLEGE OF MEDICINE: The Promotions Board for each level in each college, composed of a Chairman (year-level coordinator) and faculty from each College as members, shall meet one week after each grading period to decide on the academic standing of the students for each subject. The Promotions Board forwards their recommendations to the Academic Board. The academic Board of each College shall be composed of a Chairman (Dean) and subject chairs and subject secretaries. It meets to consider the recommendations of the Promotions Board concerning a student's academic status.
4. Appeals for re-computation of grades, reconsideration, or a change in a status should be put in writing to be addressed to the Academic Board or Promotions Board (Medicine). Appeals are subject to review by the board and approval of the Chancellor.

STUDENT CRITERIA based on Class Standing

1. Debarment (D)
 - a. Failure of 50% or more of the units enrolled in a semester
 - b. Failure of the same subject twice.
 - c. Failure of at least one subject for students on academic probation.

The Notice for Debarment is issued by the respective Program Deans.

2. Probation (P)
 - a. Failures of less than 50% to 25% of the units enrolled in a semester.
 - b. Failure of at least one (1) subject for students that have been issued a warning.
3. Warning (W)
 - a. Failure of less than 25% of the units enrolled.

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Note:

If half (50%) of a quarter (25%) of the units fall within a number in the midline, the next whole number shall be taken in to determine the student's status.

For Example:

Regular units	21
Failure of 21 to 11.....	D
Failure of 10 to 6	P
Failure of 5 to 1 unit.....	W

S. ACADEMIC REQUIREMENTS FOR GRADUATION

1. Only students who have successfully completed all subjects and requirements in their curriculum with zero deficiencies including FCL, P.E. and NSTP and have completed their administrative clearances are eligible for graduation.
2. Graduating students must pass the written and practical examinations administered by their respective Programs.
3. The requirement to take Pre-Board Examination/Revalidating Exams are to complete and pass the following in addition to passing all the regular subject requirements of their respective curricula:
 - a. College of Dentistry
 - Clinical Dentistry I, II, III and IV Requirements
 - Hospital Dentistry I and II
 - b. College of Pharmacy
 - Pharmacy Seminar
 - Internship I, II and III of the College of Pharmacy (Community, Hospital and Manufacturing)
 - c. College of Radiologic Technology
 - Clinical Education 1 & 2
 - d. College of Respiratory Therapy
 - Clinical Education 1 & 2
 - e. College of Medical Technology
 - Clinical Education 1 & 2
 - f. College of Nursing
 - NCM 106
 - NCM 107B
 - Intensive Nursing Practicum
 - g. College of Occupational Therapy
 - Internship 1 & 2
 - h. College of Physical Therapy
 - Internship 1 & 2
 - i. School of Midwifery
 - Clinical Practicum 101 A & B
 - Clinical Practicum 102 A & B

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4. A student may take the Revalidating/Pre-Board Examination up to three times per semester for all programs.
5. If after the third take the candidate has not passed the revalidating exam, pre-board exam, and comprehensive examinations, he will have to re-enroll in subjects required per program in the following semester and, if he re-takes and passes the above-mentioned examinations, will join the next batch of students graduating the following academic year.

T. Clinic or Hospital Affiliation

The UPH–Dr. Jose G. Tamayo Medical Center exists under the auspices of the UPH–Dr. Jose G. Tamayo Medical University. As such, the UPH - Dr. Jose G. Tamayo Medical center is intended to serve as the base hospital for all clinical trainings and other related clinical experiences for the university’s Medicine and Health Sciences Courses. The UPH–Dr. Jose G. Tamayo Medical Center, as the base hospital, shall provide the venue for the UPH–Dr. Jose G. Tamayo Medical University interns for their clinical experience and exposure requirements. During the exposure, with the supervision and monitoring of interns by the Clinical Instructors, the UPH–Dr. Jose G. Tamayo Medical University affiliates shall observe and follow all the rules, Regulations, and Guidelines of the Medical Center as stated:

General Policy

1. All student affiliates shall be governed by rules and regulations of the University of Perpetual Help–DJGT Medical Center and other affiliating centers.
2. All student affiliates are bound to abide by the guidelines and policies of the University of Perpetual Help–DJGT Medical University that is written in the student handbook.

Uniform

1. All student affiliates are required to attend to their Clinical Duties in the prescribed uniform. Please note that any form of jewelry (necklace, anklet, earrings, bracelet, and ring) is discouraged. For the College of Nursing, only a wristwatch with a second hand is permitted and required to be worn in the classroom and all areas of affiliation.
2. All student affiliates assigned to special areas, like the Operating Rooms, which impose sterility and protection, will be required to wear a scrub suit and laboratory gown. These will be issued by the university to provide proper identification from other health personnel of the Medical Center.
3. All student affiliates are required to wear their school ID on campus and during their clinical duty in the affiliating hospital. This must be presented to school and hospital authorities upon request. Failure to do so will require the student to submit a letter of explanation and should establish his/her identification to the hospital authority.
4. The hair of female student affiliates should not touch the collar of the uniform, if worn long it must be tied up and away from the face. Only colorless nail polish may be used. The hair of male students must be cropped and clean looking. Mustaches and beards are not allowed.

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5. Female student affiliates must be in the prescribed uniform, which may be worn with a white chemise or inner garment. Male students must be in the prescribed uniform, plain white undershirt (camisa de chino), and white socks.

Attitude and Decorum

1. Silence and order should be maintained inside the affiliating hospital and in their designated area during their hospital rotation. Loitering and smoking on university premises, unauthorized use of hospital facilities and resources and the like is not allowed.
2. Students are expected to behave appropriately, according to social norms, hence public display of affection, such as hugging and kissing their partner, or other intimate acts are not allowed.
3. Student affiliates are prohibited from bringing firearms or other deadly weapons (e.g. ice-picks or blades more than 1 inch long, explosives, etc.) within the affiliating hospital premises.
4. All student affiliates should be free from any form of intoxication, whether drug or alcohol. Possession of alcohol, prohibited drugs or chemicals such as LSD, heroin, marijuana, rugby, opiates, hallucinogens, or any regulated drug without proper prescription is not allowed and is qualified for immediate disciplinary action.
5. Any vandalism, destruction or breakage of hospital property due to the fault or negligence of a student affiliate, will be settled by the erring students, with guidance of the Medical University in the form of replacement or cash payment equivalent to the damage incurred by the student. This must be accomplished in order for the student to be able to secure his grades and clearance from the affiliating institution.
6. Gambling in any form and gross acts of disrespect in words or in deeds are strictly prohibited.
7. All student affiliates are not allowed to bring any property of the affiliating hospital outside its premises.

Attendance (subject to change dependent upon requirements of the affiliating centers)

1. Student affiliates are required to arrive on their scheduled time in. Tardiness fifteen (15) minutes thereafter is considered late. Tardiness of more than thirty (30) minutes is considered an absence. An accumulation of three instances of (3) tardiness is equivalent to one (1) absence.
2. Excused absence/tardiness. Absence due to accumulation of tardiness is regarded as "unexcused". Absence due to medical reasons as justified by a medical certificate upon approval of the authorized personnel, is regarded as "excused". Absences acquired during the affiliations are subject to "make-up" duties, to enable the student affiliate to complete the requirements of duty hours as agreed upon by the Medical University and the Medical Center.
3. Student affiliates should abide by the University's Policy regarding suspension of classes during typhoons or natural calamities.

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4. In case of absence due to unavoidable situations, the student affiliate should inform the clinical instructor/staff in charge ahead of the scheduled clinical duty.
5. Student affiliates are expected to stay in the hospital covering the prescribed number of hours as needed. They are also prohibited to go outside the premises of the affiliating institution during their clinical duty.

Hazards/ Accidents

1. In case of trauma and/or accidents, (such as accidental needle prick) the student affiliate should report the case to the Clinical Instructor or to the staff in-charge immediately.

III. STUDENT DISCIPLINE

A. General Directives

1. A student's registration at UPH-DJGTMU automatically binds him to all the rules, regulations, and traditions of the institution. The University reserves the right to dismiss a student at any time if his scholastic records and moral conduct prove that he has violated the rules and regulations of the University.
2. Prompt, exact, and courteous obedience is expected of a student at all times. He should obey authority rather than the person exercising authority; hence, even a student to whom authority has been delegated should be obeyed.
3. Although the University cannot be held responsible for a student's conduct outside the University premises, a violation of the code of conduct for actions outside the university may be a cause for dismissal. (e.g., in cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school).
4. If a student is proven guilty of serious moral faults, or if his conduct is found harmful to the best interest of the university, or if he has an unwholesome influence on fellow students, or if he is not amenable to advice, he is subject to strict disciplinary action.
5. If a student disregards the rules and regulations of the University by violating them, this may be a basis for disciplinary action. The disciplinary action will depend upon the nature and/or frequency of the offense, as mentioned in this handbook.

B. Code of Conduct

1. MAJOR OFFENSES
Refer to [Appendix E](#) for a list of major and minor offenses. These lists may be expanded as necessary.
2. MINOR OFFENSES
Refer to [Appendix E](#) for a list of major and minor offenses. These lists may be expanded as necessary.
3. SANCTIONS
The sanction(s) to be imposed for each offense shall be based upon the nature and/or gravity of the violation. A just and reasonable disciplinary action shall be rendered for any offense or violation.

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However, no cruel or physically harmful punishment shall be imposed or applied against any student. It is further provided that no disciplinary sanction shall be applied upon any student except for cause as defined in this handbook or in the Manual of Regulations for Private Schools (MRPS), and after due process shall have been observed.

3.1 Major Penalties. The three categories of disciplinary administrative sanctions for serious offenses or violation of school rules and regulations that may be applied upon an erring student are: Suspension, Exclusion and Expulsion. Section 77 of the Education Law and the Private Schools delineate the “Categories of Administrative Penalties”, thus:

3.1.1 Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year or term.

The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed schooldays for a school year or term shall be forwarded to the Commission on Higher Education (CHED) Regional Office concerned within ten days from the termination of the investigation of each case for its information.

A student under investigation of a case involving the penalty of expulsion may be placed under Preventive Suspension and barred from entering the school premises if the evidence of guilt is strong and the administrators are morally convinced that the continued stay of the pupil or student during the period of the investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life or persons and property in the school.

3.1.2 Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls, and transfer credentials are immediately issued.

A summary investigation shall have been conducted, and no prior approval by the CHED is required in the imposition of the penalty. The decision of the school on every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of one year in order to afford the CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

3.1.3 Expulsion is an extreme penalty on erring students consisting of their exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the CHED Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs such as marijuana. It is also imposed on students exhibiting drug dependency, drunkenness, hooliganism, vandalism, forging or tampering with school records or school forms, and other serious school offenses such as assaulting other students or school personnel, instigating illegal strikes or similar concerted activities resulting in the disruption of activities. Any other acts that cause the stoppage of classes or that prevent any other student or school personnel from entering the school premises and attending classes or discharging their duties will also warrant expulsion.

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The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the CHED Regional Office concerned within 10 days from the termination of the investigation of each case.

- 3.1.4 Any, or a combination of the above and the following disciplinary actions for major offenses may also be imposed on the student:
- a) Loss of privileges, such as loss of scholarship/student aid;
 - b) Disciplinary Probation;
 - c) Holding of records (that is, the student will not be allowed access to them);
 - d) Revocation of degree previously conferred; non-conferment of degree; and
 - e) deferral or withholding of degree, diploma, and/or certificate.
- 3.2 **Minor Penalties.** Any of the above sanctions, except expulsion or exclusion, may require a student to undergo the Discipline Formation Program (DFP), which shall be determined by the Ad hoc Discipline Committee, or SPS Head, as the case may be, and approved by the Chancellor.
- Sanctions for minor offenses.** Any, or a combination, of the following sanctions may be imposed on the student:
- 3.2.1 Submission of a letter of apology and/or a written explanation to all parties concerned.
 - 3.2.2 Rendering of reparative service.
 - 3.2.3 Attendance in seminars or workshops relevant to the specific violation.
 - 3.2.4 Any other sanction/s that may be deemed appropriate by the SPS Director.
- 3.3 **Other responses** that may be meted out for major offenses which may be considered less serious:
- 3.3.1 Sponsorship of and/or participation in projects or activities that aim to promote discipline on campus.
 - 3.3.2 In-school service (ISS), defined as a designated number of hours of volunteer or service/work to the university. A student may be offered an opportunity to complete a specified number of hours of work in lieu of other sanctions.
 - 3.3.3 Any other sanctions that may be deemed appropriate by the SPS Head or Discipline Panel/Board, whichever may decide on the case.

4. DUE PROCESS for MAJOR OR MINOR OFFENSES

The University carries out the following proceeding to come up with a fair and just disciplinary action for the erring party. Student discipline is a responsibility shared by the community members. College administrators, faculty, staff, student leaders, security and maintenance personnel, and all other employees are authorized to issue a Student Violation slip and confiscate a student's ID or Registration Form when the student is caught in the act of committing an offense.

- 4.1 The offense is reported to the Dean or Prefect of Discipline via the Student Violation Slip or incident report submitted by the person concerned. If reported to the Dean, he shall forward the case to the Prefect of Discipline for appropriate action.
- 4.2 In the event that a written complaint and/or Student Violation slip is filed, respondents shall be given three (3) working days within which to see the Prefect of Discipline for a case conference. Failure or refusal of the student

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concerned to appear before the SPS Director or the Prefect of Discipline despite due notice and without sufficient cause shall not suspend the investigation and resolution of the case.

4.3 The Prefect of Discipline conducts an initial investigation of the offense from concerned parties after which a determination of gravity of the offense is determined.

4.4 For minor offenses

4.4.1 Regardless of the penalty imposed, the student concerned will not be admitted to class, or their records will be withheld, if they fail to comply with the summons and/or requirements of the SPS Director or the Prefect of Discipline.

4.4.2 Counseling and application of sanction is accomplished.

4.4.3 Feedback is provided to the Dean and a report attached to the student's record.

4.5 For major offenses

4.5.1 A notice is issued to the student for a conference to present the incident.

4.5.2 The student who commits a major offense shall submit an incident report or a sworn affidavit to explain his/her side.

4.5.3 The Prefect of Discipline convenes a Disciplinary Board that will conduct a thorough investigation. The Disciplinary board is composed of the Prefect of Discipline, SPS Director, SSC President, Legal Officer, and any other person deemed necessary by the Chancellor.

4.5.4 Handling dispositions for major offenses. There are two ways that the Discipline Board may handle dispositions for major offenses:

a. Board Hearing. The Board Hearing is an administrative procedure that may be summary in nature without the elaborate rules of evidence and procedures imposed in a court of law. Thus, cross examination shall not be essential; however, clarificatory questions may be raised by the Chairman and by the members of the Board. The Board shall ensure that due process is duly satisfied. In the event that no additional evidence is submitted, the Board shall render judgment based on the merits of the substantial evidence presented and admitted.

The Board may continue to hear witnesses in the absence of the complainant, but at no time shall the presence of the respondent be dispensed with, unless the respondent fails to appear at hearings despite due notice. During the hearing, the complainant and the respondent shall be allowed to present their respective evidence. The complainant shall present first, followed by the respondent. Witnesses shall testify under oath. The Board shall proceed to evaluate the evidence and testimonies after all parties have finished with their presentation. The Chairman of the Disciplinary Board shall exercise complete control over the proceedings at all stages, using every reasonable means to ascertain the facts as expeditiously and objectively as possible, and without regard to technicalities of law or procedure, but always with regard to due process. Should a respondent admit to the charges against him, he shall be required to execute a written confession of guilt under oath and shall be made to appear before the Board to affirm their admission or confession. In such cases, formal proceedings may be dispensed with, and the Board will decide on the appropriate

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sanctions, which will be immediately enforced. The respondent's voluntary admission of guilt and request for the discontinuance of the formal proceedings will be noted on the case records. Regardless of the penalty imposed, the respondent shall not be admitted to class nor allowed to enroll or graduate without complying with the requirements of the Board/SPS. The Disciplinary Board submits its findings and recommendations to the legal officer. The legal officer reviews the case and formulates further recommendations to be submitted to the Chancellor. The Chancellor reviews the report and determines the verdict and sanction (if warranted). The report is attached to the student's record.

- b. Summary Proceedings.** The Discipline Board may summarily act upon the case at hand if the respondent executes a written admission of guilt. Whereupon, the hearing will be terminated as soon as the respondent answers the charges and the members of the Board are through with their clarificatory questions. Any penalty imposed in summary proceeding is final and immediately executory unless the Board delays the execution of the sanction for meritorious reasons.

4.6 Appeals Process

4.6.1 For Board Hearings:

- a. The decision of the SPS Director may be appealed to the Chancellor within a period of five (5) working days from receipt of the decision. The appeal shall not delay the execution of the penalty unless the Chancellor, in the exercise of discretion and considering the gravity of the offense and the circumstances of the complainant, orders the suspension of the execution of the penalty until the appealed decision has been resolved.
- b. Charges shall be expunged from the records and no sanction shall be served should the Chancellor find the respondent not guilty.

4.6.2 For Summary Action by the Board:

- a. Should the respondent find the decision of the Board unfavorable, he may file an appeal with the Office of the Chancellor within five (5) working days from receipt of the decision. The appeal must state the grounds and reasons for the appeal. Appeals not filed within the indicated period will render the decision of the Board final and executory.
- b. The Chancellor may convene an ad hoc committee to evaluate the grounds and concerns raised for the appeal.
- c. The decision of the Chancellor, when reviewing a case under this Section, is final and not open to appeals.
- d. Should the Chancellor find the respondent not guilty of the offense(s), the charge(s) will be deleted from the respondent's records, and his/her student rights restored.

C. Attitude and Decorum

1. Silence should be maintained especially in entering and leaving the classrooms and during class hours whether the faculty member is present or not.
2. If a teacher is late for class, students should wait quietly in the classroom. If after fifteen (15) minutes the faculty still has not arrived, a class officer should take the attendance of the class and submit it to the Dean's Office. The class is dismissed. Students must vacate the classroom once classes do not push through.

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3. During class hours, students should be attentive and cooperative and refrain from doing anything not connected with the lesson or perform any activity that may distract the class.

D. School Uniform and Dress Code

1. All students are required to attend their classes and clinical duties in the prescribed complete uniform assigned by each college/program. This includes a validated identification card, the official uniform prescribed by the program or college, and black leather shoes or white shoes (if required by the year level or program).
2. The official Medical University Friday Shirt must be worn every Friday unless otherwise directed by the Dean of the Program for specific activities.
3. Rubber shoes, Crocs-style shoes, slip-ons, sneakers, flip-flops, sandals, and the like are not allowed.
4. Unusual hairstyles, unnatural and brightly colored hair, heavy make-up, excessive jewelry and accessories, caps, hats, or bonnets worn inside the building are prohibited.
5. Visible tattoos (including temporary or "henna") are highly unsuitable. The student is advised not to acquire and/or display tattoos.
6. PE and NSTP uniforms are worn only during PE and NSTP class hours respectively. If students need to attend regular classes, they must change into their official school uniforms.

E. Student ID

1. To facilitate identification and assist in the safety and security of all individuals inside the campus, all bonafide students are required upon their enrollment to apply for and secure an identification card (ID).
2. ID cards must be validated at the beginning of every semester at the Office of Student Personnel Services
3. All students are required to wear and clearly display their ID at all times when entering the campus and must present the same to all school authorities when asked to do so. Any person on campus who fails to present his ID when requested shall be considered an intruder and may be required to leave the school premises.
4. The loss of the ID should be reported immediately to the Student Personnel Services Office. The concerned student will be charged a replacement fee to be paid for at the Cashier.
5. A student who is graduating or withdrawing from the University must surrender his ID to the student Personnel Services Office as a pre-requisite for transfer credentials.
6. Tampering with, changing the photo, and lending one's ID card to another are strictly prohibited and is considered a major offense.
7. ID cards must be presented when applying for clearance.

IV. RIGHTS, DUTIES, AND RESPONSIBILITIES

A. Student Rights

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to his full development as a person with dignity.
2. The right to freely choose his field of study subject to existing curricula and continue his course therein up to graduation, provided that they have met the necessary requirements (based on the result of the school's qualifying examination) of the college.
3. The right to school guidance and counseling services for making decisions and selecting the alternative fields of work suited to his potential.
4. The right to access to his school records, the confidentiality of which the school shall maintain and preserve. This includes access to all assessments (written and practical) and to the computation of grades.
5. The right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents.
6. The right to publish a student newspaper and similar publications.
7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster his intellectual, cultural, spiritual, and physical growth and development.

B. Student Duties and Responsibilities

In addition to those provided for under existing laws, every student shall:

1. Exert his utmost to develop his potentials for service particularly by undergoing education suited to his abilities, in order that he may become an asset to his family and society;
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his academic responsibilities and moral integrity;
3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff, and other personnel;
4. Participate actively in community activities and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his community and in the attainment of a just, compassionate, and orderly society; and
5. Exercise his right responsibly in the knowledge that he is answerable for an infringement or violation of the public welfare and of the rights of others

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C. Faculty Obligations

Every professor and instructor shall:

1. Perform his duties to the school by discharging his responsibilities in accordance with the philosophy, goals, and objectives of the school;
2. Be accountable for the efficient and effective attainment of specified learning objectives in pursuance with national development goals within the limits of available school resources;
3. Render regular reports of the performance of each student to the student or parents or guardians with specific suggestions for improvement; this includes requests for computation of grades and the like;
4. Assume the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior at all times;
5. Refrain from making deductions in students' scholastic rating from acts that are clearly not manifestations of poor scholarship;
6. Participate as an agent of constructive social, economic, moral, intellectual, cultural, and political change in his school and the community within the context of national policies, and
7. Be a role-model to the students in words and in actions to guide them and help them grow morally, intellectually, emotionally, and spiritually.

V. STUDENT SERVICES

A. Office of Student Personnel Services

We are dedicated to be the primary enabler of students, keeping them at the core of all our actions. It is our aim to facilitate holistic and well-rounded student development for active involvement and meaningful engagement with the community as future responsible citizens and leaders.

Our objectives are:

1. To be able to successfully anticipate and respond to the needs of the Perpetualite community of the Medical University through successful partnerships with the student community and both local and international Student Affairs organizations.
2. Provide student centered activities and services in support of academic instruction intended to facilitate holistic and well-rounded student development for active involvement as future responsible citizens and leaders.

B. Student Organizations

Definition and Guidelines

1. A Student organization shall be any association, club, fraternity, sorority, or any other group of students of the college, organized for purposes not contrary to law and to the University rules and regulations.

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2. Each student organization shall have a set of constitution and by-laws which shall be signed and approved by the Executive Director and SPS Director upon the recommendation of the Adviser and College Dean. No student organization shall exist, nor hold, manage, or promote any activity, directly or indirectly within the University or outside the campus without prior approval.
3. Neither the name of the University nor any of its department shall be used for off-campus activities without prior approval of the Chancellor upon the favorable recommendation of the Dean concerned, the Executive Director and of the Head of Student Development.
4. A student organization cannot hold meetings without prior notice given to the Adviser and/or Dean of the Department.
5. A yearly reaccreditation of student organizations is required. Any student organization which does not renew its registration shall automatically be considered defunct.
6. Any student organization which has been granted institutional recognition and which violates its own purpose of constitution or fails to comply with University policies is liable to revocation of all certificates or recognition upon the recommendation of an Ad Hoc Committee composed of the following:
 - a. Organization Adviser
 - b. Head of Student Development
 - c. SSC Officer
 - d. College Dean (not affiliated with the organization)
 - e. University Legal Officer
7. Each student organization shall have an adviser (faculty or staff of the Medical University) whose duties and responsibilities are as follows:
 - a. Attend meetings of the organization;
 - b. Assist in planning the activities for the organization;
 - c. Attend all activities organized by the students/student leaders;
 - d. Review and co-sign contracts or agreements entered into by the students; and
 - e. Ensure that the officers and members of the organization are well-acquainted with the policies of the University.
8. All duly recognized student organizations shall submit to the SPS Director a copy of the organization's statement of financial conditions duly signed by the faculty adviser and Dean, the organization's President, Treasurer, and Auditor at the end of each academic year.
9. The Supreme Student Council (SSC) shall be the student organization with power to legislate and adjudicate on matters within its approved constitutional jurisdiction. The University administration shall deal with the SSC in all matters affecting the student body which the Council represents.
10. Any candidate for any position in the Student Body Organization shall possess the qualifications as provided for in their constitution and by-laws. She/he must not have been found guilty of any serious violation of the rules and regulation of the UPH-DJGTMU. A transferee must have not been found guilty of any serious offense in the school or college he has been previously enrolled in. No student can hold any two (2) positions nor be an officer in any two (2) organizations (including the Caduceus) at the same time.

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Student Organizations:

The Supreme Student Council and Student Organizations must carry out and imbibe the following objectives:

1. To foster love of God, country, and fellowmen;
2. To promote the goals of the University, especially leadership and citizenship training among the members:
3. To promote and enhance the individuality and the dignity of the students;
4. To develop and promote mutual understanding, cooperation, goodwill, and harmonious relationships among students;
5. To promote scholarship and academic excellence.
6. To promote equality of students; and
7. To set goals and objectives as may be deemed ideal.

Organization Recognition

Recognition may be granted to a student organization upon application thereof, subject to the following requisites:

1. Letter of request for accreditation addressed to the SPS Director;
2. The organization's constitution and by-laws printed on letter-sized paper (8.5x11);
3. List of officers and members with their corresponding course, year, and signature;
4. Letter of acceptance of the chosen organization adviser;
5. One-year plan of activities;
6. Financial report of previous school year printed on letter-sized paper (8.5x11);
7. The list of the organization's incumbent officers, with pictures, address, course, year, and signature;
8. Accomplishment report of preceding officers with their photos printed on letter-sized paper; and
9. Accomplished club/organization registration forms from the Student Development Office.

Types of Recognized Student Organizations

Probationary Organizations

- A probationary organization is newly recognized or failed the accreditation the previous school year.
- All student organizations under probation must abide by all the rules, regulations, and requirements governing student organization.
- Probationary organizations must pass the probationary period of one academic year. Otherwise, their certificate of recognition shall be revoked.

Accredited Organization

- An accredited organization is one that has passed the evaluation/requirements of the previous school year.
- An accredited organization that fails to submit the requirements for the next school year shall be placed on probation.

Qualification of Student Government Officers

Only bonafide college students of the University who comply with the following requirements are eligible to become officers:

1. They must be officially enrolled carrying a minimum load of fifteen (15) academic units;
2. They must not be under any academic or disciplinary probation during the school year;
3. They must have no failing grade in the preceding semester;
4. Executive board of each organization must have at least one (1) year of academic residence in the college;
5. All officers of student organizations must serve the full term of their office (one whole school year), except when the officer has vacated his position as a result of his having violated any of the University's rules and policy. An officer should be removed from his position if he does not meet the requirement and does not fulfill the responsibilities to the organization as stated in the Student Leader Manual.

Constitution and By-Laws

The constitution and by-laws guide all organizations. Amendments or revision to the constitution and by-laws must be made with prior consultation with the organization's adviser and must be endorsed by the SPS Director and Executive Director before it will be presented to the organization's members for ratification.

Revocation

- The certificate of recognition of any student's organization which has been granted prior to institutional recognition may be revoked if it has been found to have violated its statement of purpose, constitution and by-laws, or consistently has failed to comply with the policies of Student Personnel Services.
- Before a certificate of recognition is revoked, an investigation shall be forwarded to the SPS Director and Executive Director or Chancellor for final decision.
- The decision of the Chancellor is final.

GUIDELINES FOR RECOGNITION AND RE-ACCREDITATION OF STUDENT ORGANIZATIONS

1. Secure an application form from the Student Development Office
2. Submit all the requirements.
3. The Head of Student Development will verify the documents submitted.
4. The list of recognized student organizations will be posted at the bulletin board at a reasonable time.
5. Approved organizations should submit a financial report for every project/activity conducted for evaluation by the Head of Student Development.

C. Medical Health and Dental Services

The student medical and dental clinic is located at the ground floor of the UPH-DGTMU building.

1. Assigned doctors and nurses who provide emergency first-aid care and routine medications for common ailments to students are available during school days from 8 AM to 5 PM. After 5 PM, emergency cases should be brought to the emergency department of UPH-DGTMU medical center.
2. The medical staff conducts individual physical examination for all students as well as medical consultation as needed.
3. All students enjoy benefits and privileges not only as out-patients but are also given student discounts on their hospital bill if confined in the UPH-DJGT Medical Center.
4. All students are required to undergo an annual physical examination.
5. All new students are required to undergo Hepatitis B screening and vaccination at the UPH-DGTMU Laboratory upon admission and a titer six months or one semester before internship/clerkship rotation. (see Appendix for Policy on Screening for Blood Borne Illnesses)
6. All new students are required to undergo a mandatory drug test and existing students will be submitted to a random drug test.

D. Information Services & Financial Assistance

Information on course offerings and scholarships, and financial assistance are available at the Admissions Office.

E. Testing and Counseling Services

Counseling Services

Routine interviews and test interpretations are means to help students and these may lead to counseling sessions. The purpose of these sessions are to help the student become more aware of his/her personal characteristics; discover his/her strengths and limitations; and use such discoveries to understand himself/herself and the world around him/her so that they can plan their lives more realistically, develop their potentials optimally, solve his/her difficulties more effectively and become contributing members of the society.

Implementation:

1. Individual Counseling

Routine interviews are held for as many students as possible, to give everyone a chance to see their counselors. During each routine interview, test interpretations are presented. Such sessions may lead to counseling on social, academic, and vocational/occupational areas.

Students are also invited to come on their own should they have some unanswered questions or concerns that they believe the counselors could help them with. Appointments can be made with counsellors at any time. Teachers, parents, and other relevant individuals may also refer students for counselling.

2. Group Counseling

Group counseling is offered when several students share a common concern. They may come voluntarily or upon the invitation of their respective counselors. Follow-up counseling sessions are also held for students to determine progress in these areas.

Testing Services

Tests taken by the students includes personality, aptitude, and general intelligence among others. Test results are interpreted and discussed in confidence with the concerned students. This is done to facilitate the development of personal awareness and decision-making skills.

F. Complaint Management

Against a Student

1. A formal written complaint shall be filed with the SPS Director's Office or Prefect of Discipline by any person having direct knowledge of the commission of the act complained of. If filed with the Dean, the Dean shall forward the complaint to the Office of the SPS Director for action;
2. The respondent shall be notified in writing of the complaint filed against him.
3. The respondent must file a written answer to the complaint within seven days upon receipt of the complaint. Failure to file such written answer within the prescribed period shall be deemed an admission of the principal act complained of.
4. If the respondent admits to the commission of the infraction, the Prefect of Discipline submits his findings and recommendations to the Director of Student-Personnel Services who in turn, submits her recommendations to the Executive Director/Chancellor for determination of the sanction befitting the violation committed by the student.
5. However, if the respondent denies the allegation or complaint against him, the Prefect of Discipline shall conduct an investigation and gather substantial evidence (testimonial or documentary) limited to the allegations in the written complaint.
6. After receiving the Prefect's report, the Director of Student-Personnel Services shall convene an Ad Hoc Disciplinary Committee to study and review the merits of the case.
7. The Ad Hoc Committee then formulates its recommendations to be submitted to the Executive Director. The Executive Director refers to the Chancellor either for the affirmation or modification of the penalty to be imposed.
8. The proper sanctions shall be executed by the Dean.
9. The complainant will be invited to the office of the Dean and formally informed of the results of the investigation.

Against a University Employee

1. A formal written complaint shall be filed with the Dean, SPS Director, or Executive Director's Office by any person having direct knowledge of the commission of the act complained of.

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2. If complaint is filed with the Dean or Executive Director, a copy of the complaint is forwarded to the SPS Director for monitoring and endorsement to the Human Resources Office.
3. The respondent shall be notified by HRO in writing of the complaint filed against him.
4. The respondent must file a written answer to the complaint within seven days upon receipt of the complaint. Failure to file such written answer within the prescribed period shall be deemed an admission of the principal act complained of;
5. If the respondent admits to the commission of the infraction, the HR Officer submits his findings and recommendations to the Executive Director for determination of the sanction befitting the violation committed by the employee;
6. However, if the respondent denies the allegation or complaint against him, the HR Officer shall conduct an investigation and gather substantial evidence (testimonial or documentary) limited to the allegations in the written complaint.
7. After receiving the HRO's report, the Executive Director (academic employee) or Executive Director/SPS Director (non-academic employee) will authorize the HR Officer to convene an Ad Hoc Committee to study and review the merits of the case.
8. The Ad Hoc Committee then formulates its recommendations to be submitted to the Executive Director. The Executive Director refers to the Chancellor either for the affirmation or modification of the penalty to be imposed.
9. The proper sanctions shall be executed by the Executive Director and the HRO.

G. Office of Religious Affairs & Campus Ministry

The University has a dedicated office that takes care of the spiritual needs of the campus.

H. Library Services

Resource books, periodicals, eJournals, and internet services are available at the library on the 4th floor.

I. Food Services

There are a number of canteens and food courts available throughout the campus that serves a wide array of affordable meals.

J. On-campus Dormitories

Dormitories within the school premises are available both for our male and female students. These dormitories offer excellent services at a reasonable cost. Additional information could be obtained from the Admissions Office.

K. Sports Facilities

The University offers several sports facilities such as Swimming pools, Gymnasium, Badminton Court, Football Field, Basketball Court, Track and Field Oval, and a Sport Climbing Facility.

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APPENDICES

APPENDIX A. DANGEROUS DRUGS POLICY

It is the policy of the University to keep its students, teaching and non-teaching personnel safe from the harmful effects of dangerous drugs on their physical and mental well-being, and to protect the same from acts detrimental to their development. In line with this, the University shall identify offenses related to dangerous drugs and prescribes penalties for the same.

Students may be subject to mandatory and random drug testing pursuant to the COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 Section 36. As stated in Section 44; "For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

All drug related offenses are considered a major offense and will be covered by the policies and procedures in that category.

POLICIES AND PROCEDURE ON DRUG TESTING

A. General Policies and Procedures

1. All 1st year and transfer students must undergo Mandatory Drug Testing as part of the admission process.
2. All existing (old) students are subject to Random Drug Testing as part of the enrollment process. Students will be informed of the testing process; however, the date and time of the random drug tests will not be announced.
3. All drug tests will be conducted in a specified Drug Testing Facility accredited by the DOH and by the UPHDJGT Medical University.
4. Results of the drug test is confidential, only the identified concerned parties will have access to the results which they themselves must keep confidential.
5. Students whose drug screening results are found positive for illegal substances must undergo confirmatory test with the same affiliated laboratory within 24 hours upon being notified of the results.
6. A student who refuses the administration of drug screening test and/or confirmatory procedure will be in violation of this policy and subject to the relevant sanctions as provided in the UPHS Student Handbook.
7. Drug testing expenses shall be borne by the students.

B. Confirmatory Testing

1. If the confirmatory test is negative, the student and the admissions office is notified.
2. If confirmatory test is positive, the applicant/student and their parents and/or registered guardian will be called to the office of the drug coordinator and be notified of the result during the consultative process in accordance with CHED Memorandum no. 64 series 2017. Students will be scheduled with our resident guidance counsellor for counselling and categorization base on Article V section 5.6 of CHED Memorandum no. 64 series 2017. Students may be categorized into three with the following sanctions:
 - i. Experimenter -- will be placed under disciplinary probation and must sign a waiver of agreement that he/she will undergo drug testing throughout their stay in the University.
 - ii. Casual User -- will be referred to an accredited rehabilitation center and if admitted, student need apply for a Leave of Absence and sign a waiver.
 - iii. Drug Dependent -- will be automatically be dropped from the rolls and is required to undergo rehabilitation treatment program.

3. A student may re-apply for admission for the next school year after meeting the following requirements:
 - a. Certification from a partner or government certified rehabilitation/ treatment center that the student underwent and completed the rehabilitation treatment process.
 - b. A negative result after drug re-testing by a University affiliated laboratory.
8. In the event the student, parents or guardians refuse to participate or cooperate on the advisory procedure, the student is in violation of this policy and subject to the relevant sanctions as provided in the UPHS Student Handbook.

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APPENDIX B. POLICY ON SCREENING FOR BLOOD BORNE ILLNESSES

Purpose:

To promote patient safety while providing risk management and provide guidance to blood borne pathogen infected students.

Policy:

Student affiliates should be free from any communicable/ contagious disease that may threaten the health of the hospital personnel as well as their patients.

Process:

- Students are required to disclose, as per school policy, if they are potentially exposed to a blood borne pathogen in a clinical setting and provide a blood specimen if indicated.
- Students are required to immediately disclose if he/she accidentally exposes a patient to their blood borne pathogen in a clinical setting; pre-notification to patients is not suggested.
- This policy requires that all students receive the hepatitis-B vaccine and test positive on the subsequent quantitative serology titer upon admission
- Further testing is provided for those students who still do not respond to a second series of the vaccine.
- If the result remains positive a conference will be held with the student and his/her parents by an Advisory Committee composed of the Dean of the College, the Executive Director, and the School Physician to discuss next steps.

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APPENDIX C. POLICY FOR PREGNANT INDIVIDUALS

Purpose:

To promote the safety of the mother and her unborn child while enrolled as a student of the University.

1. A first year or second year student whose pregnancy test turns out to be positive may be permitted to finish the semester as long as she is not due to give birth during the semester and must submit a certification of 'fit to study' from her Obstetrician. However, a third year or fourth year student who is pregnant will have to immediately apply for a leave of absence to safeguard her pregnancy.
2. A pregnant student will not be allowed to enroll in clinical internship to safeguard her pregnancy.
3. All female students are required to undergo a pregnancy test before beginning their clinical duty. If pregnancy is confirmed, she will immediately be required to apply for a leave of absence for the safety of the student and the baby.
4. A student who becomes pregnant during her clinical rotation will be dropped from her rotation to safeguard her pregnancy.
5. A student in her third month of pregnancy is required to apply for exemption from wearing the prescribed UPH- DJGTMU uniform.
6. A student who has given birth shall be allowed to return after sixty (60) days after delivery. She will be allowed to re-enroll upon presentation of OB clearance certified by the school physician.

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APPENDIX D. STUDENT MENTAL HEALTH GUIDELINES

(A copy of the University Mental Health Policy may be requested from the Office of Student Welfare and Guidance)

MENTAL HEALTH

The term 'mental health' refers to how a person thinks, feels and acts when faced with life's situations. It describes a sense of well-being and it implies the capacity to live in a resourceful and fulfilling manner, having the resilience to deal with the challenges and obstacles that life and academic challenges present.

Mental Health Difficulties

Mental health difficulties are problems that affect a person's thoughts, body feelings, behavior and ability to function. These may occur as a reaction to a painful event or external pressure which may resolve spontaneously. A student experiencing mental health difficulties that interfere with his/her capacity to function, or which are persistent, may benefit from assessment by the Support Services (Counselor, Chaplain or General Practitioner/Psychiatrist). If severe, mental health difficulties may signal the onset of mental illness.

Mental Illness

Mental illness is the term used to refer to severe mental health difficulties. Mental illness includes conditions such as schizophrenia, bipolar disorder, depression, anxiety/panic disorders, obsessive compulsive disorders, eating disorders and attention-deficit / hyperactivity disorder. Students who experience mental illness will require treatment and support from a health professional such as a Psychiatrist, Counselor or General Practitioner.

ACADEMIC AND ADMINISTRATIVE PROCEDURE

A. Admission

Students apply for admission to undergraduate courses in College. Disclosure of a disability, including a mental health condition, is designed to enable the College to prepare, in advance, the necessary support needed to provide the student with full access to education. It requires the institution to make reasonable accommodation for a person with a disability, provided that the cost is within the resources available.

An additional screening question that may be incorporated in the admission office is as follows: "Have you sought counseling or psychological support/ intervention in the past? If so, please state circumstances and present status."

Disclosure of mental health difficulties or mental illness will not adversely affect a person's application to the University in any way. However, certain physical and mental conditions may preclude the safe practice of a chosen profession. In particular, students intending to study should seek appropriate advice from the Dean of their chosen course, School Physician or the SPS Director before registration.

Students admitted should:

- Familiarize themselves with the course requirements;
- Have the ability to cope with the demands and workload of the course as special arrangements and accommodations do not remove all difficulties;
- Be aware of the demands of the course. They are advised to discuss the demands of each year of their course with the Dean;

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- Not be a risk to themselves or to other students or staff. Occasionally an issue may arise as to a student's ability or suitability to participate in a particular course.

B. Disciplinary Procedures

All students are bound by disciplinary procedures. If it becomes apparent during the procedures for major offences that the student may have a mental health difficulty, then the statutes will apply as follows. Cases of student mental ill-health should not normally be dealt with as matters of discipline under the foregoing provisions of this Schedule. Instead, in such cases, where a student constitutes a clear and reasonably imminent danger to himself or herself or to others, the Prefect of Discipline may suspend such a student from the University, provided that:

- Has first consulted with and obtained the agreement of the SPS Director, College Dean or of the Guidance and Counseling Service;
- The Prefect of Discipline as soon as possible thereafter makes a full report on the matter to the Board; the student shall be given an opportunity to respond to that report; the Board shall decide whether to lift that suspension, and if so, upon what conditions;
- If the suspension remains in place, the Board shall, until such time as it concludes that the matter has been satisfactorily resolved, from time to time consider the matter, afford the student the right to comment to it in advance of any such consideration, and decide whether to lift that suspension, and if so, upon what conditions; and the Dean, the SPS Director and Guidance and Counseling Services, and the Board, as the case may be, shall seek to act at all times in the best interests of both of the student concerned and of every other member of the College.

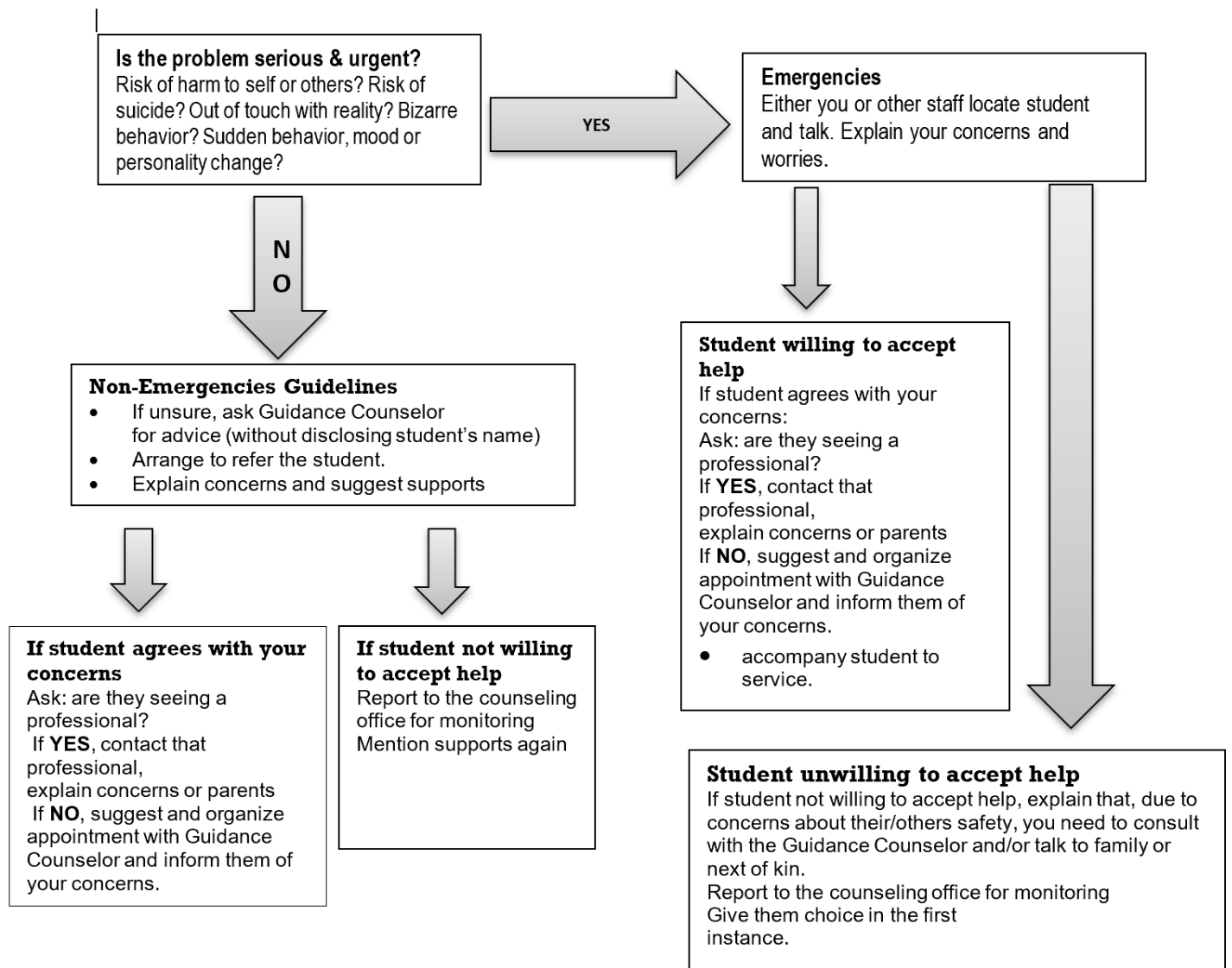
C. University Career Service

Students who have experienced mental health difficulties, particularly where academic achievements have been adversely affected or have led to withdrawal, are advised to consult the Career Guidance staff. Career advisers have expertise in helping and in enabling them to decide on positive and constructive disclosure strategies.

D. Guidelines for Students

Students concerned about the wellbeing of a friend should talk to a member of the Guidance and Counseling staff or to the Guidance Counselor. The Counseling Service provides daily sessions from 8:00 am to 5:00 pm. It is important that students share and discuss their worries and concerns with a staff member and obtain appropriate professional advice – it is not advisable for students to take on too much responsibility for dealing with such concerns themselves. Liaison with the relevant professional services will also enable the student they are concerned about to get the necessary supports.

HOW TO RESPOND TO A STUDENT EXPERIENCING MENTAL HEALTH DIFFICULTIES



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APPENDIX E. LIST OF MAJOR AND MINOR STUDENT OFFENSES

1. MAJOR OFFENSES

Offenses against University Security and Order

- 1.1 Initiating or participating in activities that threaten University security or public order.
- 1.2 Unauthorized possession of deadly weapons or objects within the university premises, or during school sanctioned activities or functions on/off campus.
- 1.3 Disruption of or causing a disturbance to academic functions or school activities on- or off-campus.
- 1.4 Tampering with one's own or another student's ID card, lending, borrowing or using someone else's ID card, Registration Form, official receipt or other official documents, to gain entry into university premises.

Offenses against Persons in Authority

- 1.5 Direct assault, physical/verbal, upon any member of the faculty, administration, non-teaching staff, any university employee, or any student or person vested with authority.
- 1.6 Indirect assault, physical/verbal, or use of force or intimidation against any person coming to the aid of the authorities as defined in section 1.5.

Offenses against Public Interest and the Good Reputation of the University

- 1.7 Dishonesty and/or any fraudulent act.
- 1.8 Forging, falsifying, or tampering with academic or official records or documents of any kind.
- 1.9 Presenting, using, or submitting another person's documents as one's own.
- 1.10 Perjury, defined as testifying falsely in any administrative proceeding or knowingly making untruthful statements in documents under oath when such oath is required.
- 1.11 Any act, omission, condition, status or circumstance tending to cause or causing disrepute, discredit or dishonor to the university or persons in authority, and/or contempt for the name of the University or any member of the University community.
- 1.12 Making false representation and/ or announcement that tends to put in disrepute or cause damage to the University or persons in authority.
- 1.13 Any form of student or "student organization related" misconduct, whether committed within or outside university premises, which directly or indirectly affect the good name of the University.
- 1.14 Unauthorized collection or solicitation of funds; exaction of money, checks or other negotiable instruments and/or any material or object in connection with matters pertaining to the university.
- 1.15 Selling of any illegal merchandise or services for any purpose.
- 1.16 Embezzlement of funds of any legitimate University group/ organization.

Offenses against School Norms, Standards and Policies

- 1.17 Unauthorized possession or being under the influence of prohibited drugs or chemicals included in the list of prohibited drugs and chemicals at the NBI or prohibited under R.A. No. 9165 "AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING R.A. NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED;" unauthorized possession of drug paraphernalia or possession of any regulated drug without proper prescription inside the University premises or outside, during an academic function or school activity.

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- 1.18 Smoking within the premises of the University campus, including all grounds /properties / premises of the university or in violation of R.A. 9211; R.A. 8749, Sec. 24; and E.O. No. 26
- 1.19 Unauthorized possession and/or drinking of alcoholic beverages within the University premises or during off-campus activities sponsored by the university.
- 1.20 Being in the University premises in an intoxicated state or found to be positive of alcohol intake.
- 1.21 Breach of the UPH-DJGTMU School Automate policy or violation of its rules and regulations classified under major offenses.
- 1.22 Malicious conducts or posts in the cyberspace or social media that disrupts school activities or substantially interferes with school policies, impinges on other people's rights, violates school Codes of Discipline, damages the University's reputation and goes against the University's standard of morality, propriety and decency.
- 1.23 Gambling in any form in campus or in any University sanctioned activity or function.
- 1.24 Membership in an unrecognized fraternity/sorority; participating in any manner of recruitment of students into sororities or fraternities or encouraging others to join any such organization not recognized by the University and that subscribes to violent acts.
- 1.25 Hazing or any act in violation of the R.A. 8049, Anti-Hazing Law. All individuals present in the hazing who directly or indirectly participated in the hazing process, are liable. All the officers of the organizations, associations, societies or groups, whether or not they were present during the initiation, are likewise liable.
- 1.26 Violation of the University Campus Dormitory Rules and Regulations amounting to a major offense as defined in this handbook.
- 1.27 Disregard of established university policies, rules and regulations.
- 1.28 Irreverent conduct that tends to prevent or disturb religious activities such as the Angelus, Holy Mass, prayer, and other similar practices or other manifestations of any religion including desecration of religious objects or places of worship.
- 1.29 Disrespect to national symbols (e.g., not standing at attention during flag ceremonies, making a mockery of the national anthem) or any other similar infraction.
- 1.30 Preventing the circulation of a recognized student publication from the newsstands.
- 1.31 Violation of Student Handbook rules while on discipline formation/probation; violation of the specific terms and conditions of that formation or probation.
- 1.32 Willful failure to comply with the summons issued for purposes of investigation conducted in connection with discipline related cases.
- 1.33 Defiance; willful non-compliance with the requirements set by the Office of the Prefect of Discipline in connection with one's sanction or case.
- 1.34 Accumulation of five minor offenses of different nature, or accumulation of three minor offenses of same nature within the period of stay in the university.

Offenses against Good Morals and Norms of Decency

- 1.35 Acts of cheating, such as but not limited to the following:
 - a) Unauthorized possession of notes or any materials relevant to an examination, whether or not the student actually uses them during the examination.
 - b) Glancing or looking at examination papers of others and/or allowing another to glance/ look at one's own paper/notes during examination.
 - c) Copying or allowing another to copy from one's examination papers, assigned reports, case analyses, reaction papers, theses, and other similar materials.
 - d) Communicating with another during examinations without permission from the teacher or proctor.
 - e) Leaking examination questions, furnishing answers to examination questions, or taking an examination for another student, in which case both parties shall be liable.
 - f) Possession or use of cellular phones and other communication gadgets or any unauthorized electronic device during examinations whether or not the student

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actually uses them during the examination. Use of electronic gadgets may be allowed during classes if with the permission of the professor/s.

- 1.36 Plagiarism, defined as intentionally or knowingly representing as one's own work another person's ideas, data, or language in any academic endeavor or exercise without proper acknowledgement.
- 1.37 Acts of indecency or immorality.
- a) Bringing in, viewing, displaying, sending, creating, copying or distributing pornographic or foul and malicious messages in whatever form or means; including accessing pornographic and other prohibited Internet sites from a public or personal electronic device.
 - b) Inappropriate display of intimacy within the College premises that offend or tend to offend the sensibilities of the university community and which may be deemed or perceived as vulgar, repulsive or immoral.
 - c) Acts of lewdness, displays of indecency, and any commission of immorality in any medium.
- 1.38 Conviction before any court for any criminal offense.

Offenses against Persons

- 1.39 Sexual harassment, or any act in violation of R.A. 7877.
- 1.40 Making sexual advances in words or deeds to another student or to any member of the university community.
- 1.41 Any act amounting to a crime or wrong, or with infliction of any injury or harm upon the person, honor and integrity of another on- or off-campus.
- 1.42 Malicious accusations or statements against any person: teaching/non-teaching, academic/non-academic staff, university employee, or student, either by word or by letter, social media or any other form of media with the purpose of defaming the person.
- 1.43 Stalking or deliberately following/tailing a person for reasons known only by the stalker, which behavior seriously alarms, intimidates, torments and terrorizes the person being followed. This clause includes stalking in cyberspace or via social media.
- 1.44 Engaging or involving oneself in physical fights and/or acts of violence.

Offenses against Property

- 1.45 Vandalism; defacement, damage or destruction of the university's property or that belonging to any member of the university community or to a visitor while on campus; tampering with official announcements on bulletin boards. The student concerned shall pay for the damage incurred without prejudice to any other penalty or sanction imposed by the university.
- 1.46 Stealing, whether attempted or consummated; or knowingly possessing/receiving stolen goods or property.
- 1.47 Failure to turn over lost and found items to the Security Department.

Cyberspace or Social Network Offenses

- 1.48 Malicious conducts or posts in the cyberspace or social media that:
- a) Disrupts school activities,
 - b) Substantially interfere with school policies,
 - c) Impinges on other people's rights,
 - d) Violates the University Code of Discipline,
 - e) Damages the University's reputation, and
 - f) Goes against the University's standard of morality, propriety and decency.

Private Offenses

- 1.49 Unauthorized collection/solicitation or financial transactions between students or employee and student of the university.
- 1.50 Harassment; intimidation; menacing; provocation of any kind whether or not such act results in heated verbal or physical confrontation between students and/or groups of students on- or off-campus.
- 1.51 Gross acts of disrespect, in words, gestures, signs or deeds that put, or tend to put, any member of the faculty, administration or non-teaching staff/personnel or another student or a visitor in ridicule or contempt.

Reservation Clause

- 1.52 Any other act or misconduct similar to all of the foregoing that may be deemed offensive and inappropriate by the College; or any such acts as may be determined by the Board provided the application is prospective and disseminated to students through official memoranda and/or campus student publications.

2. MINOR OFFENSES

A minor offense, which merits any of the sanctions defined in Section 3.2.4, includes the following:

- 2.1 Behavior unbecoming of a Perpetualite.
- 2.2 Acts of disrespect and/or discourtesy towards any member of the University community, including visitors.
- 2.3 Disruption of peace and order or causing a disturbance to academic functions or University activities.
- 2.4 Entering a class in which a student is not officially enrolled or joining a school function without the permission of concerned parties or authorities.
- 2.5 Loitering in corridors while classes are on-going.
- 2.6 Littering. Any trash or junk found within a radius of one (1) foot from a student is considered the trash or junk of that student and the said student shall be held answerable for it. The members of every class shall be held responsible for keeping their classroom free of litter.
- 2.7 Bringing in or playing cards or any gambling paraphernalia within the university premises. (Note: Playing cards or gambling paraphernalia are subject for confiscation.)
- 2.8 Wearing inappropriate attire inside the campus or any violation of the dress code and conventions of good grooming.
- 2.9 Entering the campus with an expired temporary pass.
- 2.10 Entering the campus without a valid UPH-DJGTMU ID.
- 2.11 Proselytizing, defined as attempting to convert others to one's faith by attacking or denigrating the practices and beliefs of another or by offering special inducements.
- 2.12 Violation of university parking/traffic regulations, including directives issued by the barangay, or local government to keep the traffic in order in the immediate vicinity or streets adjacent to the university. (Students shall be responsible for informing the person driving their vehicles of this stipulation.)
- 2.13 Unauthorized/irresponsible use of school facilities or property.
- 2.14 Violation of approved policies, guidelines, rules and regulations of the different university centers, offices or laboratories, library, and residence halls or dormitories, which are not classified under major offenses.

It is the organization/office/unit head's responsibility to enforce their respective rules, and as such they are authorized to impose the necessary penalty on erring students, provided such penalty is incorporated or integrated in their approved policies that are disseminated to students concerned.

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- 2.15 Eating or drinking in the theater, auditorium, classroom, corridor, or in other designated non-eating areas.
- 2.16 Using and/or failure to turn off mobile phones and similar communication gadgets and electronic devices during class, Holy Mass or any university-sanctioned activity or function.
- 2.17 Misbehavior (e.g. jeering, interrupting performances, making obscene or vulgar gestures, etc.) during inter-university activities and in other similar events, provided such misbehavior does not constitute acts defined under major offenses.
- 2.18 Reservation Clause. Any other act similar to the foregoing as may be determined by the University, provided that it is not applied retroactively; such other acts as may be determined by the University officials provided the application is prospective and properly disseminated to students through official memoranda, and/or student campus publications.

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