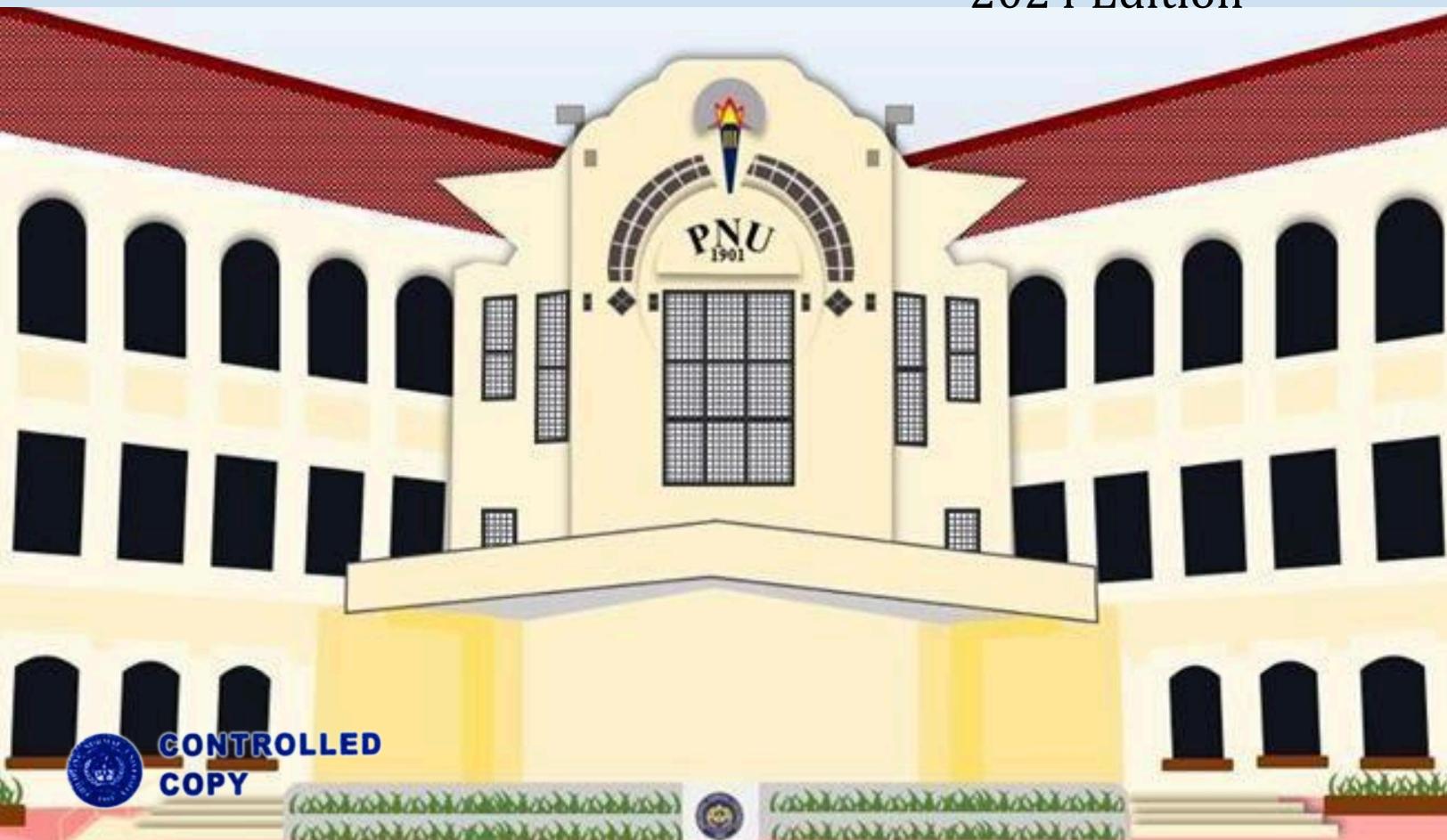




**PHILIPPINE NORMAL UNIVERSITY**  
The National Center for Teacher Education

# GRADUATE **STUDENT HANDBOOK**

2024 Edition



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COPY**

Vector Art by Angelica Agunod

**STUDENT AFFAIRS AND SERVICES OFFICE**

# FOREWORD

This Student Handbook is necessary to establish social order in the systems and processes in advanced higher education programs of the University. Policies and guidelines were formulated based on the values of Truth, Excellence, and Service. This is a strategy so that graduate students will be socialized to act according to the University's shared values, ethos, norms, and mores.

The policies, processes, and guidelines are designed to help graduate students develop principles that will guide them in acquiring lifelong learning competencies which are important to become research scholars, expert practitioners, and education leaders.

Every graduate student of the University is enjoined to know the contents of this Student Handbook.

**WELCOME TO PNU!**



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Issue No.: 02  
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Date: 10-01-2024  
Page: 2 / 157  
DC No. : CC10012024-1662

# Message from the President



Welcome to Philippine Normal University, the National Center for Teacher Education! As graduate students, you are embarking on a profound journey of advanced learning, research, and professional growth. We are dedicated to guiding you through this transformative phase, where our vision and mission will serve as your foundation and inspiration.

At PNU, we provide a dynamic and supportive environment where you can deepen your expertise, engage in cutting-edge research, and collaborate with distinguished faculty and peers. Our graduate programs are designed to challenge you intellectually, foster your professional growth, and equip you with the skills and knowledge necessary to address the complexities of contemporary education.

This handbook has been carefully designed to guide you through your graduate studies. Within its pages, you will find essential information about academic policies, student services, campus facilities, and the various opportunities available to you. It serves as your road map to navigate university life, helping you make the most of your time here.

As educators and leaders, you have the potential to shape the future of education in meaningful and impactful ways. Embrace the challenges and opportunities that lie ahead, and know that you're a vital part of our mission to respond to current and future educational challenges through relevant and sustainable teacher education.

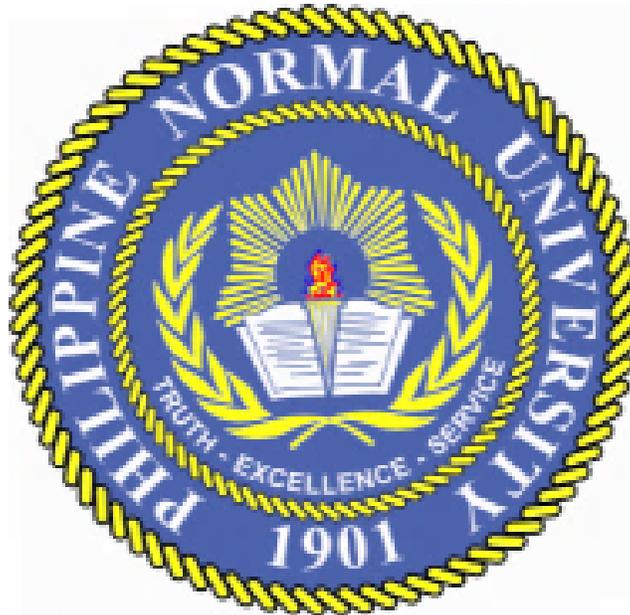
We look forward to witnessing your achievements and the positive changes you will bring to the world of education.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bert J. Tuga".

**Bert J. Tuga, PhD**  
PNU President

# OFFICIAL SEAL OF THE UNIVERSITY



The Torch stands for the Light that illuminates the path in building a temple of immortal souls in future generations; the Open Book means that anyone may come to engraft a branch of knowledge into the stock of wisdom; the Laurel Leaves serve as the emblem of victory, of courageous flight of success. Truth, Excellence, and Service are the Core Values that PNU stands for.



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# PHILOSOPHY

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The philosophy of the University is anchored on “Education for Personal Renewal and Social Transformation.”

Personal renewal and empowerment could bring back the mantle of consciousness that is positive and healthy for Filipinos. Let there be an education wherein the Filipinos would believe in themselves and be confident in their future. Empower them by their heritage, legacy and landmarks to make them stand on an equal footing with other people so that they can contribute to a society that is driven to transform.

# VISION

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A leading future-ready teacher education university responsive to national and global development goals and directions.

# MISSION

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Philippine Normal University is committed to lead innovative, responsive and sustainable teacher education programs that set the standards for future-ready teachers and education leaders.

# VALUES

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Truth, Excellence, and Service

# QUALITY POLICY

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As the National Center for Teacher Education, the Philippine Normal University commits to provide inclusive, innovative, impactful, and sustainable teacher education programs that produce future-ready teachers and education leaders imbued with the values of truth, excellence, and service. Furthermore, PNU shall ensure the continual improvement of its Quality Management System through compliance with International Quality Standards and statutory and regulatory requirements. PNU shall achieve these commitments through its core functions of instruction, research, extension and production.

# STRATEGIC GOALS

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## **Area 1: Academic Programs and Leadership**

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- Curriculum
  - Instruction
  - Student Support and Development
- 

## **Area 2: Research and Innovation**

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- Knowledge Creation
  - Knowledge Transmission and Mobilization
  - Graduate Education Research
- 

## **Area 3: Collaboration and Partnerships**

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- Internalization
  - National Linkages
  - Alumni Relations
- 

## **Area 4: Human Capital and Institutional Development**

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- Human Resource
  - Capital Resource
- 

## **Area 5: Social Development and Advocacy**

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- Gender and Development
  - Community Extension and Development
  - Socio-Cultural Development
- 

## **Area 6: Quality Assurance**

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- Quality Assurance
- 

## **Area 7: Systems-Based Management**

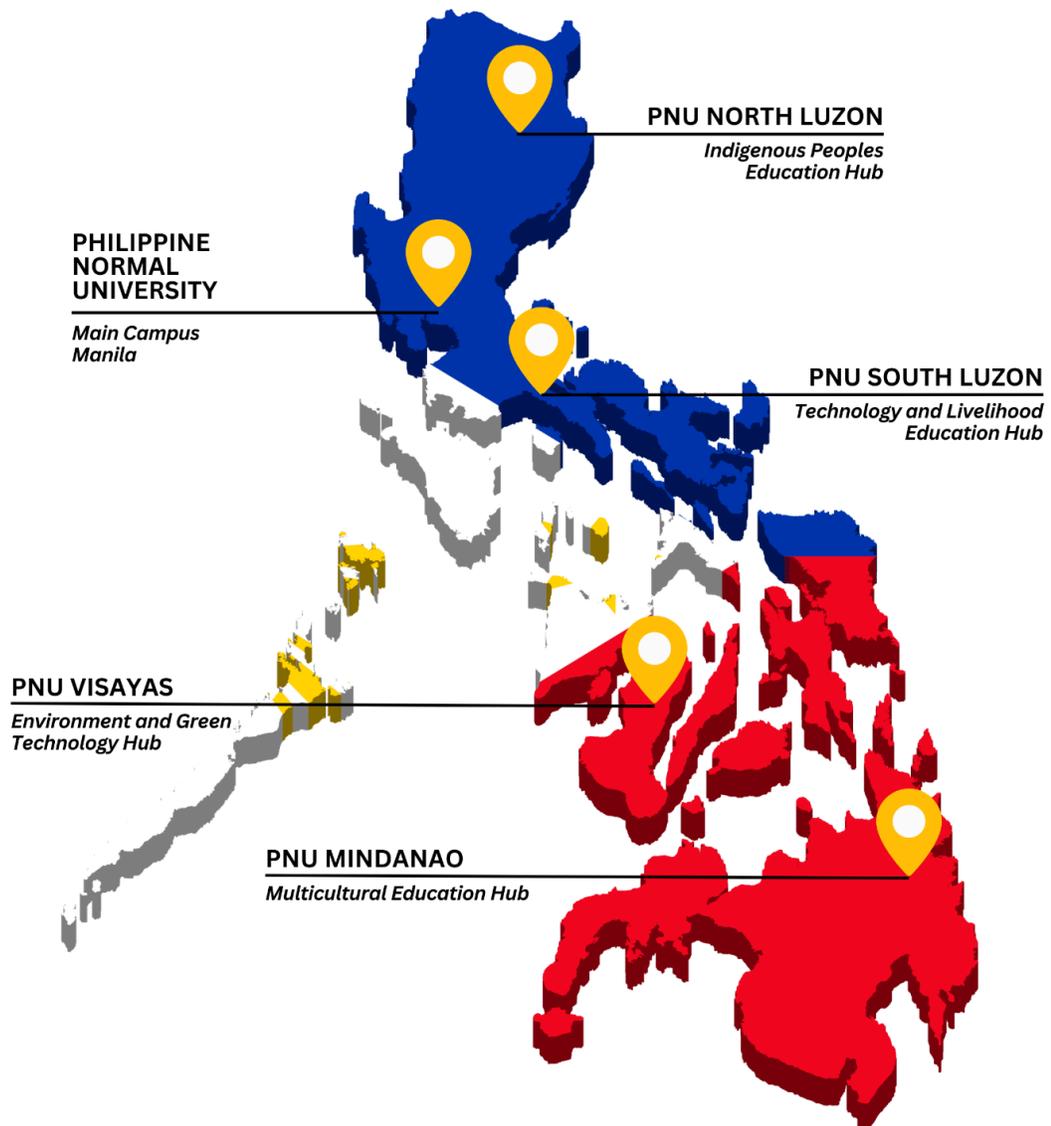
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- Performance-Based Management System
-

# PNU SYSTEM CAMPUSES/ HUBS

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The PNU Main Campus is located in Manila. PNU has branches in Prosperidad, Agusan del Sur (PNU Mindanao); Alicia, Isabela (PNU North Luzon); Cadiz, Negros Occidental (PNU Visayas); Lopez, Quezon (PNU South Luzon).



## **BRIEF HISTORY OF THE PHILIPPINE NORMAL UNIVERSITY**

The Philippine Normal University, then known as the Philippine Normal School (PNS), was founded on September 1, 1901 through Act No. 74 of the Philippine Commission as the first institution of higher learning organized during the American regime.

PNS was converted into the Philippine Normal College (PNC) on June 18, 1949. It became a full-fledged university on December 26, 1991 under Republic Act 7168.

For more than a hundred years since its founding in 1901, the University has been regarded as the premier institution for the training of teachers and educational leaders. At present, PNU has four provincial campuses in the country: in Alicia, Isabela; in Lopez, Quezon; in Cadiz, Negros Occidental; and in Prosperidad, Agusan del Sur.

## **THE PNU GRADUATE EDUCATION**

Graduate courses at the master's level were offered for the first time in the Philippine Normal College in the summer of 1953 with Dr. Pedro T. Orata as its first designated Dean. Within the span of 23 years, 23 master's programs of study came into existence, not necessarily every year; but as the demand or need arose. By school year 1977 - 1978, about two - thirds of the curricula were developed with the cooperation of the Bureau of Public Schools (abolished in 1975) which pledged scholarship programs to train teachers and administrators in the field, in the areas of Language Teaching, Filipino, Reading, Health Education, Educational Administration and Special Education. These scholarship programs continued up to the 1980s, as administered by the Ministry of Education and Culture.

Of special interest was the offering of three doctoral programs: Doctor of Education in Educational Administration, Doctor of Philosophy in Bilingual Education (in consortium with De La Salle University) and the Doctor of Philosophy in Linguistics (in consortium with the Ateneo de Manila University).

New Academic programs were also offered – Mathematics Education, Physical Education (Sports and Dance Streams), Measurement and Evaluation specialization was developed by the College, and it was first offered in the consortium with the National Educational Testing Center of the Department of Education and Culture.

The Graduate School was administered by a Dean with the assistance of the Heads of various specialization programs. The following have served as Deans of the Graduate School for the past thirty years or so:

Dr. Bonifacio Sibayan (1963-1971)

Dr. Edilberto P. Dagot (1971-1977)

Dr. Consuelo P. Ledesma (1981-1985)

Dr. Lilia Cortez (1985-1986)

Dr. Fe T. Otañes (1986-1992)

Dr. Fara R. Santos (1992-1993)

Dr. Jesus A. Ochave (1994-2002)

Dr. Leonora L. Oriundo (2002-2005)

With the conversion from Philippine Normal College to Philippine Normal University, the Graduate College was restructured into six departments, namely: 1.) Department of Educational Administration and Measurement and Evaluation; 2.) Department of Science and Mathematics; 3.) Department of Social Sciences, Elementary Education, Values Education, Psychology and Guidance and Counseling; 4.) Department of Languages and Linguistics; 5.) Department of Culture and Sports; and 6.) Department of Human Resources and Development.

In 1993, the six departments were reconstructed into 12 departments, namely: 1.) Department of Child Study, Elementary Education and Special Education; 2.) Department of Educational Administration, Educational Management, and Measurement and Evaluation; 3. Department of English Language Teaching; 4. Department of Library Science and Reading; 5.) Department of Mathematics Education; 6.) Department of Science Education; 7.) Department of Linguistic and Bilingual Education; 8.) Department of Filipino Language and Literature; 9.) Department of Physical Education (Sports and Dance), Music Education and Drama Education and Theater Arts; 10.) Department of School Psychology, Guidance and Counseling and Values Education; 11.) Department of Technology Education, Health Education, Home Economics and Non-formal Education; and 12.) Department of Social Science and History. Each department cluster was managed by a Department Head.

In 2002, PNU moved into a new structure resulting in the creation of two Colleges: the College of Science and the College of Languages, Linguistics and Literature. It adopted the verticalized scheme and each college administers programs related to their fields. Some academic programs with or without undergraduate components stayed under the College of Graduate Studies. However, in 2005 the University plunged into a full verticalization scheme, hence, two other colleges were created: the College of Arts and Social Sciences and the College of Education. Thus, the entire graduate programs under the College of Graduate Studies were realigned with the four colleges.

In 2011, the four colleges were coordinated by the Office of Graduate Studies headed by a Program Coordinator as the implementing arm of the Coordinating Council for Graduate Studies. In April 2013, the College of Graduate Studies and Teacher Education Research (CGSTER) was created upon the approval of the new Organizational Structure by the Board of Regents in BOR No. U-1912, s. 2013, to manage the University's graduate programs.

In 2011, the four colleges were coordinated by the Office of Graduate Studies headed by a Program Coordinator as the implementing arm of the Coordinating Council for Graduate Studies. In June 2013, the College of Graduate Studies and Teacher Education Research (CGSTER) was created to manage the University's graduate programs.

With the creation of PNU's new organizational structure, the CGSTER is now named as the **College of Advanced Studies (CAS)**.

The College of Advanced Studies (CAS) manages PNU's graduate and postgraduate curricular programs in specified areas of specializations. It grants advanced higher education degrees (i.e., graduate, post-graduate), including non-traditional and emerging programs (e.g., transnational education) that are not offered by the other Colleges and Institute. In addition, regardless of the discipline or specialization, it is CAS that supervises all MA and PhD by Research programs.

The instruction function of the CAS faculty members is to prepare graduate students to become future-ready expert practitioners, educational leaders, and research scholars addressing the expectations of PPST career stages 3 (master's) or 4 (doctorate), PPSH career stages 2 (master's) or 3 (doctorate) and PPSS career stages 2 (master's) or stage 3 (doctorate) standards and meeting the Philippine Qualifications Framework (PQF) 7 for all master's programs and PQF 8 for doctorate programs.

The faculty members and students of CAS are primarily research scholars whose performance is focused on research innovation and impact (e.g., publication, citation, and utilization). The instruction function of the CAS faculty members is directed to the scholarship of teaching and educational leadership. CAS is headed by a Dean and assisted by a Deputy Dean, who are designated by the PNU President.

## **Goals of the PNU Graduate Education Programs**

**The Graduate Education Program shall fulfill the University's vision in providing leadership in the field of education.** It is continuously committed to:

- Pursue Academic Excellence by providing advanced and specialized study to develop a highly competent community of practicing professionals and responsive educational leaders;

- Advance Research by fostering rigorous inquiry about educational theories and practices as bases for generating knowledge and sound policies, and improving professional practice; and
- Promote a Culture of Sharing by extending scholarship and expertise to other educational institutions, agencies and entities for continuous professional growth.

# ACADEMIC PROGRAMS

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## GRADUATE PROGRAMS FOR LOCAL AND FOREIGN STUDENTS

### MASTER'S DEGREE

- Master in Library and Information Science
- Master in Physical Education with Major Area of Study in: PE in Schools; Dance Education; Coaching and Sports Pedagogy; and Fitness and Exercise Education
- Master ng Sining sa Edukasyong Pangwika sa Filipino
- Master of Arts in Child Study
- Master of Arts in Counseling
- Master of Arts in Curriculum and Instruction
- Master of Arts in Early Childhood Education
- Master of Arts in Education in Music Education
- Master of Arts in Educational Assessment and Evaluation
- Master of Arts in Educational Leadership and Management
- Master of Arts in Educational Technology
- Master of Arts in Elementary Education
- Master of Arts in English Language Education
- Master of Arts in Literature Education
- Master of Arts in Mathematics Education in College Teaching
- Master of Arts in Mathematics Education in Elementary School Teaching
- Master of Arts in Mathematics Education in Secondary School Teaching
- Master of Arts in Reading Education
- Master of Arts in Science Education in Biology
- Master of Arts in Science Education in Chemistry
- Master of Arts in Science Education in Integrated Science
- Master of Arts in Science Education in Physics
- Master of Arts in Social Science Education
- Master of Arts in Special Needs and Inclusive Education
- Master of Arts in Values Education

### DOCTORATE DEGREE

- Doctor in Physical Education and Sports
- Doctor of Philosophy in Applied Linguistics
- Doctor of Philosophy in Counseling
- Doctor of Philosophy in Curriculum and Instruction
- Doctor of Philosophy in Educational Leadership and Management
- Doctor of Philosophy in English Language Education
- Doctor of Philosophy in Mathematics Education
- Doctor of Philosophy in Reading Education
- Doctor of Philosophy in Science Education
- Doktor ng Pilosopiya sa Edukasyong Pangwika sa Filipino

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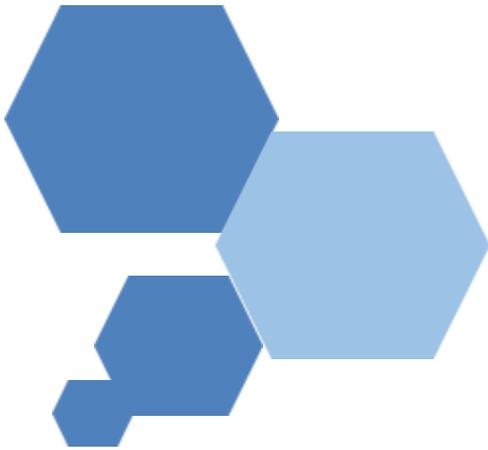
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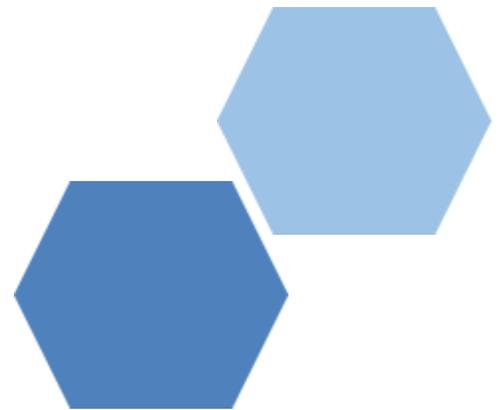
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# **THE OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS AND STAKEHOLDERS SERVICES**



# THE OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS AND STAKEHOLDERS SERVICES

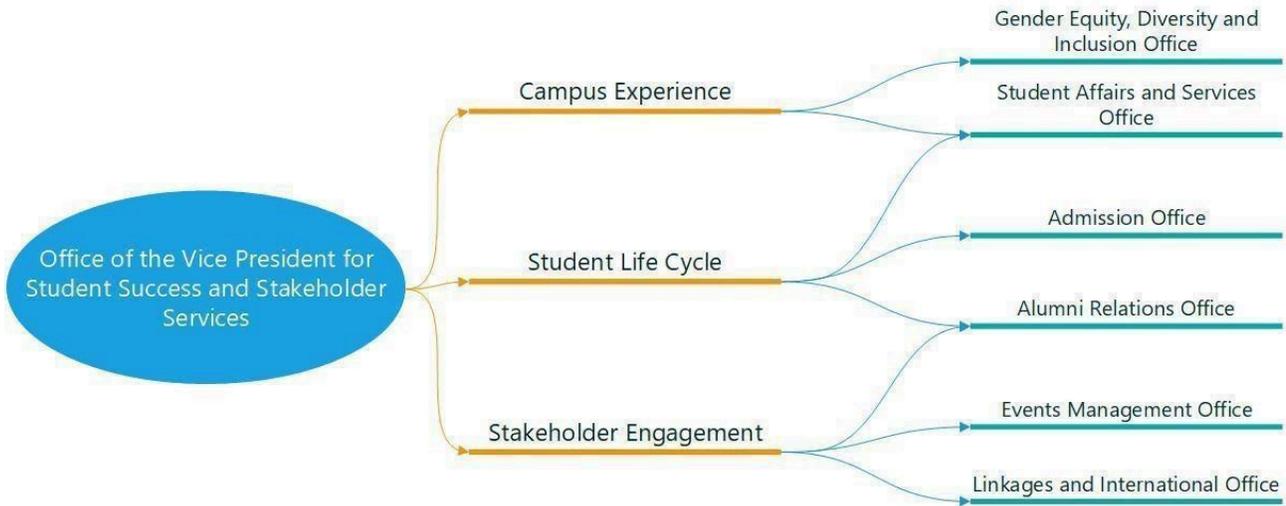
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The **Office of the Vice President for Student Success and Stakeholders Services** (OVPSSSS) is primarily responsible for promoting and managing the holistic development of students, with focus on facilitating their overall well-being, and overseeing the institutional advancement programs of PNU through linkages and partnerships, internationalization, alumni relations, social development and advocacy services, and other stakeholder services. It also oversees PNU's promotion and management of programs for gender equity, diversity and inclusion.

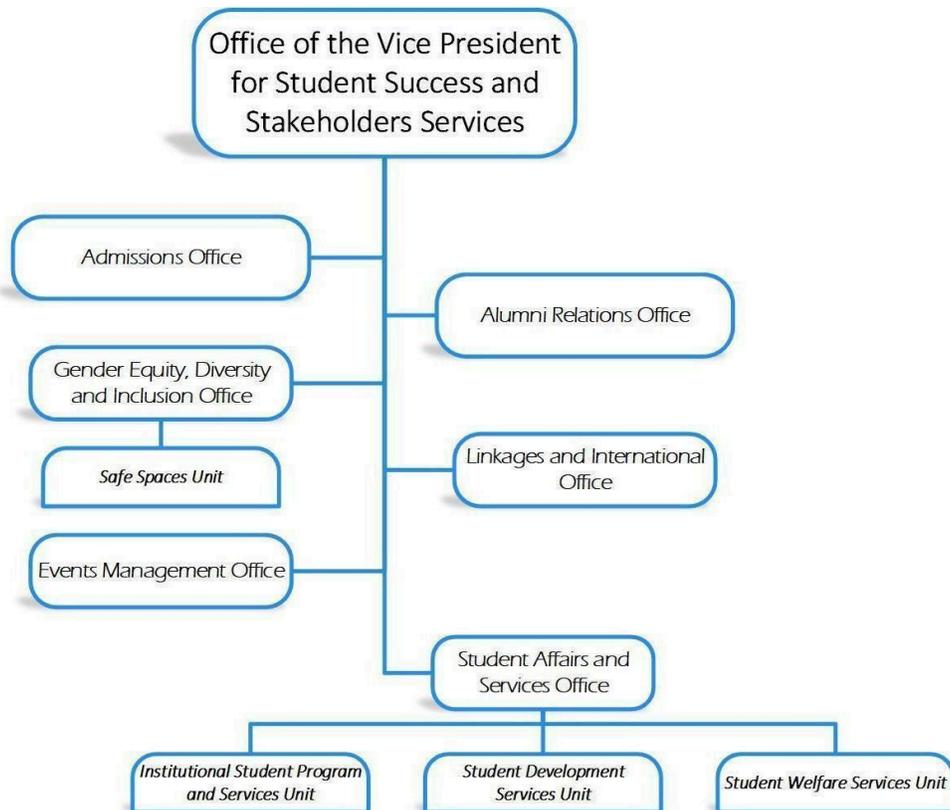
OVPSSSS has the following functions:

- a. Supervises the implementation of innovative and learner-centered student development programs and services, co-curricular and extra-curricular programs, and other student support activities;
- b. Ensures the admission of high-quality students for the graduate and undergraduate academic programs across campuses;
- c. Promotes the culture of gender equity, diversity, and inclusion within and outside PNU;
- d. Designs, implements, and sustains innovative and progressive PNU relations and advancement programs in support or in partnership with other academic institutions, public and private agencies, and community partners in the local, national and international levels;
- e. Cultivates the awareness and participation of internal and external stakeholders in major PNU events;
- f. Strengthens and sustains the interest, concern, and participation of the alumni in PNU affairs and initiatives; and
- g. Intensifies the networks with national and international non-government organizations to generate resources and enhance academic, research, extension, and production capabilities.

## The Office of the Vice President for Student Success and Stakeholders Services Framework



## The Office of the Vice President for Student Success and Stakeholders Services Structure



The OVPSSSS directly supervises the following offices/units:

1. Admissions Office (AO)
2. Alumni Relations Office (ARO)
3. Events Management Unit (EMO)
4. Gender Equity, Diversity, and Inclusion Office (GEDIO)
  - a. Safe Spaces Unit (SSU)
5. Linkages and International Office (LIO)
6. Student Affairs and Services Office (SASO)
  - a. Student Welfare Services Unit (SWSU)
  - b. Student Development Services Unit (SDSU)
  - c. Institutional Student Programs and Services Unit (ISPSU)

### **Student Affairs and Services Office (SASO)**

The Student Affairs and Services Office (SASO) is primarily responsible for providing assistance to student development and implementing support services supplementing and complementing the curricular programs. It also functions as focal points for both student discipline and promotion of student wellbeing and success. It caters to the mental health needs and flourishing of students.

### **Student Welfare Services Unit (SWSU)**

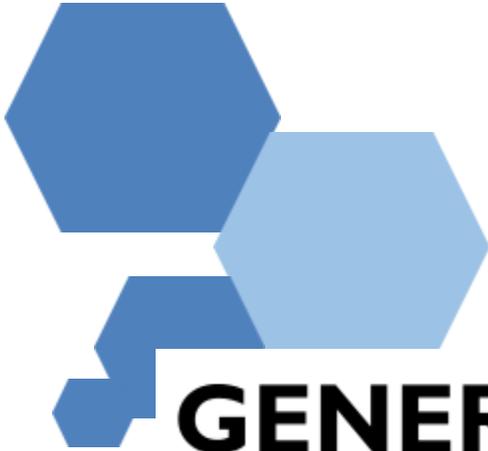
SWSU is supervised by a Registered Guidance Counselor as Head, who is designated by the PNU President.

### **Student Development Services Unit (SDSU)**

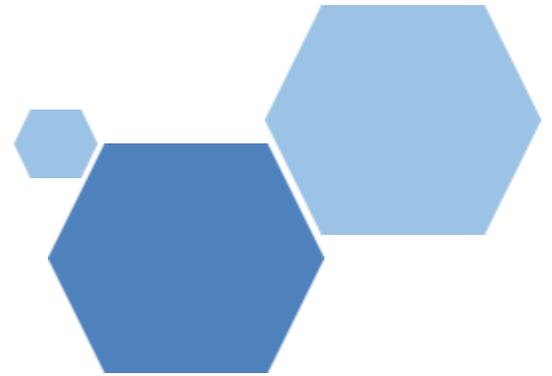
The Student Development Services Unit (SDSU) provides support to students in organizations and assists in the pursuit of their leadership endeavors. It also serves as implementers of formation and discipline. Specifically, it aims to form and develop PNU students who are future-ready, socially-engaged, service-oriented leaders, and innovative teachers.

### **Institutional Student Programs and Services Unit (ISPSU)**

The Institutional Student Programs and Services Unit (ISPSU) promotes services and programs designed to address students' basic health, food, shelter, and safety concerns. It is in charge of the following services: (1) scholarship and financial assistance; (2) health and wellness; (3) safety and security; (4) student housing and residential concerns; (5) multi-faith; (6) foreign/international students services; (7) special population; (8) cultural and arts programs; (9) sports development programs; and (10) social and community involvement programs.



# **GENERAL DIRECTIVES**

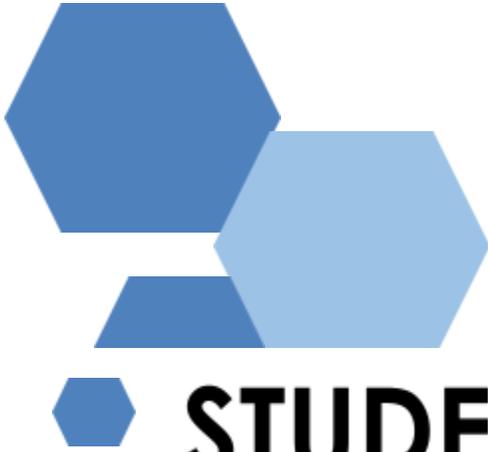


# GENERAL DIRECTIVES

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The Philippine Normal University, the country's National Center for Teacher Education is dedicated to nurture future-ready expert practitioners, research scholars, and education leaders who are committed to the following University policies:

1. Adherence to the policies of the Graduate Student Handbook is required of all graduate students. It is the responsibility of the graduate students to familiarize themselves with and understand fully the stipulations of the Handbook. Non-familiarity with the regulations does not excuse any student from being meted out disciplinary measures for non-compliance;
2. All students are expected to adhere to legal, moral, and ethical norms within and outside the University;
3. Students should show courtesy and respect towards school officials, faculty, staff, and fellow students within and outside the University premises;
4. Students shall observe the guidelines in the use of the Identification Card (ID);
5. Students are expected to wear appropriate attire inside the University;
6. All students are required to attend the orientation program on an announced schedule. For the new students in the program, a proof of attendance in onboarding activities to the program is required before one enrolls in the following term in the program.
7. Students are not allowed to use the name and/ or seal of the University without authorization from the Dean of the College offering the program for the purpose of presentation of materials, printing of programs, invitations, announcements, tickets, and the like;
8. Students shall not be allowed to enter the University premises earlier than 6:00 a.m. unless authorized with a written permit from the Director of the Student Affairs and Services Office or his/her authorized representative. However, students can stay in a designated waiting area monitored by the University security personnel.
9. No student shall be allowed inside the campus after 9:00 p.m. except those involved in co-curricular and extra-curricular activities authorized with a written permit from the Student Affairs and Services Office.



# STUDENT ADMISSION



# STUDENT ADMISSION

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## **General Guidelines for Admission in the Master's Degree Programs**

1. Complete admission requirements is a prerequisite before one is given permission to take the Graduate College Admission Test.
2. Applicants are required to have undergraduate degrees in the same discipline or specialization they are applying for, except for master's programs that do not have equivalent undergraduate degrees (e.g. Educational Leadership and Management, Curriculum and Instructions).
3. Those with undergraduate degrees different or unrelated to the master's degree they are applying for may be admitted subject to requirements for bridging courses as approved by the University. The Program Adviser evaluates the undergraduate and graduate records (e.g. MA TOR). Bridging courses are recommended and endorsed for approval to the Associate Dean. A minimum of 3 units and a maximum of 12 units are recommended as bridging courses. Bridging courses could come from diploma programs from other universities.
4. Other specific guidelines may be determined by the College of Advanced Studies and the Admissions Office.

## **General Guidelines for Admission in the Doctorate Degree Programs**

1. Complete admission requirements is a prerequisite before one is given permission to take the entrance examination.
2. A graduate of a non-thesis master's program may be admitted subject to requirements of the program approved by the University.
  - 2.1 If a student is applying for a PhD program where his/her MA degree is not aligned, s/he has to take a minimum of 3 units from the specialization courses in the aligned MA Program (i.e. PhD Reading - MA Reading Ed)
  - 2.2 If a student is applying for a PhD program but his/her MA degree is a non-thesis program, s/he has to show evidence that s/he has published a research in a refereed journal.
3. Applicants are required to have a master's degree in the same discipline or specialization they are applying for. Students may be allowed to take a specialization in a discipline different from the bachelor's or master's program as

long as endorsed by three (3) references and approved by the Associate/Deputy Dean offering the program.

4. Other specific guidelines may be determined by the College of Advanced Studies and the Admissions Office.

The approved BOR Guidelines shall be the basis for the details of Admission requirements.

### **Admission Criteria for Ph.D. by Research:**

The admission criteria of the Ph.D. by Research program require above average academic competence, exceptional research proficiency, and desirable professional experience and leadership.

1. Preferably, the applicant must have a bachelor's and a master's degrees that are vertically aligned so as to ascertain that he/she has a substantial knowledge of his/her discipline.
2. In cases where the applicant's bachelor's and the master's degrees are not vertically aligned, he/she must submit a professional portfolio to showcase his/her competence in the proposed research discipline to ensure the successful delivery of the degree outcomes.
3. The applicant must have a general weighted average of at least 1.75 or its equivalent in both his/her bachelor's and master's degrees.
4. The applicant must manifest exceptional proficiency in doing academic investigations and in writing research outputs. He/she must have:
  - a. published at least two (2) research articles (as a single author or lead researcher) in peer-reviewed national or international journals
  - b. conceptualized a 7-10-page research proposal to be presented and approved by a three (3)-member panel of experts in the discipline inside and outside the university
  - c. secured recommendation letters from his/her thesis adviser, graduate professor/s, and immediate supervisor, indicating his/her academic abilities, research undertakings, and work ethics.
5. The applicant must have at least 5 years of experience in an academic institution (basic or tertiary education) as a master teacher, assistant professor, and/or in education.
6. He/she must also show some proof of leadership in teaching, research, publication and/or community extension services. A letter of recommendation from his/her employer may be necessary for this purpose.
7. In the case of those applicants who are not educators, they must be award-winning professionals (e.g. Palanca awardee, Pulitzer Prize awardee).
8. The applicant must seek the acceptance of an expert in the CAS/Faculty/Institute to be his/her Research Adviser. The applicant, therefore, has to meet and discuss his academic qualifications and research plans before submission of all required

documents for evaluation.

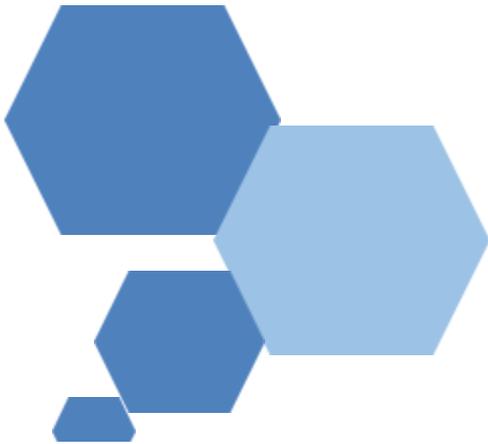
9. Once a Research Adviser has accepted him/her, the applicant must submit a portfolio of relevant documents/research outputs to the Office of the Associate Dean of the College of Advanced Studies for evaluation and endorsement to the Admission Office (AO).
10. The applicant must also present a research dissertation plan and an extension plan (based on the extension program of the CAS) to a panel of experts in the Faculty and outside the university recommended by the GRSO Director and approved by the CAS Dean.

#### **ADDITIONAL GUIDELINES:**

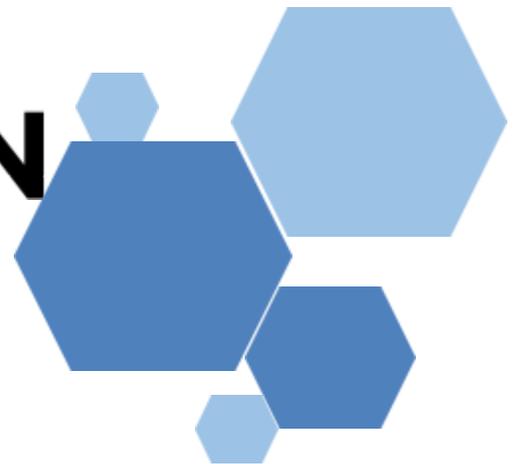
1. Multiple simultaneous enrolment is not allowed whether in this University or with other institutions. This is without prejudice to the approved procedure for transferring credits.

2. Applicant with Disclosed Disability

The PNU is committed to compliance with the R.A. 7277 or Magna Carta for Disabled Persons and CMO No.9 S. 2013, and we endeavor to ensure that every application registering disability is treated fairly and without discrimination or disadvantage due to disability, medical or mental health condition. *The standard admission process should still be followed for all applicants with disclosed disabilities. Additionally, they should provide information about their disability during the admission process and/or course of their studies, including whether they will require additional facilities or support. Any disclosed disability and any required adjustments will be considered separately after the academic selection decision is made. This could be done through the application, or by contacting the Admissions Office directly. Information provided by an applicant regarding his/her disability will be treated as confidential and in accordance with Republic Act No. 10173, also known as the Data Privacy Act of 2012. Disclosures will be limited to those involved in providing accommodations for the student.*



# **STUDENT REGISTRATION**



# STUDENT REGISTRATION

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## REGISTRATION PROCEDURES

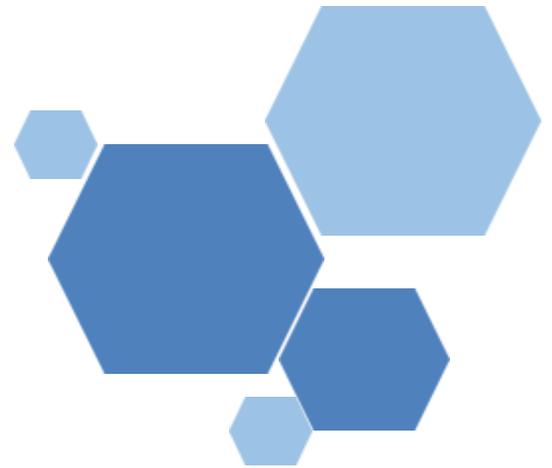
1. A student (old and new) communicates with the Program Adviser for advising of courses to be taken before enlistment.
2. The student communicates with the designated Associate Dean/Program Adviser for advising of courses to be taken before enlistment in the hubs.

## Other Policies:

1. All students are required to contact their Academic Program Adviser (APA) under the College/ Institute their program belongs to be properly advised on what courses are available for enlistment .
2. APAs will submit the names of students for consolidation and endorsement to the University Registrar's Office (URO).
3. The URO will enlist the students as presented and endorse the report to the Accounting Office for verification of fees.
4. Students will receive confirmation of their enlistment from the Accounting Office with instructions regarding payment options.
5. Payment may be done though the cashier's office or to any of the e-payment service providers associated with Landbank.
6. For changing, adding and dropping of enrolled courses as well as requests for special tutorial classes, students are to contact their Program Advisers on the scheduled dates for these types of transactions as listed in the University Academic Calendar.
7. Enrollment of Thesis and Dissertation writing will follow a different schedule from the regular courses. Check the University Academic Calendar for the schedule for each term.
8. Enlistments in Thesis and Dissertation Writing are handled by the Graduate Research Office (GRSO). The Campus Dean handles the approval of enlistments for the hubs.
9. Only students who have cleared the payment and have been entered in the official class list are considered enrolled. Faculty members handling a course are to discourage students attending their class who are not in the official class list generated by PWEBSS. No adding of students to the official class list will be allowed after the first two weeks of classes.
10. Enrollment in regular courses will no longer be entertained once the term has started. Special enrollment will be allowed on the following:
  - A dissolved class may be converted to a tutorial class upon approval of the Associate Dean, College Dean or Institute Director, and Vice President for Academics.
  - Tutorial classes are classes requested by the students and should meet the number of at least one student.



# ACADEMIC POLICIES



# ACADEMIC POLICIES

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## Residency Requirement

1. All graduate students should be able to finish and obtain their degrees within the maximum residency period of four (4) years for the master's program and six (6) years for doctorate programs, excluding the period for an approved Leave of Absence (LOA). The period of residency starts from the student's first enrolment in the program after admission.
2. In the case of special programs (e. g. customized, executive and other innovative programs), provisions for residency will be defined by the nature of the program.
3. In the case of graduate students belonging to the old curriculum, the provisions for residency will be observed but they would be encouraged to transfer to the equivalent outcome-based program.
4. In the case of graduate students shifting from one program to another, the residency period set for the first program enrolled in will be observed.
5. Master's and doctorate students who overstayed beyond the residency period should apply for extension of residency upon approval of the College Dean/Institute Director.
6. Graduate students are given a maximum of two (2) years extension. Students who were given a 2-year extension are required to take one (1) refresher course per year of extension.
7. Students who request for an extension beyond the residency and extension requirements are placed in an amnesty program that provides them an opportunity to finish their degree. They should be able to give an acceptable reason decided by the Dean's Retention Committee.

## Leave of Absence

A graduate student in good standing may file for a Leave of Absence (LOA) for parental, work-related, or medical reasons and other emergencies up to a maximum of two (2) years on the following conditions:

1. Accomplished application form for LOA is needed with supporting documents. Form can be downloaded from the website or requested from the Registrar's office.
2. Application for LOA is done and approved before the opening of a term. Moreover, the approved LOA can be effected in the immediate succeeding term.
3. Application should be submitted to the University Registrar's Office (URO) for review and endorsement of the Director of the Student Affairs and Services Office and the Associate Dean/Deputy Dean of the Unit offering the program of study.
4. Approval of the LOA is done by the College Dean/Institute Director.

5. Application for LOA is allowed up to three times for a maximum period of two (2) years within the period of study in the University.
6. The graduate student in thesis/dissertation writing in LOA will not be charged for continuing fees but is not entitled to accessing any of the facilities of the University within the period of LOA.

The time of the LOA is excluded in the count of the residency period.

### **Regular Course Load per Term**

The number of units that can be taken by students depends on their status as full time or part time.

Full-time graduate students may take a minimum academic load of four (4) courses (12 units) per term. Part-time students, on the other hand, may take a maximum academic load of three (3) courses (9 units) per term.

Newly admitted full time doctorate or master's students whose master's or bachelor's degree is not vertically aligned with their current program can take a maximum academic load of three (3) courses (9 units) during their first term in the university to give themselves time to adjust to graduate school life.

Part-time doctorate and master's students can take a maximum academic load of three (3) courses (9 units) per term.

### **Withdrawal of Enrollment in a Course**

Authorized withdrawal from a course shall be allowed on or before Week 6 of classes in a regular term and on or before Day 9 of classes in a special term.

A student who withdraws his/her registration may ask for a refund only of the tuition paid, whether in full or by installment, based on the following refund proportion:

- 1) Within the first two weeks of classes (Week 1 or Week 2) from the start of regular term classes (within the first or second day of summer classes) - 70%
- 2) On Week 3 the regular term (within the third day of classes during the special term) - 50%
- 3) On Week 4 of the regular term classes (within the fourth day of summer classes) - 30%
- 4) No refund shall be made after the fourth week (Week 5 & 6) from the start of regular term classes or after the fourth day of special term.

If the student decides to withdraw the registration or drops a subject, he/she serves notice to the professor/s involved and secures approval from the University Registrar through channels using the official form for authorized withdrawal. A student is required to pay the entire fee, whether or not he/she attended classes. If he/she withdraws without serving notice, the withdrawal is considered unauthorized.

The names of the students who withdraw from a course are included in the grading sheet. However, no grade will be given to them. A mark of A.W. for “Authorized Withdrawal” is given to the student. Similarly, a mark of U.W. for “Unauthorized Withdrawal” is indicated for a student who withdraws without notice and has stopped attending the class.

## **Readmission**

A graduate student is expected to enroll continuously and is required to complete his/her program within the residency period.

A student who did not enroll for at least three consecutive terms (excluding academic year-end break) shall be required to seek approval for readmission from the College Dean/Institute Director through channels using the official application form for readmission.

Readmitted students shall pay the current tuition in accordance with the year of readmission.

The rule on residency shall be applied in the evaluation of students applying for readmission.

Application and approval for readmission is allowed only once.

Application for readmission is submitted to the University Registrar's Office (URO) for evaluation and shortlisting based on current guidelines. Then URO forwards the application to the Academic Unit managing the graduate program being pursued for the evaluation of the Unit Head. The Unit Head endorses to the Dean of the College his/her recommendations to the application for readmission. The Dean makes the final decision for readmission then informs the URO of his/her decision. The result of the evaluation for the application for readmission is communicated by the URO to the applicant.

## **Transfer of Credits**

Graduate courses taken/earned by a student from another university may be credited towards his/her Master's or Doctorate Program provided that:

1. The course/s must have been taken from a graduate program of a reputable academic institution or program provider as evaluated by a committee formed by the College Dean/Institute Director.
2. The description of the course/s taken from another university is/are similar to the description of course/s in the University as evaluated by the University Registrar.
3. The grades for the course/s to be credited should be a B, 1.5 or higher for all graduate programs.
4. The course to be credited should have been taken within the last two (2) years prior to admission to the University and should be applied during the first year of enrollment.
5. The maximum number of units that can be credited is 15 for master's and 18 for doctorate.
6. The course/s to be credited is/are subject to the approval of the University Registrar as recommended by the College Dean/ Institute Director.

### **Crediting of Participation in Workshops/Trainings/Micro-credentialing Programs**

1. An academic training (maximum of 36 hours) offered by PNU or other reputable institutions/organizations and duly recognized organizations by College/Institute attended by a student may be credited as attendance in a 3-unit course. The number of hours must be clearly stated/indicated in the certificate.
2. The training must have an equivalent course (core/ pedagogy/innovation/specialization, elective) in the existing curriculum.
3. A master's or doctorate student can apply for crediting of participation anytime he/she satisfied the minimum number of training hours (maximum of 36 hours) taken within the period of enrollment.
4. After completion of the training, the student should apply for the crediting of training using the application form for crediting professional development activity and the College/Institute shall conduct the initial screening. A student should still enroll and pay the corresponding tuition and other miscellaneous fees for the equivalent course.
5. The workshops/training/ micro-credentialing programs to be credited should have been taken within the last two (2) years prior to enrolment in the equivalent course in the graduate program one is enrolled in.
6. The student should meet the course requirements (e.g., final exam, research paper) or their equivalent training outputs as evaluated by the course professor.
7. The College Dean approves the academic training/s that may be credited for a maximum of two units as recommended by the Course Professor and endorsed by the Deputy Dean.

### **Completion of “Incomplete Grades”**

A grade of Incomplete (INC) indicates that the student has not complied with all the requirements for the course (e. g. no final examination, non-submission of term paper).

Students are given two terms to complete their INC grade. To complete such a grade, the student should submit the requirement/s he/she lacks and accomplish the official completion form available at the University Registrar's Office.

1. Student secures completion form from the URO through email registrar@pnu.edu.ph/onsite and pay the corresponding fee. Students are requested to email their completed forms to the following officials:(a) Course Professor, (b) Associate/Deputy Dean.
2. Professor submits grades within seven (7) days upon receipt of the completion form to the Associate/Deputy Dean for conforme.
3. Registrar encodes the grades in the PWEBSS portal.
4. The student will be notified through email by the URO that the grades are encoded already.
5. Grades will be reflected in the evaluation of grades or TOR.

Failure to complete the INC grade would mean that the student needs to re-enroll the course.

Where the course professor fails to submit the signed completion form, the concerned offices will reconsider the application for completion.

## **Comprehensive Examinations**

BOR Resolution No. U-3536 s. 2022

### **Target Program Outcomes of the Comprehensive Examinations**

The Comprehensive Examination is an academic integrative evaluation for quality assurance that measures graduate students' ability to demonstrate their being an expert practitioner, research scholar, and education leader. In particular, they should be able to:

1. demonstrate the skills of an expert practitioner with strong grounding and depth of knowledge in the discipline by drawing insights, implications and trends from educational theories and practices for the scholarship of teaching;
2. manifest competence to generate, integrate and innovate knowledge of theory and practice in basic, higher education and professional practice vis-à- vis enhancement of skills in managing and anticipating good governance of academic institutions; and
3. exhibit expertise in generating and anticipating knowledge and products with strong theoretical and practical implications in educational policy and practice through scholarship and systematic research in basic, applied, and translational research.

## **Main Requirement to Qualify for the Comprehensive Examinations**

Graduate students who have completed all academic requirements for their academic programs (MA or PhD) are qualified to apply for the Comprehensive Examinations.

## **Number of Times to take the Comprehensive Examinations**

Students shall be given two (2) opportunities to take the Comprehensive Examinations. In case a student fails twice in the examinations, he/she will no longer be able to complete the academic program and shall be given a 'certificate' of completion of academic requirements.

## **Components of the Comprehensive Examinations**

The Comprehensive Examination test items are highly discipline based, integrative, and developmental which shall have the following components:

- 1) Theory – focuses on the various theories and principles relative to the particular academic discipline including philosophical theories.
- 2) Practice – refers to the application component of the various theories and principles of the academic discipline.
- 3) Research – the combination of theories and practice using the various methodologies and frameworks of research.

## **Mode of Examinations**

The administration of Comprehensive Examinations shall be conducted depending on the situation (in consideration of COVID 19 and/or other circumstances). Nonetheless, the examinations may be administered using any of the following modalities:

1. On site – with Proctors; computer-based examination; using ePNU classrooms
2. Online – with proctors; computer-based examinations; using ePNU classrooms

## **Schedule of Examinations**

The Comprehensive Examinations shall be administered in the months of June and November of every Fiscal Year. The specific dates shall be determined by the Chair of the Comprehensive Examination Unit in consideration as well of the University's Academic Calendar.

## **Conduct of ‘Special’ Comprehensive Examinations**

There shall be a ‘special’ Comprehensive Examinations to be scheduled in between the regular examinations in June and November. Depending on the situation (due to COVID 19 and other ‘emergency’ circumstances), the ‘special’ examinations shall be administered ‘on-site’ following the application process for regularly scheduled examinations. Special examinations shall be directly administered and proctored by the Chair (assisted by a staff) of the Comprehensive Examination Unit. Hence, honorarium shall be limited to the faculty Correctors and staff where BOR-approved policies shall be applied.

The following graduate students shall be prioritized for the ‘special’ examinations:

1. Students who have to ‘re-take’ component/components of the Comprehensive Examinations for failure to meet the similarity index threshold (i.e. 20% similarity index or below);
2. Students who FAILED in their 1st take of the Comprehensive Examinations who opted to take the “special examination” instead of the regularly scheduled examinations; and
3. Students who are already in their final two (2) years of residency in their academic programs

## **Guidelines in Rating the Comprehensive Examinations**

1. Averaging shall be used following the weight for each component:
  - a. For PhD (Theory-20%; Research-40%; Practice-40%); PASS – 1.0-1.75; FAILED – below 1.75
  - b. For MA (Theory-40%; Research-20%; Practice-40%); PASS – 1.0-2.0; FAILED – below 2.0
2. A set of rubrics shall be mandatorily developed by the academic program which will be used for each of the 3 components of the examinations as guide for the correctors.

## **Similarity Index Policy for the Comprehensive Examinations**

The acceptable ‘similarity index’ (using Turnitin software) for each of the 3 components of the Comprehensive Examinations shall be 20% or lower. However, the Chair of the Comprehensive Examination office, in coordination with the Faculty/Institute Coordinators shall review examination papers that will register more than 20%

similarity index for their appropriate action (i.e., whether the paper shall be considered for checking or not).

### **Application Procedures for the Comprehensive Examinations**

STEP 1: A Graduate Student (pursuing either a master's degree (MA) or doctoral degree (Ph.D.) applies for evaluation and certification of his/her grades at the Office of the University Registrar (OUR).

STEP 2: Upon release of the Evaluation and Certification of Grades, the graduate student fills out the Application Form for the Comprehensive Examinations online.

STEP 3: The graduate student prints and signs the Application Form.

STEP 4: The graduate student submits the Application Form together with the Evaluation and Certification of Grades to the Program Coordinator for assessment and approval.

STEP 5: The graduate student submits the Approved Application Form with all the attachments (e.g. Certification of Grades) to the Comprehensive Examinations Chair for validation purposes.

STEP 6: Once validated, the graduate student gets an Order of Payment and pays the Testing Fee at the Collection and Disbursement Unit (CDU), also known as the Cashier.

STEP 7: The graduate student presents the Official Receipt (OR) to the Comprehensive Examinations Chair.

STEP 8: The graduate student secures the Test Permit from the Comprehensive Examination Chair. The signature of the Comprehensive Examinations Chair will be reflected as "SGD".

STEP 9: The graduate student takes the Comprehensive Examinations on the scheduled date.

### **Examination Fees**

For the MA Level: Php1,800.00 For the PhD Level: Php2,600.00

## **The ‘Online Comprehensive Examinations’**

The Online Comprehensive Examination is administered by the Comprehensive Examination Office in coordination with the concerned offices of the university. The ePNU or Learning Management System of the university is used to design and set up online classrooms for all graduate programs.

The Online Comprehensive Examinations for Ph.D. and Master’s Program adopts the remote testing strategy where questions are posted in an online classroom for examinees to answer or work remotely using their devices in their own location. The examination shall be conducted on two (2) consecutive days, preferably on a weekend.

The online comprehensive examination items retain the original categories of test questions which include Theory, Practice and Research. The questions are developmental and include problem-solving type of test items, with each group of questions to be answered in the usual four (4) hour period. Instead of providing students with hard copies of the questions and submitting the answer sheets to the proctor personally, the examination questions will be posted in the e-PNU classroom and answer sheets in Word format will be uploaded in the Turnitin folder in the same ePNU classroom. Hence, the examination is highly computer-based using the university’s ePNU classroom.

The administration of the Online Comprehensive Examinations shall be dependent upon the prevailing circumstances and/or environment vis-à-vis health emergency status (e.g., COVID 19 restrictions) and/or other ‘emergency’ situations (such as, but not limited to natural calamities and the like).

## **The ‘On-site Comprehensive Examinations’**

The ‘on-site’ Comprehensive Examination is a computer-based examination similar to the Online examination. The ePNU classrooms are used to design and set up all necessary information for the examination. Proctors shall be assigned in every examination room (which will be dependent upon the number of examinees). Specific guidelines in the conduct of the ‘on-site’ examination shall be formulated and observed.

## **Checking of Examination Papers**

Soft copies of examination papers (in PDF) along with the Rating Sheet forms shall be forwarded to the Cluster/Institute Coordinators and/or Program Focal Persons and the latter shall facilitate the distribution of the said papers to the concerned faculty Correctors. Rubrics are expected to be used in all academic programs as an additional basis for checking apart from the BOR-approved rating system. Faculty Correctors are

given 2-3 weeks to submit the accomplished Rating Sheets to be submitted to their respective

Faculty/Institute Coordinators and/or Focal Persons who in turn will forward the consolidated Ratings Sheets to the Comprehensive Examination Office.

### **Release of Examination Results**

The Comprehensive Examination Office releases the Results of the examinations to individual students either online (soft copy) or on-site (hard copy), 1 month to 1 1/2 months after the examination.

### **Resolving Issues/Concerns about the Results of the Comprehensive Examinations**

Any issue or concern pertaining the results of the Comprehensive Examination should be made official through a formal letter from the concerned student. Such concerns shall be addressed by the Chair in coordination with the concerned Faculty/Institute Coordinator, the Associate Dean, and the Dean of the concerned College.

## Academic Honors and Co-Curricular Awards

### Academic Honors to Graduate Students

BOR RESOLUTION NO. U-3682, s. 2023

The awarding of academic honors to graduate students aims to:

1. recognize students who show excellent academic performance in the graduate programs;
2. promote research scholarship among graduate students; and
3. increase motivation for graduate students to aim for excellent academic performance in their graduate programs.

### *General Guidelines*

Graduate students who have exhibited outstanding performance in their graduate programs in whatever track they take (academic or advanced tracks) will be awarded honors considering the following guidelines:

1. The General Grade Point Average (GPA) for candidacy for academic honors would be as follows:

Academic Honors	GPA (All Courses)	GPA (Specialization Courses)
With Highest Academic Distinction	1.05- 1.0	1.06 or better
With High Academic Distinction	1.12 -1.06	1.13 or better
With Academic Distinction	1.2 -1.13	1.21 r better

2. Grades from the Graduate Certificate and Graduate Diploma are included in the computation of GPA to determine students who are qualified for academic honors.
3. Students in the straight BS-MA programs are covered by the same guidelines for graduate students with honors except that the computation of their GPA is weighted as follows:
  - a. Undergraduate courses-25%
  - b. Graduate courses – 75%

### *Specific Guidelines*

The candidates for such academic awards:

1. Must have taken at least 50% of the required units (excluding thesis and dissertation) in the graduate program taken at the Philippine Normal University. Students under the Transnational Education (TNE) Program could qualify if they complete at least a certificate or diploma program in PNU.
2. Must have their courses evaluated by the concerned academic unit and accredited/approved by the Office of the University Registrar if they were taken

in consortium institutions, institutional partners, international scholarships, and student exchange programs.

3. Must have enrolled in at least 6 units in every term within the prescribed period. Exceptions shall apply to students under international scholarships and exchange programs approved by the University, but completion of the scholarship program should not exceed one academic year.
4. Must not incur any failing or incomplete grade (INC) and unauthorized withdrawal (UW).
5. Must not incur a maximum of three (3) courses with authorized withdrawal (AW) for regular academic programs. For BS-MA, a maximum of five (5) courses with AW is allowed.
6. Must not incur a leave of absence (LOA) for more than one year.
7. Must have no grade lower than 1.5 in any course for MA programs and no grade lower than 1.25 in any course for the PhD programs including the grades obtained in the comprehensive examination. For the students in the straight BS-MA program, they must have no grade lower than 2.5 in any of their undergraduate courses.
8. Must have shown a good moral character or exemplary behavior and has not been suspended and/or proven guilty of any major offense, as attested by SASO/SASU.
9. Must have completed the graduate program within the residency period with no extension. (i.e. 4 years for MA and 6 years for PhD)

#### *Evaluation of the Grades of Academic Honors*

1. The Office of the University Registrar evaluates the records and prepares the list of candidates for honors and awards to be submitted to the Dean.
2. The Dean of Graduate Programs presents the candidates for the Awards to the Graduate Faculty for endorsement to the Management Committee of the Vice President for Academics and then to the Academic Council, then for the confirmation of the Board of Regents.
3. The graduating students have to apply for academic honors for verification by the Office of the University Registrar.
4. Grades in all terms including the special term will be included in the evaluation of grades by the Office of the University Registrar to determine if a graduating student qualifies for any of these academic awards.

#### *Awarding of Academic Honors*

1. Qualified graduate students who graduated in any term within the current academic year including during the special term will be awarded the academic awards only during the Commencement Exercises of the University.
2. The awarding of the academic honors happens once a year during the Commencement Exercises of the University.

This award is applicable to those who entered the graduate programs beginning Term 2 of Academic Year 2023-2024.

Co-Curricular Awards to Graduate Students  
(BOR RESOLUTION NO. U-3682, s. 2023)

Co-curricular awards recognize and celebrate the achievements of graduate students in areas beyond their academic performance. This motivates and encourages them to continue pursuing their passions and interests outside of their coursework and pursue growth in advocacy related to their disciplines. The Philippine Normal University promotes and supports extra- and co-curricular programs and activities that aim to recognize and honor the outstanding efforts and work that contributed to the community and nation-building of our country provided by the students at the Graduate Level. The projects, works, and activities that the graduate students have initiated, conducted, or participated in must project the ideals that the University upholds: TRUTH, EXCELLENCE, AND SERVICE.

The Co-curricular awards highlight skills such as leadership, communication, teamwork, and time management. Co-curricular awards highlight and reward these skills, which can be valuable for students' future careers. The motivation coming from the awards provides opportunities for graduate students to network with peers, faculty, and professionals in their fields of interest. In addition, the co-curricular awards help students build their professional network and connect with potential employers or mentors. Lastly, the co-curricular awards give importance to demonstrating a commitment to co-curricular activities and receiving recognition for those efforts can demonstrate a well-rounded, future-ready, and motivated individual.

In general, there are two major categories of the University's co-curricular awards at the Graduate Level: (1) Graduate Special Award, and (2) Graduate Leadership Award.

This award is applicable to those who entered the graduate programs beginning Term 3 of Academic Year 2023-2024.

*Composition of the Graduate Co-Curricular Awards Committee:*

The following shall compose the committee members of the Co-Curricular Awards in the Graduate Level:

1. Chairperson - The SASO Director/ SASU Head shall lead the formulation of the committee members
2. Co-Chairperson - The CAS & CTD Deans and the Head of the Student Development Services Unit shall serve as the co-chair to provide assistance to the chairperson of the committee. Committee Members - Any faculty member in the CAS & CTD who is not a faculty adviser of any Graduate Level organization may be invited/ recommended to become a committee member upon their

acceptance. The SASO Staff who assisted in the process of the co-curricular award in the Graduate Level shall be included.



# THESIS AND DISSERTATION WRITING



# THESIS AND DISSERTATION WRITING

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The Thesis/Dissertation Writing (TW/DW) is a terminal requirement in all master's and doctorate programs. This section of the Student Handbook covers basic information and general guidelines on Thesis and Dissertation Writing.

## **Thesis and Dissertation Writing (TW1 and TW2/DW1 and DW2)**

As the National Center for Teacher Education, the Philippine Normal University is mandated to uphold quality teacher education through its strategic themes of innovation, influence, and impact. As an integral arm of the University, the Colleges and Institutes promote effective professional development among their graduate students. As a professional development hub, it engages graduate students in collegial interchanges and jointly searches for pedagogic solutions that may contribute to personal, social, and emotional growth. The Colleges and Institutes likewise are engineering ways to provide opportunities where graduate students see themselves as a part of the community that supports further learning through their products – thesis and dissertation.

Upon completion of all coursework and passing the comprehensive examination, a graduate student may enroll in thesis or dissertation writing. The thesis or dissertation concretizes the integration of learning that the students have acquired in the program and the quality and contribution of the research studies of the Colleges and Institutes. It is in this regard that the Graduate Student Research Office adapted a two-phase scheme for thesis and dissertation writing. The purpose of the scheme is to systematize registration processes and research completion among graduate students. The program of study for completing the degree is divided in two phases: the first phase focuses on the writing of the research proposal and obtaining the Clearance to Proceed, and the second phase is where the graduate student defends the thesis/dissertation and submits a bound copy of the approved manuscript.

### ***Thesis and Dissertation Writing Scheme***

The Two-Phase Scheme is designed to provide thesis and dissertation writers with structured writing phases for their final academic paper.

The Thesis/Dissertation writing course is similar to a regular course. The enrollment process is determined by the University Registrar in coordination with the Graduate Student Research Office. The schedule of enrollment is up to the fourth week of the term.

Phase One: Thesis Writing 1 (TW1)/ Dissertation Writing 1 (DW1)

Phase One includes the pre-data gathering phase of the thesis or dissertation. Enrolment for this term will consist of (1) defending the proposal, and (2) submitting the revised proposal for authenticity testing and research ethics review. This phase is projected to be completed within three (3) terms or less. In case the graduate student does not finish the deliverables after three terms, enrolment will be on a continuous basis until the whole process is completed and a Clearance to Proceed is obtained.

Phase Two: Thesis Writing 2 (TW2)/ Dissertation Writing 2 (DW2)

Phase Two covers the data gathering phase until the submission of required documents for completing the degree. Enrolment is allowed for TW2/DW2 when:

1. The graduate student is ready to defend the thesis/dissertation;
2. An authenticity certification is presented;
3. A revised proposal with the matrix of changes is submitted; and
4. A draft manuscript for oral defense is submitted.

Enrolment in TW2 and DW2 includes the following activities:

- (a) data gathering
- (b) submission of completed research
- (c) language editing
- (d) authenticity testing
- (e) ethics review for compliance
- (f) oral defense
- (g) submission of a journal article
- (h) approval of revised thesis/dissertation
- (i) submission of five (5) bound copies

*Continuous enrollment for the term will be enforced until the graduate student completes the process.*

### ***Tuition Payment Scheme Based on Current Tuition Fee Rates***

1. A graduate student may opt to have two advisers, in which case, the graduate student will add payment equivalent to the honorarium assigned for advisers (e.g. an additional 10,000 pesos for MA students).
2. A student who goes beyond the enrolment validity for Ed 800 (TW1) (MRR of 6 years)/ Ed 900 (DW1) (MRR of 8 years) shall be required to retake the thesis/dissertation (Ed 800(TW1)/ Ed 900(DW1)) cycle.
3. Thesis Writing 1 and 2 for the master's program is six (6) units valid for one academic year. Dissertation Writing 1 and 2 for the doctoral program is twelve (12) units valid for one academic year (3 terms).
4. Students who defended their thesis/dissertation at a given term shall be considered graduates for the next term, thus, the students need to enroll in the term following the term when the oral examination commenced.
5. A grace period of one (1) term after the date of oral defense is provided for the student to comply with all the requirements related to the final manuscript submission. Failure to submit within the grace period will subject the graduate student to the payment of the corresponding continuing fees for the succeeding terms after the grace period until all requirements are completed.

### ***Graduate Thesis and Dissertation Supervision***

Responsibilities of graduate students, faculty advisers, and members of the thesis committee

This part is intended to provide clear and succinct guidelines for graduate students, faculty supervisors/advisers, and members of the thesis committee on issues related to the supervision of graduate theses and research projects. This is an area of critical importance to the University. Undertaking research is an essential component of graduate study. A good supervisory relationship creates a healthy and supportive environment in which students can accomplish their research and scholarly goals. It also creates a positive and productive environment for faculty supervisors. For many faculty members, the research done by their graduate students not only contributes to their personal research programs but frequently an indispensable component of it.

## *Responsibilities*

### Joint Responsibilities of Adviser and Advisee:

*Respect.* Every student advisee and faculty adviser have the right to be treated respectfully. This includes, but is not limited to, the following:

1. Maintaining appointments, except in cases of extenuating circumstances. If cancellation is necessary, provide as much advance notice as possible.
2. Coming to meetings having read or prepared whatever was agreed upon prior to the appointment.
3. Allowing for disagreements, but recognizing that it is the supervisor's responsibility to guide the direction of, and approach to, the study; no research project will proceed to a proposal or oral defense without the agreement and written consent of the supervisor and the advisee, If disagreements or disputes arise in the relationship, faculty adviser and the advisee are expected to treat each other in ways that are not hurtful or otherwise disrespectful.
4. Change of adviser or advisee should be agreed upon by both parties. In case of dispute(s), the Office of the College Dean or Institute Director shall intervene to provide the final decision.
5. Maintaining confidentiality. While not all aspects of a supervisory relationship are confidential, areas that have been identified by one or the other as being such must be respected.
6. Constructing a joint relationship that is free of stereotyping, discrimination, and prejudicial behavior.

### *Responsibilities of Faculty Adviser*

*Topic Development.* Advisers are expected to provide guidance to their advisee in the development of thesis/dissertation topics. This includes offering ideas and generally assisting advisees in identifying areas within a disciplinary realm that are suitable for investigation. In instances where an advisee enters the relationship with a well-developed idea for a research study, the faculty supervisor can assist in refining the research focus and delimiting the study.

*Proposal Development.* Every thesis/dissertation begins with the development of a formal research proposal by the student. While the length and substance vary among programs, a proposal serves as a basis for the development of a research project that will meet academic standards. Once the proposal is at the stage where the supervisor feels the study is ready to be launched, he or she will endorse the paper to the Graduate Student Research Office and a copy of the endorsement will be provided for the student.

Submitting a formal research proposal does not preclude the possibility that research studies can change due to unforeseen circumstances, creating a situation where the purpose of the study as originally stated is not achievable. Where this happens, changes must be jointly agreed upon by the supervisor and the student and must adhere to thesis and dissertation policy. Substantial changes in focus may require the preparation and submission of a new proposal.

*Reasonable Access.* Faculty members who have agreed to supervise graduate students are expected to be reasonably accessible for thesis/dissertation consultation, occasionally on short notice. To whatever extent possible, advisers should plan with advisees around likely completion dates to avoid interruptions and delays. In cases of prolonged leaves of absence or sabbaticals, the adviser, in consultation with the College Dean or Institute Director, may arrange for a replacement.

*Length of Study (timelines).* It is the responsibility of the faculty supervisor to assist the advisee in designing a study that is achievable in a reasonable period of time.

*Constructive and Timely Feedback.* A central component of the research process for the advisee is constructive and timely feedback from the adviser using the prescribed monitoring form. This is crucial in allowing a student to maintain consistent progress. What constitutes timely feedback is to be negotiated in each advisee-adviser relationship, and perhaps by standards established within the College or Institute. Under normal circumstances, students should not expect feedback to be “immediate,” but neither should they expect it to be in excess of two (2) weeks.

Constructive and timely feedback is equally crucial in instances where the advisee is not meeting academic expectations. While these conversations can be difficult, it serves no one's interest to prolong a study if success is unlikely.

*Professional Growth.* Advisers are expected to support the advisees' professional development by encouraging participation in discipline-specific professional gatherings (e.g., conferences, symposia, and GSRO's research capability workshops). Where appropriate, advisers should encourage the publication (jointly or otherwise) of an advisee's work.

*Thesis/Dissertation quality.* It is the responsibility of the supervisor to advise the graduate student as to the quality of the thesis (i.e., that it meets or exceeds the standards of graduate level work at PNU) and to judge whether it is ready for submission. The supervisor will also provide information on authenticity testing and research ethics processes.

### *Responsibilities of Advisees*

*Commitment to Research.* Graduate research takes time and commitment on the part of the advisee. In discussion with the faculty adviser, advisees need to plan for sufficient time to complete a thesis or project of substantial scholarly merit. This includes: (i) time needed to gain sufficient background and skills in the research area before initiating the study, (ii) time required to undertake the fieldwork/analysis in a comprehensive and rigorous manner, and (iii) time to produce a thesis manuscript that is thorough, well-organized, and lucidly written.

*Research Proposal.* Each thesis advisee is required to write and submit a research proposal in consultation with their supervisor that meets the standards established by their programs.

*Communication.* The advisee is expected to maintain regular contact with the adviser to inform them of progress and make them aware of factors that may cause problems or interruptions. It may be helpful if the advisee and the adviser agree upon a regular schedule of meetings. It is important for advisees to recognize that faculty members have other responsibilities which can delay access on short notice. They are likewise required to constantly update the GSRO monitoring form sent electronically every term.

*Ethical Behavior.* All students are expected to adhere to high ethical standards in undertaking research that involves humans (or other animals). This includes close familiarity with the protocols established by the Research Ethics Board, in addition to appropriate discipline-specific codes of ethics. It is the responsibility of the student to ensure that all written work in the thesis/dissertation is either his or her own work, or, where appropriate, has been attributed to the actual authors. - Social Norms/Communication

### *Responsibilities of the Chair of the Thesis/Dissertation Committee*

*Commitment to Quality.* During colloquia, the Chair is the Research/Program Coordinator or the Deputy Dean. The College Dean/Institute Director or a designated representative serves as Chair during oral defenses. The Chair represents the broad interests of the University with respect to high standards of scholarly performance. This includes ensuring that all procedures are carried out fairly and in accordance with institutional guidelines and policies.

Quality assurance is observed through a non-specialist's view of the quality of the work, ensuring that the student's mastery of the subject matter is broad and comprehensive. The Chair ensures that there are no conflicts of interest within the program and effectively addresses or manages, as appropriate, conflicts that may arise during the colloquium and oral defense.

### *Responsibilities of the Members of the Thesis/Dissertation Committee*

*Research Scholarship.* All members of the candidate's committee share responsibility in ensuring that the candidate produces high-quality scholarship. Committee members are responsible for reading manuscripts within the agreed-upon minimum 10-day time frame, suggesting substantive editorial changes when necessary, and providing rationale for their support and critiques.

In case when at least one committee member finds a major flaw in the manuscript that is likely to result in a candidate's unsuccessful defense, the panel member will submit written comments to the GSRO not later than three (3) days before the scheduled oral defense. The written comment by the panel member will

then be forwarded to the advisee and the adviser for their consideration in addressing the concerns of the panel member. A new oral defense schedule will be determined once the panel member approves the revised manuscript for oral defense.

It is the responsibility of a member of the thesis/dissertation committee to be present during the colloquium and the oral defense. A bona fide member of the thesis/dissertation committee should be able to engage the student in a scholarly discourse where the examiner scrutinizes and challenges any part of the candidate's thesis/dissertation and the latter, in turn, immediately responds to the examiner in the presence of the whole examination committee. If a member of the thesis/dissertation committee anticipates that he/she cannot fulfill this responsibility, the member informs the GSRO three (3) days before the scheduled colloquium or oral defense so that a qualified substitute may be found. Individuals with limited mobility or those situated in other campuses or abroad may opt to join the proceedings online.

The final defense of all theses and dissertations shall be conducted on campus. The physical presence of the panel of examiners, chair, and adviser is mandatory, with the exception of individuals with limited mobility or those situated in other campuses or abroad who may opt to join the defense proceedings online. [UM 53, s. 2024]

### ***General Guidelines in the Assignment of Thesis/Dissertation Adviser***

- 1.1 The College Dean/Institute Director assigns one thesis/dissertation adviser to every advisee enrolled in TW/DW. One or more of the following are the bases for the assignment of an adviser: (a) congruence of the proposed thesis/dissertation title/topic with a faculty's research interest or expertise; (b) availability of the faculty to serve as adviser; (c) number of active advisees assigned to a faculty; and (d) other bases as determined by the College Dean/Institute Director.
- 1.2 A second adviser can be requested by an advisee subject to the approval of the College Dean/Institute Director and payment of the corresponding adviser's fee.
- 1.3 The thesis/dissertation adviser may be changed due to any of the following reasons: (a) non-harmonious working relationship between the adviser and the advisee, (b) prolonged leave of absence of the adviser (e.g. more than a term), and (c) other valid reasons. An advisee who wishes to change his/her adviser should follow the approved procedures for this purpose.

- 1.4 The advisee is expected to consult with the adviser in the entirety of the thesis and dissertation writing process, but especially in terms of preparing the thesis/dissertation proposal for colloquium, conducting the thesis/dissertation research, and preparing the thesis/dissertation for oral defense.
- 1.5 A readmitted graduate student may continue working on the same thesis/dissertation project with the same adviser. The adviser may also opt to change the direction of the research project or start with a new project altogether. With the conformer of the assigned adviser before the advisee went on hiatus, a new adviser may also be appointed. An adviser who can no longer be reached will be replaced. A newly-appointed adviser may opt to change the direction of the research project or start with a new project altogether.

### ***General Guidelines in Thesis/Dissertation Colloquium***

1. The thesis/dissertation colloquium provides the opportunity for a thesis/dissertation writer to submit and present his/her proposal that was prepared with the guidance of his/her thesis/dissertation adviser.
2. An advisee should be enrolled in thesis/dissertation writing (TW1/DW1) during the term where he/she intends to apply for Colloquium. Upon the recommendation of the thesis/dissertation adviser, the advisee submits his/her thesis/dissertation proposal to GSRO. The GSRO schedules the colloquium and invites the adviser and examiners or panel members.
3. The objective of the colloquium is to assist the advisee in improving his/her proposal to meet the standards set by the University.
4. The colloquium committee has the right to require the advisee to do another colloquium if the thesis/dissertation proposal was not approved or if so, many revisions are required that a second presentation of the proposal is necessary.
5. After the colloquium, the student is advised to revise his/her proposal by incorporating the suggestions given by the members of the colloquium committee. Once the proposal is approved, it is submitted by the advisee to the GSRO for final review and endorsement to the Ethics Review Committee.
6. Once reviewed and approved by the PNU Research Ethics Committee, a Clearance to Proceed is released to the advisee, a copy of which is also sent to the GSRO. Once the Clearance to Proceed is obtained, the advisee can enroll in Thesis Writing 2/Dissertation

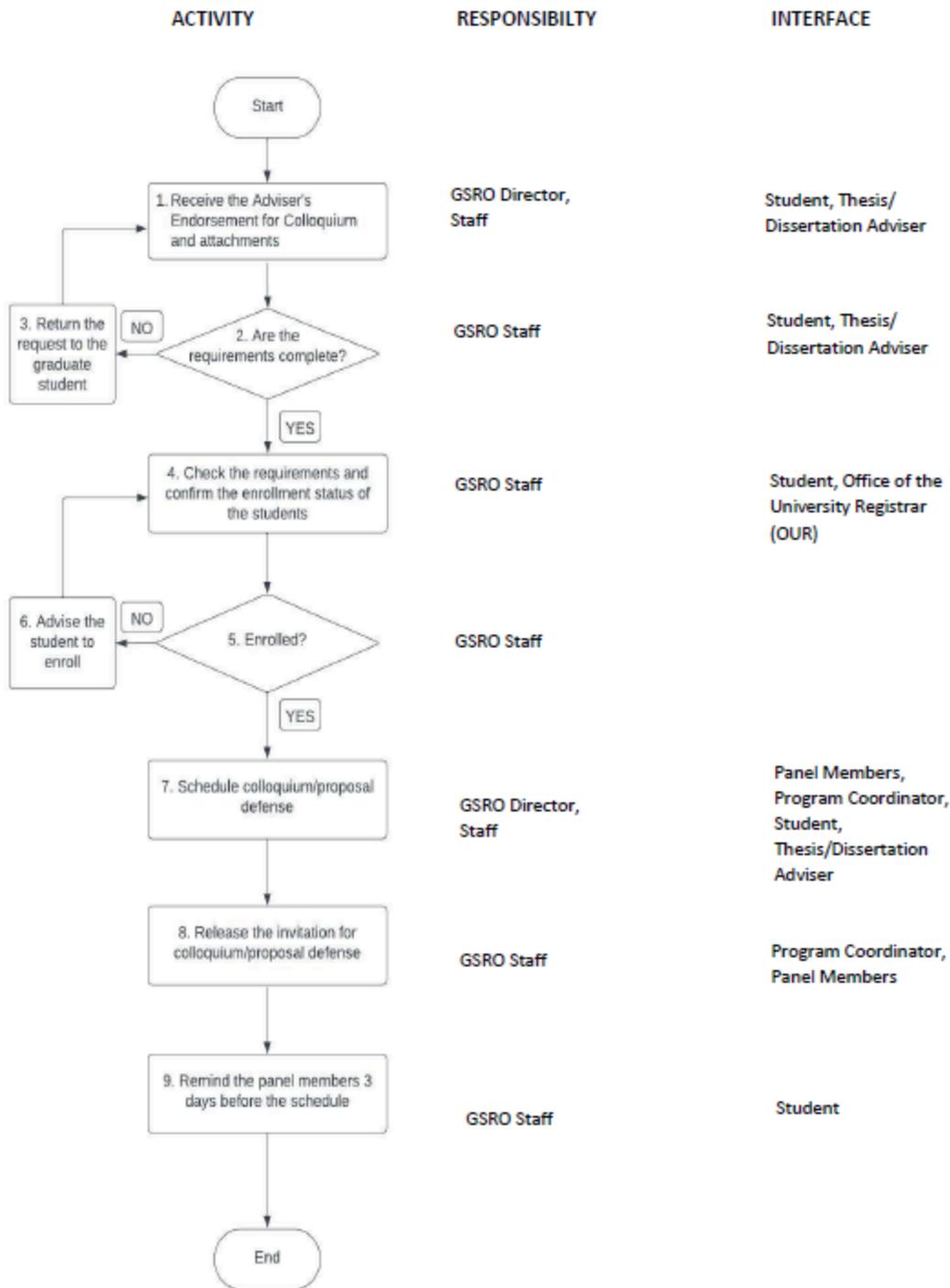
Writing 2. An advisee cannot proceed with implementing his/her thesis/dissertation research (i.e. data collection/gathering) without the Clearance to Proceed.

### ***General Guidelines in Thesis/Dissertation Oral Defense***

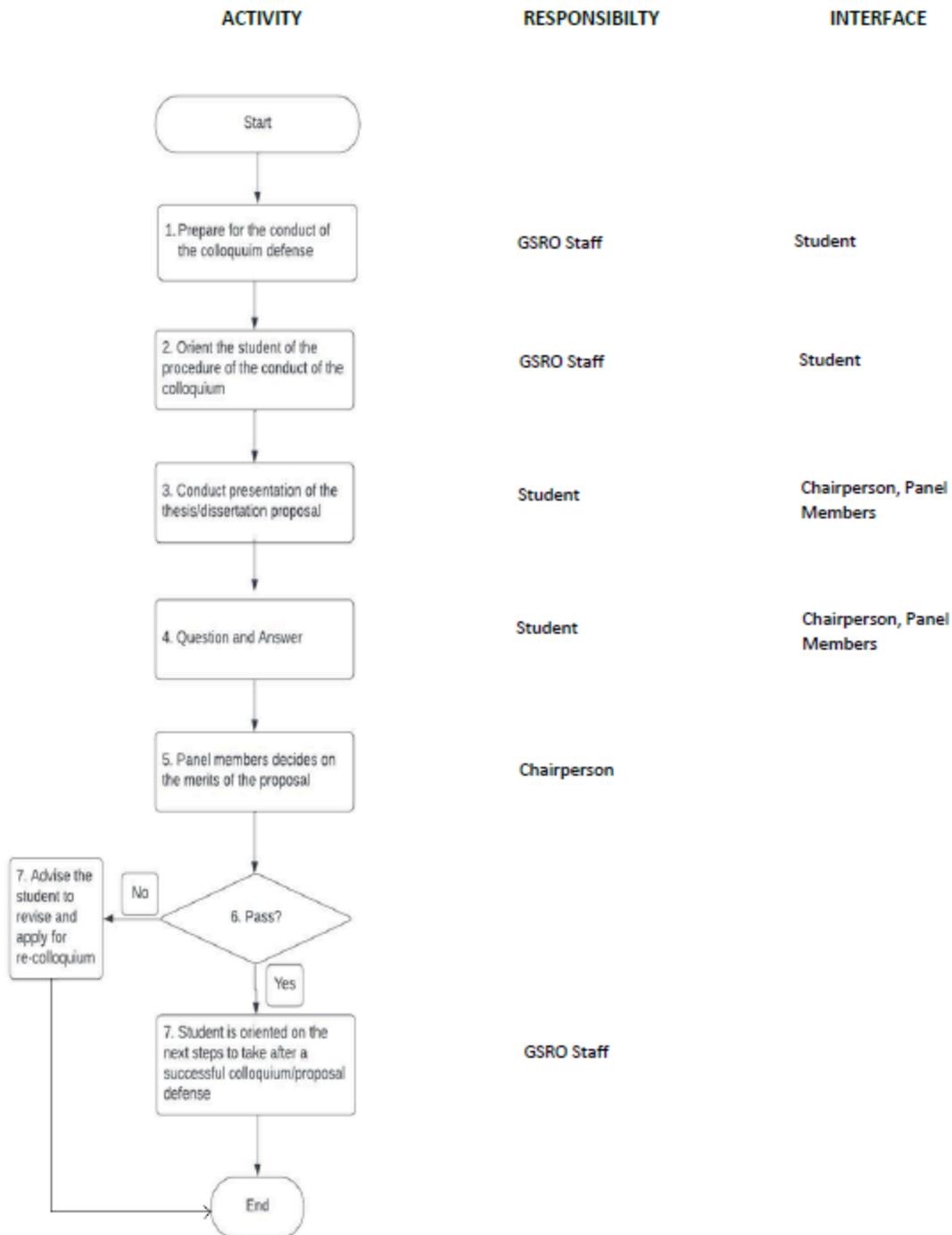
1. An advisee should be enrolled in thesis/dissertation writing 2 (TW2/DW2) during the term where he/she intends to apply for oral defense. Upon the recommendation of the thesis/dissertation adviser, the advisee submits the full thesis/dissertation manuscript to GSRO who will schedule the oral defense and invite the adviser and examiners/panel members.
2. The objective of the oral defense is to evaluate the thesis/dissertation in terms of the standards set by the University, both in terms of the written thesis/dissertation manuscript and the advisee's ability to defend it in the oral defense.
3. The oral defense committee may require a candidate to do a second oral defense (e.g. there are major revisions to be made that make a second presentation necessary) within one term.
4. Advisee(s) who failed to pass the second oral defense or has failed to do a second presentation of his/her thesis/dissertation within one academic year after the first defense is disqualified from obtaining the graduate degree. Moreover he/she is also disqualified for admission into other masters/doctorate program/s offered by the University.
5. After passing the oral defense, the candidate is advised to revise his/her manuscript by incorporating the suggestions given by the members of the oral defense committee. A candidate is given only a maximum of one (1) year from the term of the oral defense to submit his/her revised thesis/dissertation manuscript. Failure to submit on the prescribed schedule may serve as a ground for disqualification or dismissal of the student from the program.
6. The candidate should be able to submit to the Office of the College Dean a day before the scheduled Academic Council meeting all required documents for candidates for graduation (e.g. hardbound and electronic copies of the approved thesis/dissertation with duly signed approval sheet).

**4.0 Procedures**

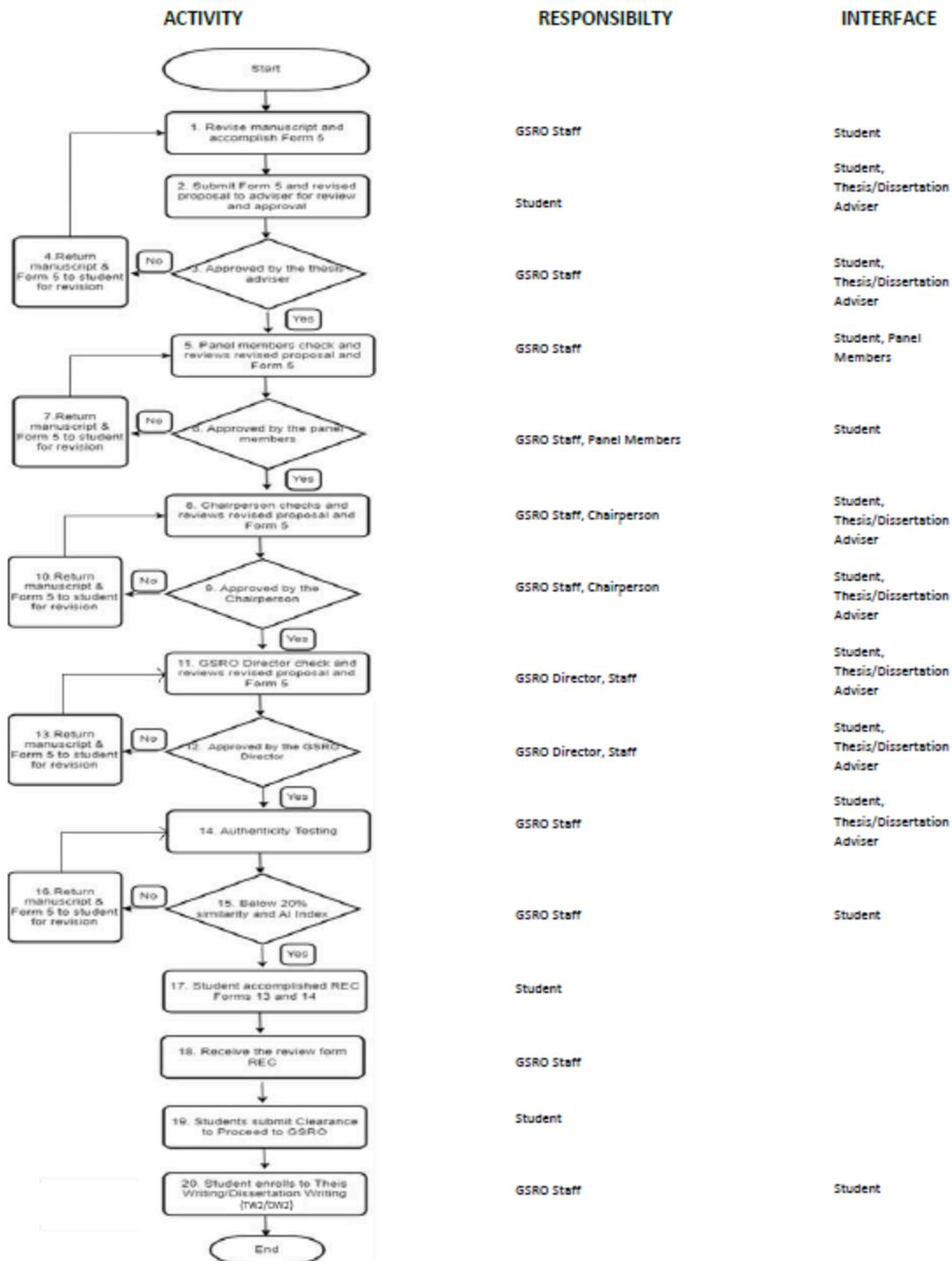
**4.1 Colloquium Defense (Preliminary)**



**4.2 Colloquium Defense (Actual)**

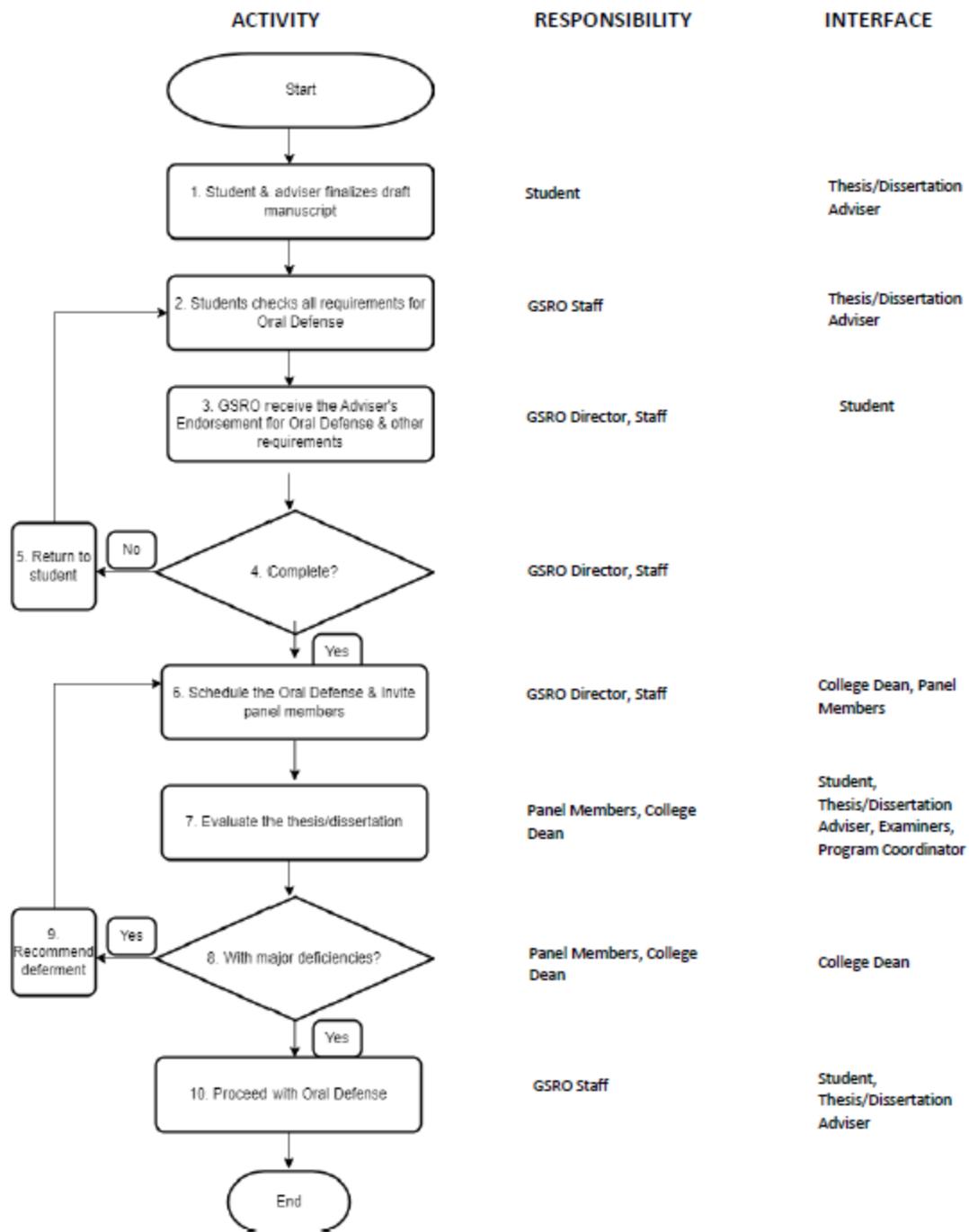


### 4.3 Colloquium Defense (Post)

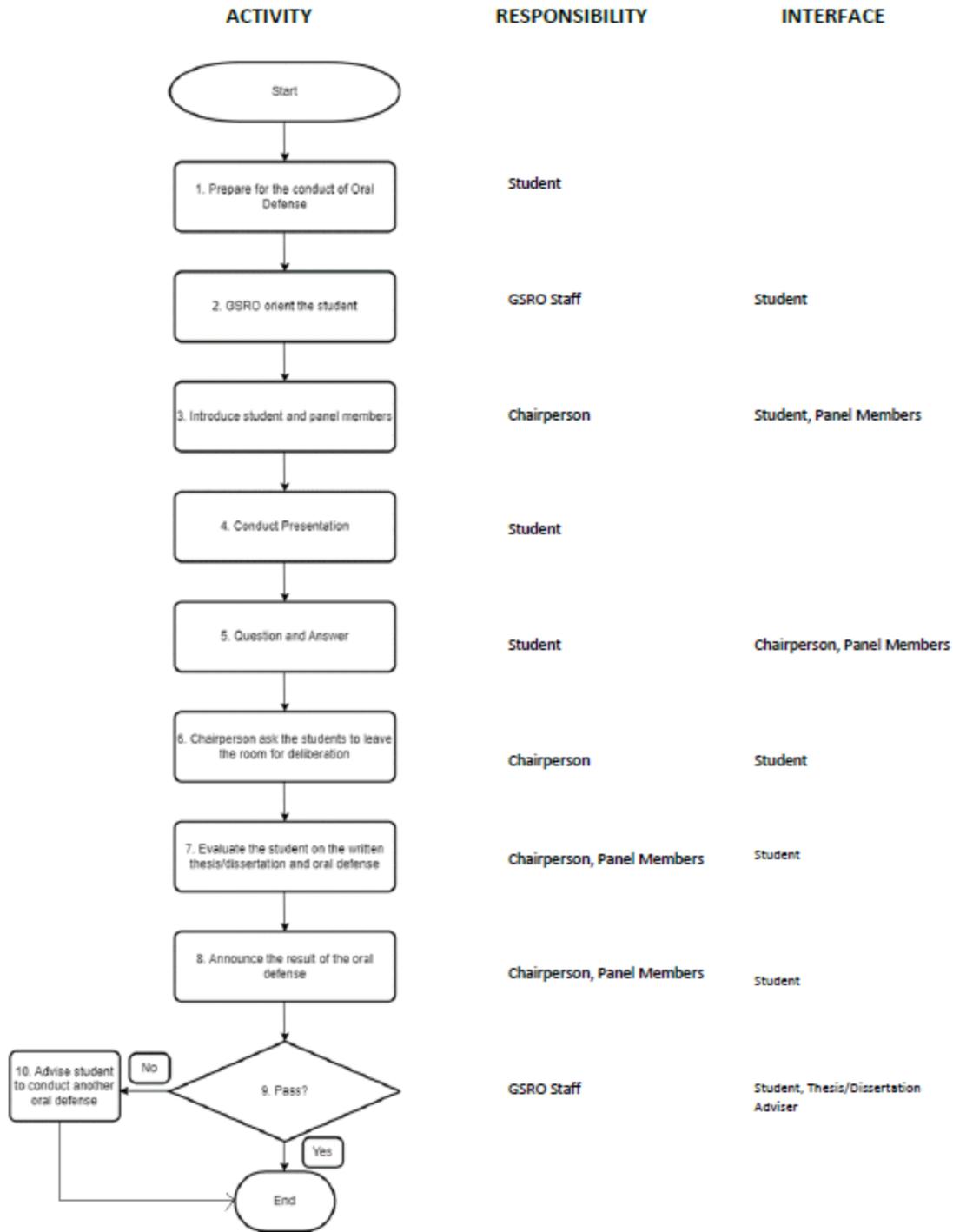


## 4.0 Procedures

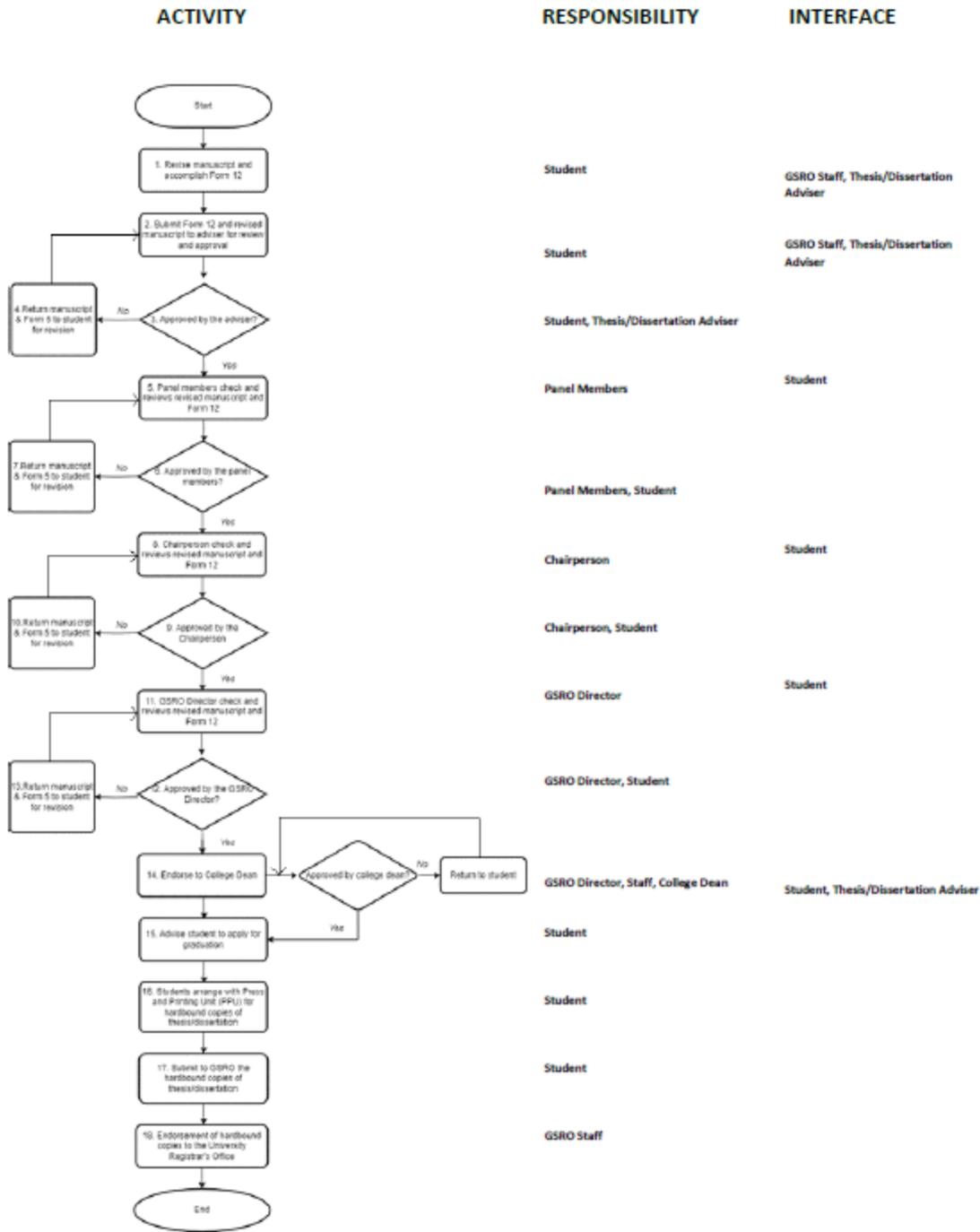
### 4.1 Pre-Oral Defense



**4.2 Oral Defense (Actual)**



### 4.3 Post-Oral Defense (Submission of Final Thesis/Dissertation)



**Composition of the Thesis/Dissertation Panel**

	THESIS	DISSERTATION
Colloquium	Chair: Research/Program Coordinator or Deputy Dean  1. Content specialist 2. Method specialist 3. Panel member # 3	Chair: Research/Program Coordinator or Deputy Dean  1. Content specialist 2. Method specialist 3. Panel member # 3 4. Panel member # 4
Oral Defense	Chair: College Dean/Institute Director or designated representative  1. Content specialist 2. Method specialist 3. Panel member # 3	Chair: College Dean/Institute Director or designated representative  1. Content specialist 2. Method specialist 3. Panel member # 3 4. Panel member # 4

**GUIDELINES AND PROCEDURE FOR THE SELECTION OF OUTSTANDING THESIS AND DISSERTATION**

Based on BOR Approved Resolution No. U-2804, s. 2018

**Guidelines and Procedure**

1. PNU graduate students who completed a master’s degree with thesis or a doctorate degree with dissertation in any specialization are qualified for the award.
2. Only submitted (hardbound) theses/ dissertations from Term 1 and Term 2 of the current school year and Term 3 and Summer of the immediately preceding school year will be considered for the award that shall be given during the graduation ceremony in Term 3.
3. The award shall be in the form of a plaque of recognition and a cash prize of PHP 25,000.00 for outstanding thesis and PHP 35,000.00 for outstanding

dissertation. The adviser of the winning thesis shall receive a certificate of recognition.

4. All other finalists (maximum of two each for both the outstanding thesis and outstanding dissertation) in the selection of the outstanding thesis and dissertation award shall be given a certificate of recognition and a cash prize of PHP 5,000.00 (thesis) or PHP 10,000.00 (dissertation).
5. Awarding of the cash prize for the winners and finalists shall be subject to availability of funds and sourced from the Student Development Fund.
6. The Director of the Graduate Research Office shall review completed theses and dissertations and submit to the Dean of the College a shortlist of theses and dissertations nominated for the awards (maximum of six nominees for each award). This process should be completed on or before the last Saturday of January.
7. The College Dean forms the College Evaluation Committee for the Outstanding Thesis and Outstanding Dissertation consisting of three (3) external specialists as members. Token and honorarium may be given to the evaluators subject to the availability of funds from the Student Development Fund.
8. The evaluators shall review and rate the nominated theses and dissertations using a specified set of criteria. A minimum average rating of 1.50 earned during the evaluation is required for consideration as a finalist. This process should be completed on or before the last Saturday of February.
9. The results of the evaluation shall be submitted to the College Dean who shall endorse it to the Office of the Vice President for Academics. Only theses and dissertations who met the minimum average rating shall be endorsed (Top 3 finalists only). A letter of information shall be forwarded to the OVPA in case no thesis or dissertation passed the evaluation stage.
10. The Vice President for Academics convenes the University Selection Committee to review, deliberate, and decide on the final selection of awardees. The selection committee shall be composed of all the Vice Presidents in the University with the Vice President for Academics as Chair. This process should be completed before the scheduled regular Academic Council.
11. The winning thesis and dissertation shall be presented to the Academic Council by the Chair of the University Selection committee or his/ her authorized representative.
12. The University Selection Committee reserves the right not to give the award for outstanding thesis or outstanding dissertation if no thesis or dissertation qualifies for the award based on the review of the selection committee.
13. A faculty, staff, or administrative official who happens to be an adviser of a nominated thesis/ dissertation shall inhibit himself/ herself in participating in the process of the selection of the outstanding thesis or dissertation.

**Criteria for Evaluation.** The College Evaluation Committee and the University Selection Committee shall review and evaluate the nominated theses and dissertations using outcomes-based evaluation tools with the same criteria for evaluation. Specific criteria and indicators can be developed or modified as the need arises, but the following are the core areas to be evaluated:

1. Content and Substance (50%)
2. Organization and Writing (20%)
3. Relevance (30%)

## **Guidelines for the Publication and Creative Work as Requirement for Graduation in the Master's and Doctoral Degree Programs**

### *Definition of Terms*

1. Creative Work – tangible evidence of creative effort in a specific field of specialization, such as artwork, literature, music, painting, dance, drama, production, architecture, and games and apps (CMO No. 15, s. 2019, p. 5).
2. Juried Creative Work – a creative work selected through a competitive process by a jury of two or more people who are experts in the field. Juried works are NOT the same as curated creative works.
3. Creative Work Outlet – a meritorious organization, institution or community that brings together creative people and serves as an outlet for their creative works.

## **Publication Guidelines**

### Master's Degree Program

1. Before their degrees are granted, students in any master's program offered by PNU must have at least one (1) research study published in a reputable national or international refereed research journal with a strict review process.
2. The research study may be an individual or a group research work (up to four (4) PNU graduate students) conducted within the residency period in the Master's program.
3. The research study must be within the student's area of specialization or an allied field of study.
4. The research must be reported to the Graduate Research Office (GRSO) prior to publication.
5. The published research may be a course requirement, a feasibility study leading to the student's terminal research requirement, or based on either the thesis or the student's other involvement in research projects within the University. If the research article is based on the thesis, the student is given one (1) year to publish the article before filing for application for graduation.
6. The research publication may be: (1) authored by the student/s; (2) joint authorship between the student/s and the corresponding PNU faculty mentor; or

- (3) must reflect PNU as the institutional affiliation of the student author/s to signify that it is a program requirement.
7. A copy of the journal containing the article or a letter of acceptance for publication must be submitted to GRSO to comply with this requirement.

### Doctoral Degree Program

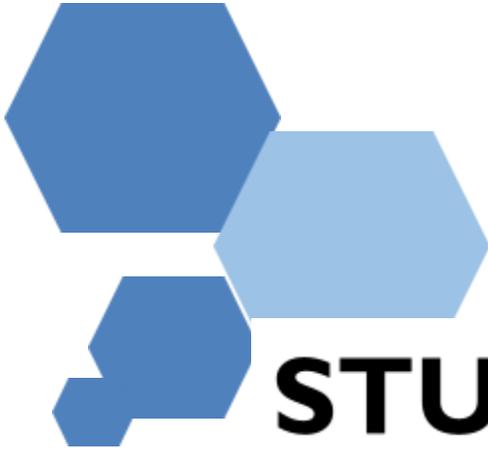
1. Before their degrees are granted, students in any doctoral program offered by PNU must have at least one (1) research study published in a reputable national or international refereed and indexed research journal with a strict review process.
2. The research study may be an individual or a group research work (up to four (4) PNU graduate students) conducted within the residency period in the doctoral program.
3. The research study must be within the student's area of specialization or an allied field of study.
4. The research must be reported to the Graduate Research Office (GRSO) prior to publication.
5. The published research may be a course requirement, a feasibility study leading to the student's terminal research requirement, or based on either the dissertation or the student's other involvement in research projects within the University. If the research article is based on the dissertation, the student is given one (1) year to publish the article before filing for application for graduation.
6. The research publication may be: (1) authored by the student/s; (2) joint authorship between the student/s and the corresponding PNU faculty mentor; or (3) must reflect PNU as the institutional affiliation of the student author/s to signify that it is a program requirement.
7. A copy of the journal containing the article or a letter of acceptance for publication must be submitted to GRSO to comply with this requirement.

### **Creative Works Guidelines**

1. Before their degrees are granted, students in any Master's or Doctoral program offered by PNU must have at least one (1) juried creative work that is presented/published or exhibited in a reputable national or international artistic event with a strict and sound judgment process.
2. The creative work may be an individual or group work (with up to four (4) PNU graduate students and internal or external experts in other fields) conducted within the residency period in the graduate program.
3. The creative work must be in the student's area of specialization or an allied field of study or program.
4. The creative work must be reported to the Graduate Research Office (GRSO) and a Creative Work Screening Committee prior to presentation or exhibit. The composition of the committee will depend on the creative work being submitted for evaluation.

5. The creative work may be a course requirement, based on either the thesis/dissertation or the student's other involvement in creative work projects in and outside the University. If the creative work is based on the thesis/dissertation, the student is given one (1) year to present or publish the creative work in a reputable creative work outlet before filing for application for graduation.
6. The creative work may be: (1) authored by an individual or group of students; or (2) jointly authored by the student/s and the corresponding PNU faculty mentor. If applicable, the creative work shall reflect PNU as the institutional affiliation of the student/s to signify that it is a program requirement.
7. A copy of the publication containing the juried creative work, or a certificate of presentation or exhibition must be submitted with the original certificate for verification to GRISO to comply with this requirement.
8. Creative works that earned an award or citation will be accepted for both Master's and Doctoral programs.

This is effective on Term 2 of Academic Year 2022-2023 as per BOR approval last March 28, 2022.



# **STUDENT SERVICES**



# STUDENT SERVICES

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The Student Affairs and Services Office (SASO) provides services and programs that relate to student welfare, student development and institutional student programs and services. These services and programs are all geared towards optimal and holistic student development.

## Objectives

Specifically, these services and programs will:

1. Ensure the welfare and well-being of PNU students through responsive support services including those services needed by students with special needs; and
2. Enhance student's maximum potential for personal-social, academics and career development.

In consonance to the *CHED Memorandum No 09 Series of 2013* on, "Enhanced Policies and Guidelines on Student Affairs and Student Services," and the *CHED Memorandum No 08 Series of 2021* on "Guidelines on the Implementation of Flexible Delivery of Student Affairs and Student Services During Pandemic"

SASO offers the following services and programs:

### A. Student Welfare

#### a. Counseling and Career Services

- i. Information and Orientation Services
- ii. Individual Inventory
- iii. Gender Sensitive Counseling
- iv. Testing
- v. Wellness Programs
- vi. Referral and Consultation
- vii. Follow-up
- viii. Career Development and Placement
- ix. Special Population

#### b. Economic Enterprise Development (in coordination with the PNU Student Council)

#### c. Student Handbook Development

#### d. Frontline Services (i.e. Issuance of Good Moral Certificate)

## **Student Welfare**

### ***Counseling and Career Services***

#### *Information and Orientation*

It is the comprehensive and systematic organization and dissemination of relevant and significant information to students and other individuals in order to assist students in their personal-social, academic and career development. Various methods include, printed materials, online information material, online small group guidance activities, and webinars/ orientations/ forums.

#### *Individual Inventory Service*

This is a service which provides a synthesis of information about the individual student which can be used to gain self-awareness and understanding. Counselors systematically collect, evaluate and interpret data generated via printed form and online forms to identify the characteristics and potential of every student.

#### *Testing Service*

This service provides the individual profile of students in areas such as intelligence, interest, aptitude and personality traits. It seeks to identify students' uniqueness that will contribute to a deeper awareness and understanding of oneself. Test results aid in better self-awareness and better response to self and others. All PNU students will be given a scheduled day to participate in the face-to-face testing or online assessment of their mental health/social-emotional and behavioral functioning.

#### *Gender - Sensitive Counseling Service*

This is the main service of the Guidance program designed to help students achieve maximum self-realization and development to become fully integrated, mature, and responsible individuals. Counseling sessions shall be done either face to face or online, following proper protocols and guidelines.

#### *Wellness Program*

This refers to programs intended for students to become acquainted with the topics that will help them in their adjustment in school and life in general. It is also designed and implemented to meet the needs of a particular group of students in order to promote psychological wellness and prevent future occurrences of maladjustments. Programs offered enable students to address individual issues and concerns in order to be well-functioning and productive students. For online delivery like webinars and online

sessions links will be posted online and target participants will be given the ID and password that they will use to join the webinar.

### *Referral and Consultation*

It is the practice of helping students find needed expert assistance that the referring counselor cannot provide. It directs the client to another counselor or health professional with a different or higher level of expertise related to the student's needs. All counselors will maintain active networks and linkages that can be accessed online for easy referral and consultation of special cases.

### *Follow-up Service*

Follow-up services occur in different areas of a student's life. It does follow-up activities after the placement of students in courses and programs. It likewise happens as counselors' check on progress and well-being of students who undergo either face to face or online counseling sessions.

### *Career Development and Placement*

This is a service given to students in order for them to have a clearer picture and a deeper understanding of one's career and help in their career decision-making from knowing their abilities and potentials. This also provides them with the necessary information concerning requirements, job trends, job referrals and employment opportunities through implementing seminars or workshops that will facilitate students' development of personal and professional competencies.

### *Special Populations*

This provides specific SASO services to students who are under different / special circumstances, like scholars, student-parents, working students, blind students, athletes, performers, foreign students, indigenous and others. Accommodation services and resources are available. It also aims to develop Peer Helpers / Facilitators who can link students to SASO, especially counseling. The philosophy of the program is anchored on the belief that everybody can achieve their goals, even under special circumstances. There are two bases of the program. One is CMO 9 S. 2013, Sections 10.3, 13.1.2.; 31.1 and 32 while another is counseling.

## **Student Welfare Services**

### Counseling and Career Services

The Counseling and Career Services is open from 8:00a.m. - 5:00p.m., Monday to Saturday (Face to Face)

The Counseling and Career Services is open from 8:00-5:00 pm from Monday to Saturday (Online)

The Head of the Student Welfare is the lead person in undertaking the implementation of the Counseling and Career Program. The Counselor serves as the University Counselor and works with the Head of the Student Welfare and Director of the Student Affairs Services Office and to achieve the objectives of the Student Affairs and Services.

### ***Economic Enterprise Development***

The Student Affairs and Services Office in collaboration with PNU Graduate Student Council/Student Government to develop and manage income generating projects, savings and other student economic enterprise. There shall be mechanisms to develop and update the student handbook. It will be disseminated in the form of printed and electronic copies.

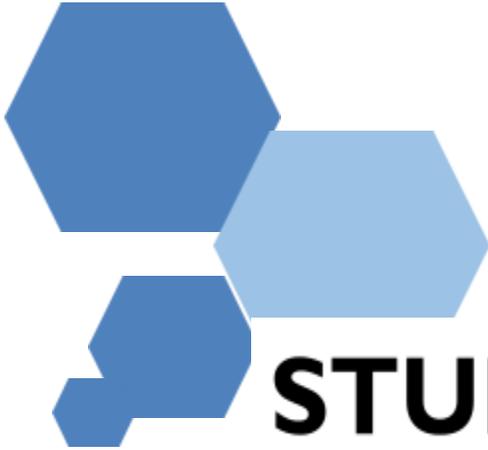
Student organizations need to conduct activities which will help them gather economic resources to help support their programs, their members and advocacies. Student organizations are encouraged to conduct face to face or online student activities which can support the financial needs of their organizations and/ or their members.

### ***Student Handbook Development***

The delivery of services and conduct of activities present new challenges in creating guidelines on student offline and online behavior. New procedures, policies, and regulations must be drafted in order to secure proper decorum online.

### ***Frontline Services***

*Issuance of Good Moral Certificates*  
*Processing of Student Assistant Applications*  
*Other Services*  
*Student Clearance*  
*Lost IDs*  
*Lost and Found*



# STUDENT ACTIVITIES



# STUDENT ACTIVITIES

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Every PNU graduate student is encouraged to join and participate actively and creatively in at least one program-based organization duly approved by the University. This is done to enhance the leadership characteristics of the students while maintaining his/her good scholastic performance.

## **Graduate Student Council (GSC)**

GSC is an advocate for the graduate education of the Philippine Normal University, working to mobilize and arrange the student network, programs, and activities of the College of Graduate Studies Research and Indigenous Peoples Education/ its equivalent in other PNU campuses.

As a student-centered organization focused on providing information and services to students to enhance their PNU experience, GSC aims to:

- 1) Collaborate with the faculty to develop best ethical and moral practices, outstanding research: theses and dissertations that uphold the high academic standards and excellence of our graduate programs;
- 2) Provide a venue for all academic programs, institutes and centers, administrative offices, and support services to foster a friendly and nurturing academic environment for graduate students from inquiry to graduation; and
- 3) Support the implementation of programs and activities of the University as it responds to emerging trends both nationally and internationally.

As graduate students, GSC supports the mission and vision of the Philippine Normal University: "dedicated to nurturing innovative teachers and education leaders" guided by PNU motto: Truth, Excellence, and Service.

The GSC is composed of the following officers: President, Vice President-External, Vice President- Internal, Secretary, Treasurer, Public Information Officer, Auditor, and Business Manager. Its activities are monitored and supervised by the SASO Head for Student Development.

**Program- Based Organizations.** These are academic-oriented organizations composed of graduate students who are professionals in their field of specialization or academic disciplines. The Program Coordinator will assign a Faculty Adviser who shall supervise the respective PBOs. (Direct supervision shall be done by the Faculty Adviser duly assigned by the Program Coordinator).

**Interest Clubs/Organizations.** These are non-academic-oriented organizations composed of graduate students who share the same interests/ advocacy. The graduate students may choose the faculty/ administrative staff as their adviser who shall supervise the respective clubs/ organizations

Both PBOs and Interest Clubs/ Organizations must adhere to existing rules and regulations, the management and operation of student organizations in the Student Affairs and Services Office shall be governed by the following:

1. Supervision of Organization's operation, programs, and activities
2. Application of Program-based Organizations
3. Disqualification in conducting activities of the organization
4. Membership
5. The Adviser

## **Membership**

Only bona fide graduate students are allowed to join student organizations under their program/ specialization.

## **General Requirements for Application of Student Organizations**

A group of students may apply to the Student Affairs and Services Office through the Coordinator for Student Activities to form an organization, subject to the following general requirements:

1. Letter of an application signed by the founding members stating the name of their organization;
2. Proposed activities for one school year;
3. Constitution and by-laws and logo of the organization;
4. Profile of the Faculty-Adviser; and
5. List of officers with the corresponding position, course/ specialization, contact number, and email address.

## **Standard Operational Procedures in the Conduct of Student Activities Permit for Activities (On Campus)**

- Submit concept paper 2 weeks before the activity
- Format: (1) Title of Activity; (2) Target Date; (3) Target Venue; (4) Target Participants; (5) Target Outcomes; (6) Rationale; (7) Objectives; (8) Program Flow; (9) Budget; (10) Signatories
- Required signatories:
  - Prepared by
  - Noted by: Adviser of the Organization
  - Recommendation Approval: Program Coordinator/
  - Associate Dean/ or its equivalent for other campuses
  - Dean of CAS or its equivalent for other campuses.
  - Director of Student Affairs and Services or its equivalent

### *General Requirements for On-Campus Activities*

- Approved Concept Paper
- Venue Reservation

### *General Requirements for Off-Campus Activities:*

- Letter of invitation (from the outside organization/ institute)
- Letter of acceptance of the invitation from the organization
- Letter of request to participate in the outside activity signed by the officer-in-charge, noted by the Faculty/ Adviser, recommending approval by the Associate Dean or its equivalent
- List of students joining the activity

### *Duties and Responsibilities of Student Organizations during On-Campus Activities*

- Submit the required documents and obtained approval of the conduct of activities and other matters;

- Information dissemination of the activities to be conducted;
- Coordination with the involved administrators, faculty members, participants, members of administrative staff, visitors and stakeholders;
- Securing permits for resource speakers, lecturers and non-PNU participants;
- Cleanliness and orderliness of the venue;
- Submission of required reports and documentations; and
- Ensure that the approved ISO Procedure in Supervising On-Campus Activities

*Duties and Responsibilities of Student Organizations during Fund Raising Activities*

- Submit the required documents and obtained approval of the conduct of activities and other matters (30 days before the event);
- Information dissemination of the activities to be conducted;
- Coordination with the involved administrators, faculty members, participants, members of administrative staff, visitors and stakeholders;
- Securing permits for resource speakers, lecturers and non-PNU participants;
- Cleanliness and orderliness of the venue;
- Submission of duly signed required reports, financial report and documentations; and
- Ensure that the approved ISO Procedure in Supervising On-Campus Activities

*Duties and Responsibilities of Student Organizations during Off-Campus Activities*

- Submit the required documents/ permits and obtained approval of the conduct of activities and other matters;
- Information dissemination of the activities to be conducted;
- Coordination with the involved administrators, faculty members, participants, members of administrative staff, visitors and stakeholders;

- Submission of required reports and documentations; and
- Ensure that the approved ISO Procedure in Supervising Off-Campus Activities Local Invitational Activities

### *Duties and Responsibilities of Faculty Adviser*

- 1) Be available for consultation, especially with the officers of the organization;
- 2) Attend meetings of the organization. If unable to attend, the adviser should be informed of what happened through the minutes of the meeting;
- 3) Know well the constitution and by-laws of the organization; be available for consultation and assist in the planning and monitoring of the activities, make sure that they help attain the organization's objectives.
- 4.) Be present or be with the students if the organization's activity is held off-campus, or when the organization is representing the University.
- 5.) Check and approve the posters/ notices/ announcements of the organization before they are put up.
- 6.) Act as liaison between the organization and the University administration. Hence, the adviser can sign the organization's communications and request for reservation of rooms and facilities.

### **Disqualification of the Organization**

Violation of any rules and regulations of the University, laws such as the Anti-Hazing Act of 2018 or RA 11053 and non-submission of the required documents to SASO shall be a ground for disqualification of the organization and may be subjected to discipline process.

### **Head for Student Development**

All documents submitted to the Student Affairs and Services Office (SASO) Director for approval must be checked by the Head of the Student Development.

**The Torch Publications** is the official student publication of PNU. The Torch Publications is a pro-student publication responsive to the needs of the academe and the community. It upholds the standards and ethics of journalism, functions as a catalyst to tap the holistic development of the students exposing them to the objective social realities and to the people's right and welfare, and contributes to the development of responsible and committed student leaders and journalists.

It is a student institution that publishes periodicals and other printed materials funded, managed and led by the students.

**University Press-** Printing and bindery services are available for students.

#### *General Services of the University Press*

1. Prints University ID and other materials such as diplomas, certificates, reports, information materials, programs, brochures, and other academic, and office forms.
2. Prints materials such as: invitation cards, birthday cards, letterheads, tickets, reports, and other related materials.
3. Does bindery e.g. books, theses, dissertations.
4. Publishes University academic/ educational materials such as: books, research, journals, newsletters, manuals, lectures, and other related materials.
- 5.. Coordinates University publication activities.
- 6.. Reviews and recommends policies governing publication.
7. Implements policies, programs and activities that encourage and enhance production of educational materials and other related materials.
8. Initiates and implements activities that promote the University Press services.
9. Initiates and promotes marketing strategies to enhance sale of publication materials

### **Institutional Student Programs and Services**

#### ***Admission Services***

This service refers to the office responsible for the administration of various admission tests for undergraduate, CTP/PS Specialization, graduate, post baccalaureate and basic education students

## ***University Scholarships***

Philippine Normal University implements a functional and continuing scholarship program for graduate students. The Student Affairs and Services Office shall disseminate information on the availability of scholarships to graduate students.

### ***Scholarship/ Grants***

Philippine Normal University implements a functional and continuing scholarship program for graduate students. Some of the privileges that might be provided to them include free or discounted school fees, monthly stipend/allowance, book allowance, housing (optional), and student support programs. There are policies and guidelines implemented in the selection and retention of academic scholars. Scholarship and endowments can be given to faculty and staff, indigenous groups, handicapped persons, and others, as mandated by law.

Government and private scholars'/grantees' performance is monitored for the continuation or maintenance of their scholarship. A scheme for endowments from sponsors, benevolent individuals, institutions, and/or organizations is maintained (BOR Approved Other School Fees).

### ***Government Funded Scholarships***

#### Department of Science and Technology Scholarships

The Department of Science and Technology offers scholarships for Masters and Doctoral degrees in priority areas. The scholarship covers tuition and miscellaneous fees, book allowance, transportation allowance, and a stipend.

#### CHED Faculty Development Program- II (FDP)

The Commission on Higher Education (CHED) through its Faculty Development Program II seeks to upgrade the academic qualifications of tertiary faculty to master's and doctorate degree levels. It is expected that through this program, improved qualifications and teaching methods will contribute directly to better student learning which then would translate to higher passing rates in professional licensure examinations and greater productivity of graduates.

## ***Faculty Development Grants***

The faculty development grants are for the following degree programs/ priority fields in the identified Delivering Higher Education Institutions (DHEIs):

Non-thesis Master's Degree Program

Master's Degree with Thesis

Ph.D. Program (Local)

Ph.D. Sandwich Program (Foreign)

Continuing Professional Education (Non-degree Program)

## **Auxiliary services**

### *Hostel and Dormitory*

- The Normal Hall dormitory provides board and lodging facilities for undergraduate students during the regular school term and during summer class. The dormitory is also open for undergraduate and graduate students enrolled in PNU during summer term. The monthly rental fee is affordable, and the safety of students is assured since it is situated inside the school premises where security guards are on duty 24 hours a day.
- The PNU Hostel is open 24 hours daily and even during holidays for both local and foreign transients/guests. It has different types of rooms: Air-conditioned room, non-air-conditioned room, VIP or Presidential Suite, and the Archipelago room or Dormitory type room. The facilities provide accommodations for participants in various continuing activities such as seminars, workshops, teacher training programs, conferences, etc, conducted by the University, DepEd, CHED, other educational institutions, professional groups and other government agencies.

### *Laundry Services*

- The PNU Laundry Shop provides quality laundry services at an affordable rate. This is strategically located and accessible for the laundry needs of student dormers, guests, school personnel and other clients from nearby institutions. It operates on Monday to Friday from 7:00 AM to 5:00 PM.

## *Cafeteria*

- Provides well-balanced nutritious and reasonably cost meals to the University Community.
- Provides catering services to guests, participants to various seminars, workshops, conferences conducted by the University and by the other government agencies and professional associations that utilize University facilities.

## **Health Services**

The University Health Services Unit promotes the wellness of the students, faculty and staff.

- a. Annual Evaluation of submitted medical clearance/medical certificate for enrolled students. For new Graduate students, they are required to submit a medical certificate indicating their fitness to attend classes.
- b. Consultation services for the initial assessment of illness and treatment of minor medical/dental diseases; assessment on the physical fitness of students to participate in programs of Physical Education, athletic activities, and recommendation for re-admission to or exclusion from classes.
- c. First aid treatment of common emergency cases.
- d. Referral system for tertiary care of complicated medical/dental cases.
- e. Health promotion and sanitation programs such as the regular monitoring of food and water safety and updates on vital health issues
- f. Drug testing is not required but random drug testing is mandatory.
- g. E-medical/dental services as online medical/dental consultation

## **The University Library**

Serves the students, faculty, and staff of the University, as well as other researchers and the general public in their quest to use the Library's resources and services for their academic and research needs.

## PNU Students, Faculty, and Staff

A Borrower's Library Card (BLC) validated for the current term by authorized library staff is needed. A registered Library Account to PNU eLibrary is needed to access online resources and services.

### Reference Service

The following forms of reference service are rendered by the librarians:

- Guidance in the choice of books
- Guidance in the location of library materials
- Answering reference questions
- Formal and informal instruction on how to use the library resources and tools.
- Bibliographic/pathfinder service for recorded research studies, literature, and other resources
- Indexing and disseminating periodical articles from journals, magazines, newspapers, etc

### Current Awareness Service

This service is concerned with the preparation of lists of newly acquired and processed materials by the PNU Library which are disseminated to the academic departments for their information. The lists are also circulated through emails, [PNU Library Homepage](#), [Facebook Page](#), and various library sections informing library users of new library materials. The students may also refer to the specified online library homepage, and Facebook page of other PNU hubs.

### Referral Service

This service is rendered to PNU faculty, staff, and students who may want to use the resources of other institutional libraries at a specified time. A PNU researcher is provided with a referral letter issued by the Office of the Head Librarian. Only bonafide faculty and students can avail of the referral service.

Library Links for online materials

**PNU eLibrary Remote Access Links:** <https://bit.ly/LIBOLGF>

## Library Clearance

Conditions for Accomplishing Library Clearance

All PNU students applying for an original transcript of records at the Registrar's Office are required to accomplish a library clearance.

1. For Face-to-Face transactions, please refer to the procedure of the University Registrar Office (OUR).

### Requirements in Accomplishing Library Clearance

A student applying for library clearance should present/ surrender his/ her latest BLC to the Office of the Head Librarian located on the Library Lobby

2. For Online transactions, kindly send an email to the **Registrar's Office**.

## Library Account Registration

Registration Form: <https://bit.ly/3dSV36a>

All students are required to renew the validation of the Library Card every academic term.

## **Multi Faith Services**

This serves the religious needs of the University. It strives to be ecumenical in its outreach activities. It provides Christian and non-Christian formations that are relevant to the times in the form of Bible study and prayer groups, Christian and non-Christian leadership training, recollection, and a small library of theological and spiritual reading books. It provides counseling and crisis intervention upon request and provides space for other religious practices. It strives to be ecumenical in its outreach activities.

**Safety and Security Services-** provide safe and security environment for the members of the PNU Community

The Security and Safety Management Unit provides responsive and efficient security services that protect property and actively assist the PNU community at times of emergencies and disaster.

2. Safeguard the well-being of the PNU Community by implementing the University's security, safety, and health protocols.

Emergency Action Plan for Students:

### **I. EARTHQUAKE:** (EVACUATE BUILDING)

#### **If inside the building:**

1. Drop to the floor, take cover under a table or desk against the inside wall.
2. Grasp one of its legs while covering your head with your arm.
3. Expect the sound of alarm and marshals to direct you to the safe area.
4. Avoid using the elevator.
5. DO NOT RUN going outside/to a safe area.

#### **If outside the building:**

1. If possible, move into a clearing, away from power lines, trees and buildings.
2. Drop to the ground and wait for the shaking to stop.

### **II. FIRE:** (EVACUATE BUILDING)

1. Evacuate Building
2. Pull fire alarm, if possible
3. Remain low if encountering smoke
4. Use stairs, avoid using elevators
5. Stay at the designated safe area

### **III. FLOODING: (MOVE TO A SAFE LOCATION)**

1. Do not walk, swim or dive through flood waters.
2. Move to higher ground or higher floor of the building
3. Wait for the school announcement if it is safe to go out.

### **IV. BOMB THREAT**

1. Do not engage
2. Notify the nearest employee/security personnel.

### **V. MEDICAL EMERGENCY**

1. Call the attention of the nearest security personnel or the University Health Services

### **The Linkages and International Office (LIO)**

It is the unit primarily responsible for pursuing strategic and innovation partnerships and collaboration both at the national and international levels. It serves as the liaison of the university to its various networks and organizations. It is also responsible for the monitoring of inbound and outbound mobility programs for faculty students, and other internationalization initiatives.

The following are the services offered to students:

- Dissemination of various international opportunities such as seminars, webinars, training, conferences, short-term and long-term exchange programs;
- Pre-departure assistance and orientation for outbound exchange students;
- Assistance on the student's visa and special study permit application of international students;
- Support to the activities of PNU International Volunteers and Leader's Body (InVoLB), the student arm of LIO; and
- Support for other internationalization activities for students and various academic and administrative units of the university.

## **Services for Students with Special Needs**

Promoting Inclusive and Social Equalities are special programs of SASO created for groups of students with similar characteristics. This is based on the philosophy that everybody can achieve his/her goals, even under special circumstances through available services (scholarships for PWDs, student organizations for students with special needs, counseling, and dormitories).

## **The Center for Culture and Sports Development**

Engages in the formation of student-artists and athletes to become the embodiment of values, ideas and aspirations of life. Students get into the program in their desire to develop and to hone their skills in their chosen fields of arts and sports. Through this, they get the opportunity for well-rounded development as they must do well in their academic work and apply values learned from their participation in cultural arts and competitive sports. With the help of their trainers and coaches, student-artists and athletes are able to identify personal goals and set workable objectives for their chosen groups and teams. They also learn the values of self-discipline, commitment, responsibility, teamwork, dedication and cooperation. Their participation in competitions and tournaments allows them to discover the importance of fair play, sportsmanship, school sport and humility

## **Community, Extension and Partnership Office**

The PNU Extension is anchored on its Philosophy “Education for Personal Renewal and Social Transformation. Known as the third function of the university, extension plays a paramount role for social transformation, particularly in underserved and marginalized communities. It has been regarded as a strong force in bringing about individual and social transformation, community development and professional growth. It thrives in the partnership, cooperation, collaboration and networking of individuals and institutions to promote the extension services of the University

Personal renewal and empowerment are necessary to bring back the mantle of consciousness that is positive and healthy for Filipinos. PNU Extension aims to provide transformative education in which the Filipinos would believe in themselves and be confident in their future. The mission is to empower them by their heritage, legacy and landmarks to make them stand on an equal footing with other people so that they can contribute to a society that is driven to transform. The Commission on Higher

Education of the Philippines defines extension as the interrelated processes of “communicating, persuading, and helping specific target clientele to enable them to effectively improve production, community and/or institutions, and quality of life” (Higher Education Act of 1994; CHED Memorandum No. 8, s.2008).

All units, centers, and faculties of the Philippine Normal University shall take part in its extension services. Likewise, Faculty members, staff and students can take part in any extension activities of the University.

## **Policy on Drug Testing**

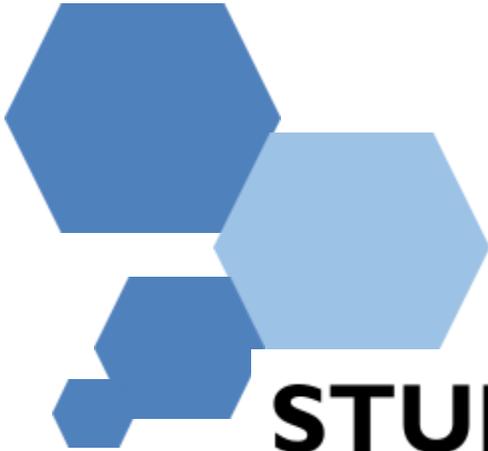
### *Drug Testing for Tertiary Students*

In accordance with the CHED Memorandum Order No. 25 s. 2009 the general guidelines for the conduct of Random Drug Testing for Tertiary Students and the guidelines approved by the Dangerous Drug Board through Board Regulation No. 3 will serve as the major reference of the Student Affairs and Services Office in the implementation of the Random Drug Testing Program of the Philippine Normal University.

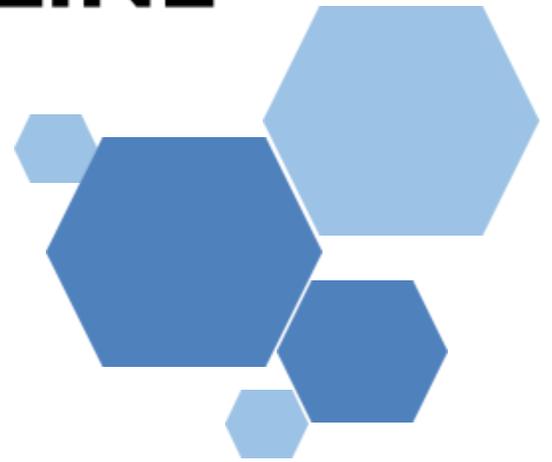
However, the Counselors are aware of the fact that drug dependency and drug addiction are considered mental illnesses. That is, drug users and dependents need treatment and support. As such, the Counseling and Career Services will be extending help to students who will voluntarily come forward to seek assistance on their drug use and dependence or addiction. The Counselors will:

- a. Assist the drug user/dependence in looking for appropriate treatment/rehabilitation center.
- b. Coordinate increased parent trainings as well as parent involvement.

The Counselors will also implement prevention programming in terms of substance use and misuse. Students at high risk for substance use and misuse need specified support, and the Counselors can facilitate such support needs through counseling services and psycho-educational programs.



# **STUDENT RIGHTS AND DISCIPLINE**



# STUDENT RIGHTS AND DISCIPLINE

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## GENERAL DIRECTIVES

The Philippine Normal University, the country's National Center for Teacher Education is dedicated to nurture future-ready expert practitioners, research scholars, and education leaders who are committed to the following University policies:

1. Adherence to the policies of the Graduate Student Handbook is required of all graduate students. It is the responsibility of the graduate students to familiarize themselves with and understand fully the stipulations of the Handbook. Non-familiarity with the regulations does not excuse any student from being meted out disciplinary measures for non-compliance;
2. All students are expected to adhere to legal, moral, and ethical norms within and outside the University;
3. Students should show courtesy and respect towards school officials, faculty, staff, and fellow students within and outside the University premises;
4. Students shall observe the guidelines in the use of the Identification Card (ID);
5. Students are expected to wear appropriate attire inside the University;
6. All students are required to attend the orientation program on an announced schedule. For the new students in the program, a proof of attendance in onboarding activities to the program is required before one enrolls in the following term in the program;
7. Students are not allowed to use the name and/ or seal of the University without authorization from the Dean of the College offering the program for the purpose of presentation of materials, printing of programs, invitations, announcements, tickets, and the like;
8. Students shall not be allowed to enter the University premises earlier than 6:00 a.m. unless authorized with a written permit from the Student Affairs and Services Office/ Unit. However, students can stay in a designated waiting area monitored by the University security personnel; and
9. No student shall be allowed inside the campus after 9:00 p.m. except those involved in co-curricular and extra-curricular activities authorized with a written permit from the Student Affairs and Services Office.

## **STUDENT RIGHTS**

### ***1.Right against discrimination***

- 1.1 No student shall be discriminated against on the basis of socio-economic status.
- 1.2 No student shall be discriminated against on the basis of political beliefs.
- 1.3 No student shall be discriminated against on the basis of religious/ non-religious beliefs.
- 1.4 Religious beliefs refer to the basic human rights of freedom of religion which includes being Christian, Muslim, Buddhist, or any religion or sect, and non-religious beliefs refer to the basic human right of freedom from religion which includes being humanist, agnostic, atheistic and/or having analogous perspectives.
- 1.5 No student shall be discriminated against on the basis of SOGIESC. SOGIESC refers to Sexual Orientation, Gender Identity, (Gender) Expression, Sexual Characteristics. This is pursuant to Manila Ordinance No. 8695, also known as the LGBTQI Protection Ordinance of Manila.
  - 1.5.1 Sexual Orientation under M.O. No. 8695 refers to the emotional or sexual attraction or inclination of a person towards a person of his/her/their own sex, or both masculine and feminine sexes.
  - 1.5.2 Gender Identity under M.O. No. 8695 refers to each person's internal and individual experience of gender, sense of being a woman, a man, both, neither, or anywhere along the gender spectrum.
  - 1.5.3 Gender expression under MO No. 8695 refers to how a person publicly presents their preferred gender and includes behavior and outward appearance such as dress, hair, make-up, body language, and voice, including the choice of name and/or aliases.
  - 1.5.4 Sex Characteristics is understood as each person's physical features relating to sex, including genitalia and other sexual and reproductive anatomy, chromosomes, hormones, and secondary physical features emerging from puberty
- 1.5. No student shall be discriminated against on the basis of being a parenting student. Parenting students refer to student-fathers, student- mothers, and students who are pregnant/expecting a baby. Please see the Parenting Students Assistance Program of UCGD for more details.
- 1.6. No student shall be discriminated on the basis of being differently-abled, and/or with special medical conditions

## ***2. Right to academic choice.***

A student shall have the right to freely choose his/her/their major or specialization subject to existing academic policies of the College/ Institutes/Faculties and their curricula, and to continue his/her/their study up to graduation.

## ***3. Right to excellent instruction and quality education.***

Every student shall have the right to excellent instruction and quality education. Students have the right to a fair grading system and have the right to file grievances against a faculty member's unbecoming classroom behavior or unsatisfactory teaching performance. Every student complainant shall be protected from any reprisal that may ensue.

## ***4. Right to organize***

4.1. Students shall have the right to form, assist, or join student organizations, alliances, or federations in accordance with existing University policies and for purposes not contrary to law.

4.2 Student organizations shall have the right to seek accreditation subject to standards set by the PNU Student Council and Student Governments and the Student Affairs and Services Office/ Student Affairs and Services Unit. The guidelines for accreditation of student organizations shall be formulated jointly by the Student Council/Student Government/ and the Student Affairs and Services Office/ Student Affairs and Services Unit in consultation with the president/ chairs of all student organizations.

4.3 The administration shall allow student organizations to use school facilities subject to existing rules and regulations,

4.4. Student organizations shall have their own leadership structure, their own directions and goals, and plan

4.5 Students shall have the right to peaceably assemble and petition the government and the University for the redress of their grievances. No regulation shall be imposed violating or abridging the student's right to assembly, except regulations as to time, manner, and place, and only on the basis of the protection of the rights of other members of the academic community

## ***5. Right to adequate welfare services.***

It shall be the responsibility of the University to provide students with adequate welfare services. These services and facilities shall include, but should not be limited to:

5.1. Adequate, safe, and clean housing facilities, such as dormitories, for students inside campuses;

5.2. Hygienic and healthy cafeteria services, including students' free access to safe and clean drinking water; and

5.3 Free annual medical and dental check-up and first-aid services.

## **6. *Right to adequate academic facilities***

It shall be the responsibility of the University to provide students with adequate academic facilities. University Student Council and Student Government shall amplify the Client Satisfaction Survey and encourage student's participation. These services and facilities shall include, but should not be limited to:

- 6.1. Well-ventilated and spacious classrooms conducive to learning;
- 6.2. Adequate and up-to-date laboratory, library, research, recreation and physical education facilities, including internet access; and
- 6.3. Effective communications system to ensure that students are promptly notified of memoranda, communications, announcements, and other relevant information that concerns student welfare and interest

## **7. *Right to information***

Pursuant to Executive Order No. 2, series of 2016 or the Executive Order on Freedom of Information (FOI), the students shall:

have access to all official public information on matters affecting their welfare.  
also have access to their own academic records, the confidentiality of which the school shall maintain and preserve.

provide a letter of authorization and ID of student and representative if they will send somebody to access their records.

provide a copy of the birth certificate and any valid IDs in any case that parents will access the records of students.

## **8. *Right to Freedom of Expression***

8.1 Students shall have the right to freely express their views and opinions within the bounds of decency and propriety. Students can express their grievances or organize activities without undue interference from the University.

8.2 Students freedom of expression: cannot harm the physical and mental welfare of others; cannot be used to justify/reinforce racism, sexism, misogyny, homophobia, transphobia, ageism, ableism, atheophobia, and other analogous acts;

8.3 The right to freedom of expression shall be subject to limitations provided by the law, constitution, and policy.

## **9. *Academic freedom***

Students' academic freedom shall consist of, but not be limited to the following:

- 9.1. To express their opinion on any subject or public or general concern which directly or indirectly affects the students;
- 9.2. To express contrary interpretations or dissenting opinions inside and outside the classroom, without being subjected to undue prejudice from school authorities;
- 9.3. To participate in policy and decision-making processes which directly impact their academic well-being through their student representatives from Student Council, Student Government, and the Student Regent;
- 9.4. To participate, through the Student Council and Student Government, in the drafting and/or revising of the student handbook, a copy of which shall be furnished the students upon admission to the University; and
- 9.5 To publish a student newspaper or similar publications, as well as the right to invite resource persons for assemblies, symposia, and other activities of similar nature.

### ***10. Right against illegal searches and seizures.***

Any form of unreasonable search and seizure shall be illegal, except for the following instances:

- (a) Searches made at the point of University entry and exit by authorized personnel of the University;
- (b) Searches and seizure of articles deemed illegal under existing laws and University policies falling in the plain view of duly authorized personnel;
- (c) Searches and seizures of articles that are illegal under existing laws and University policies, discovered inadvertently by duly authorized personnel.
- (d) Searches made when the student is about to commit, is committing or has just committed a crime or a serious infraction of the University's rules and regulations; and
- (e) Searches made with a valid search warrant.

Articles seized in violation of the hereinabove provided rights shall not be used as evidence against the student in any disciplinary action that may be brought against him/her/them.

### ***11. Access to school records and issuance of official certificates***

Every student shall have access to his/her/their own school records, the confidentiality of which the school shall maintain. He/She/They shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents following the Anti-Red Tape Act posted on the Registrar's Office.

## **12. Right to privacy**

The privacy of communication and correspondence among students shall remain inviolable. All data records shall be subject to the Data Privacy Act of 2012 and any policies and procedures which the University committee on Data Privacy Act will create.

## **13. Right to information on School fees and other charges**

General fees of the students is Subject to the provision of the RA 10931 or the ‘Universal Access to Quality Tertiary Education Act’ *“an act promoting universal access to quality tertiary education by providing free tuition and other school fees in State Universities and Colleges, Local Universities and Colleges, and State-Run Technical-Vocational Institutions, establishing the Tertiary Education Subsidy and Student Loan Program, strengthening the Unified Student Financial Assistance System for Tertiary Education, and appropriating fund therefor.”*

(a) Except those approved by their own student organizations and the University, all involuntary contributions are prohibited.

(b) Minimum standards in consultation shall be strictly observed concerning imposing tuition and other fee increases. To this end, no tuition and other fee increase shall be allowed unless the following procedures are observed:

- 1) Posting of notice of increase in tuition and other fees an academic year prior to the implementation of the proposed increase. The Student Council and Student Government shall be directly notified on the proposed increase;
- 2) At least one consultation shall be held with the students to discuss the proposed increase. This shall be attended by the University President or his/her authorized representative.
- 3) Prior to the final approval of the proposed increase, the students, through the Student Council and Student Government, shall be allowed to present their position to the University President on the proposed increase.

## **14. Right to Consultation and Representation**

14.1 The Student Regent, as the elected student representative of the students in the University System in the Board of Regents, shall have the right to consult each campus on the evaluation and proposal of any policies and decisions that will be implemented in the University that will directly or indirectly affect the students’ rights and welfare.

14.2 The University shall recognize the right of students’ representation, through the Student Regent, Student Government and Student Council, in policy-making bodies on issues that directly affect them.

## **15. SOGIESC-based Student Rights**

15.1 The University observes the following prohibited acts pursuant to Section 5 of the Manila Ordinance No. 8695 or also known as LGBTQI Protection Ordinance of 2020, to

wit:

Sec. 5. d. “Denying admission to or expel, dismiss or to prevent a student from graduating or issue clearances to a person or student from educational institutions on the basis of actual or perceived sexual orientation and gender identity and expression including imposing disciplinary sanctions higher than customary or similar penalties, restrictions or prohibitions due to sexual orientation, gender identity or expression of such person or student or their parents or guardians”

Sec. 5. e. “Revoking any accreditation, recognition, registration of any organization in educational institutions, workplaces and communities on the basis of actual or perceived sexual orientation and gender identity and expression”

Sec. 5. f. “Subjecting any person by reason of actual or perceived sexual orientation and gender identity and expression to either verbal or written insult including social media platforms.

Sec. 5. h. “Refusing or failing to allow any person to avail of services or accommodations in theaters, malls, spas, parlors, studios or apartments, condominiums, townhouses, flats, hotels, inns, dormitories and any other places of dwelling being rented out of offered to the public or for a fee on the basis of actual or perceived sexual orientation and gender identity and expression; Provided that the fact of giving inferior accommodations or services shall be considered a denial of access or use of such facility or services.”

Sec. 5. j. “Subjecting a person to physical or verbal harassment, profiling, unjust detention and involuntary confinement because of one’s actual or perceived sexual orientation and gender identity and expression.”

Sec. 5 l. “Any act of discrimination or harassment against a person or group of persons based on actual or perceived sexual orientation and gender identity and expression, which demeans the dignity and self-respect of such person or impairs reduce or nullifies the recognition, enjoyment or exercise of a person’s human and legal rights and basic freedoms in civil, political, labor, economic, social, cultural, educational spheres”

15.1.1. The University shall recognize the students’ right to gender expression. Any student is free to present their preferred gender and include behavior and outward appearance such as dress, hair, make-up, body language, and voice, including the choice of name, aliases, titles, and pronouns.

15.3 Other punishable acts in M.O. No. 8695, Sec. 5. [Refer to annex: M.O. No. 8695]

### ***16. Right to Protection Against Retaliation***

The students may invoke their right to protection against retaliation through verbal or written request to SASO/SASU, GFPS Secretariat, or other relevant administrative office. The right to protection against retaliation is afforded by RA 11313 or the Safe Spaces Act, as well as CMO 1 s.2015 and CMO 2, s 2022.

### ***17. Right to Protection Against Intimidation***

The students may invoke their right to protection against intimidation through verbal or written request to SASO/SASU, GFPS Secretariat, or other relevant administrative office. The University is committed to creating safe spaces for her students through the prevention of intimidating, hostile environments. The creation of an intimidating, hostile environment is a violation identified in RA 11313 and is also against the core values of the University.

### ***18. Right to Protection Against Political Persecution***

No student shall be discriminated against, humiliated, and/or harassed on the basis of their political belief, expression, and practice. Students, regardless of their organizational affiliation inside and/or outside the university, shall not be persecuted against by any student, faculty, and staff. In addition, the university is committed to protecting the students from any of, but not limited to, the following scenarios:

- 0.1 Discriminated on the basis of expressing dissent and objective criticism
- 0.2 Questioned on the basis of political expression, practice, and affiliation
- 0.3 Threatened on the basis of political expression, practice, and affiliation
- 0.4 Branded and accused of being affiliated to any armed group

## **Student Conduct and Discipline**

The Philippine Normal University's mission is to nurture innovative, responsive, sustainable and future-ready teachers and education leaders. Hence, to embark on this pursuit, it has to provide not only excellent learning but the means to develop its students into responsible and mature individuals who will be a valuable asset to the nation. One of the ways by which the PNU mission can be realized is through instilling discipline among its students

As the National Center on Teacher Education, every PNU student is expected to serve as a role model to the youth. This means observing the rules and regulations on student conduct at all times, on and off campus. Students should promote and maintain peace

and order in the University by observing the rules and discipline, as well by acting in accordance with the principles, traditions and ideals of a Filipino citizen.

A PNU student must always observe positive values upheld by the University to improve his/her character and attitude, to promote good behavior and self-discipline. Students should respect authority and the rights of fellow students, and protect the good name of the University. Hence, any act tending to cause dishonor to the University, or which is inimical to its best interest and image, or prejudicial to good order and discipline, shall be subject to disciplinary action.

A student from PNU must uphold the core values of the University, which is truth, excellence, and service at all times.

### **A. General Directives**

1. All graduate students enrolled in this University are required to comply with the provisions of the Graduate Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Handbook does not excuse any student from being sanctioned for non-compliance.
2. Students should be polite and courteous towards all persons within the University premises.
3. As a general rule, unless there is an announcement to the contrary, classes will proceed as usual.

Classes at the graduate level, is automatically suspended, without need for any announcement from the University, under the following conditions:

- o During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the Mayor of the City/Municipality having political jurisdiction over the campus;
- o When Typhoon Signal Number 3 or above is raised in the National Capital Region (NCR)
- o The University President makes the decision for the suspension of classes in cases when the decision, for whatever reason, is left to the discretion of the school.

### **B. Dress Code**

Graduate students shall at all times be neat, clean, and decent in their attire.

### **C. Wearing of the Official Identification Card (ID)**

To help ensure the safety and security of the community, identification cards (IDs) shall be issued to students.

1. Wearing of the ID upon entering the University and while inside the premises is mandatory. It must be worn properly with the student's picture and signature displayed.
2. The ID should be validated every term. Only validated ID will be honored for entrance in the University and the use of Library facilities.
3. Students without ID may use their Certificate of Registration (COR) upon entering the University.
4. In cases of lost ID cards, students should secure an affidavit of loss given to SASO and request for a new one.

### **D. Social Conduct**

1. A student should cooperate to maintain order and discipline with ordinary classroom procedures or discipline. Reporting to the Director of SASO/ Head of SASU is based on the discretion of the professor.

Students who show disrespect will be dealt with accordingly.

Such students must be reported to the Director of SASO/ Head of SASU and may not be allowed to attend the class concerned unless s/he presents to the professor a note from the Director of SASO/ Head of SASU authorizing his/her readmission in class. S/He will be marked absent for all sessions missed.

Boisterous conduct, such as howling, jeering, or cheering or any action, which tend to distract other students from on-going activities either in class or during conferences, symposia, or assemblies, must be avoided for being unbecoming and out of place.

2. The University respects the individual personalities of students and encourages healthy interaction among them. However, behavior, which tends to offend other members of the community, will be dealt with accordingly.
3. Respect and honor should be shown to all visitors on campus. However, the usual norms of etiquette, security and safety procedures must be carefully observed in the University.
4. PNU students are expected to conduct themselves in a manner that makes the campus a safe space for everyone.

5. A student may participate in any activity outside, (e.g. contest, play, conference, association, or society) as official representative of the University with permission from the proper University authorities.
6. A student may release to the press or similar channels of public communications, news or other related matters with accountability in relation to applicable news.
7. Campus facilities may be used for varied student activities in accordance with specific University regulations and procedures.
8. A student is expected to respect and use school property with diligent care and proper storage after use. Good order requires that all parts of the University be kept clean and everything in its proper place.
9. Every student is expected to maintain the cleanliness of the school surroundings. Empty bottles, wrappers, cups, or plastic glasses will be disposed of only in trash cans, not thrown into courtyards, lawns, classrooms, or elsewhere.
10. All announcements or posters or similar literature emanating from recognized student organizations shall be coursed through the Adviser and Associate Dean/Director for comments and recommendations and submitted for approval to the SASO/SASU for posting purposes. A penalty will be given for the violators like dis-accreditation of the organization.
11. Only bulletin boards designated as posting areas should be used for announcements. Advertisements related to education and student welfare should be preferred and the postings should be removed after serving their purposes.
12. Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentation, athletic activities, and the like, after prior permits from the authorities concerned are secured.
13. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits) are expected to secure a permit from the Student Affairs and Services. A Visitor/s' List, indicating the purpose of the visit, and the expected time of arrival is forwarded to the security-on-detail for proper information.

## **Disciplinary Sanction for Offenses**

The University has the power to impose discipline to mold the students into responsible and upright citizens. Included in this is the University's right to promulgate rules to be observed in hearing and deciding student discipline cases,

including a system of defining offenses and prescribing the corresponding sanctions as indicated in this manual

Breach of policy could be viewed, first, as a disservice to the institution, and two, as an act manifesting weakness of character. Hence, penalties or sanctions are measures that seek restitution to the University, correction to the transgressor, and serve as an example to others that University rules are to be respected.

As a form of restitution to the University, the student may be required to render service. If the breach is serious enough, the student may be separated from the community temporarily, as in suspension, forfeiting the rights and privileges to his/her status as a student.

Where the breach is so serious as when the continued tenure as a student would constitute a serious threat to the University or to the community, he /she may be separated permanently, expelled as the term is often used.

All students who committed violations are to be provided with individual counseling.

In cases of third minor offense parents of the students will be summoned for a case conference.

A student who commits a similar minor offense for the 5th time will be suspended or dismissed from the University depending on the gravity of the offense.

Habitual offenders or those who have committed 6 or more minor offenses (similar or different in nature), will be suspended or dismissed depending on the gravity of the offense.

### **DISCIPLINARY SANCTION FOR MINOR OFFENSES**

A minor offense is any offense where sanction may range from reprimand to community service to suspension

Minor Offenses	1st Offense	2nd Offense	3rd Offense
Non-wearing of official school ID	Reprimand and Apology Letter	Community service from 4- 8 hrs. as determined by SASO/SASU	Community service from 16 to 40 hrs. as determined by SASO/SASU

Behaviors that may distract the class, during conferences, symposia, or assemblies such as: boisterous conduct, such as howling, jeering, or cheering or any action, must be avoided for being unbecoming and out of place For online class, acts such as flooding of in-call messages/meeting room chat.	Reprimand and Apology Letter	Community service from 8 to 40 hrs. as determined by SASO/SASU	Suspension from 2-5 days
Any forms of discourtesy such as but not limited to name calling, social media shaming, rude dealings with teachers, students, and administrative staff, evidence of profanity and obscene social media post towards the institution, faculty, students and staff  For offenses covered under the GAD Codes or other relevant University Manual, please refer to the GAD Codes or other Safe Spaces Guidelines of the university	Reprimand Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension from 5-10 days	Suspension from 10-15 days
Intrusion into the privacy of areas designated for the exclusive use of a particular group	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	Suspension from 2-5 day
Posting of announcement and similar materials on non-designated areas	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU  For Organizations: Reprimand and Apology Letter	
Using school facilities without prior permits from authorities concerned	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	For students: Suspension from 4-5 days
Bringing in outsiders without securing a permit and/or undergoing proper process for entry	Reprimand and Apology Letter	Community service from 8 to 40 hrs as determined by SASO/SASU	

## DISCIPLINARY SANCTION FOR MAJOR OFFENSES

A major offense is any offense where sanction may range from reprimand, community service, suspension, exclusion to expulsion from the university.

Major Offenses	1st Offense	2nd Offense
<p>1. All forms of Intellectual Dishonesty</p> <p>Intellectual Dishonesty includes:</p> <p style="padding-left: 20px;">1.1 Unauthorized possession of notes or any materials and gadgets relative to the examination or test conduct during the examination</p> <p style="padding-left: 20px;">1.2 Copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable</p> <p style="padding-left: 20px;">1.3 Having someone else take an examination or test for oneself</p> <p style="padding-left: 20px;">1.4 Having someone else prepares a required report or homework</p> <p style="padding-left: 20px;">1.5 All forms of Plagiarism</p> <p style="padding-left: 20px;">1.6 Other forms of intellectual dishonesty including but not limited to unauthorized online/digital communication and unauthorized use of assistive technologies or applications.</p>	<p>Community service from 8 to 40 hours depending upon the gravity of the offense</p> <p>Depending on the gravity of the offense, Investigation Committee may recommend these:</p> <p>Suspension (from a minimum of 3 days to one term)</p> <p>Exclusion</p>	<p>Depending on the gravity of the offense, Investigation Committee may recommend these:</p> <p>Suspension (from a minimum of 5 days to one term)</p> <p>Exclusion</p> <p>Expulsion</p>
Smoking (cigarettes, vape) within the University premises	Community Service (16-40 Hours)	Suspension from 1 to 3 days.

All forms of Gambling within the university premises.	Community Service (16-40 Hours)	Suspension from 1 to 3 days.
Drinking/selling of liquor/alcoholic beverages within university premises.  Entering the University premises under the influence of alcohol and other intoxicants	Community Service (16-40 Hours)	Suspension from 1 to 3 days.
Bringing in, carrying, possession, or use of prohibited or regulated drugs or chemicals without proper prescription	Expulsion	
Extortion and/or mulcting money from fellow students or any member of the community	Suspension	Expulsion
Malversation / failure to account / or misuse of funds entrusted in connection with student activities	Suspension	
Unauthorized possession of firearms and/or deadly weapons (bladed knives, ice picks, blunt and sharp instruments, etc.).  Possession of self-defense-related weapons should be surrendered to the security. To be retrieved when exiting the university	Suspension from 3 to 5 days	Expulsion
Gross disrespect or discourtesy in any form towards any member of the University community	Suspension	Exclusion  Expulsion
Physical assault upon the person of professors, students, University personnel, or duly constituted authorities	Expulsion	
Physical assault upon the faculty, staff, students, University personnel, or duly constituted authorities	Expulsion	





Malicious and scandalous acts inside and outside the University including but not limited to posting obscene materials on the Internet, shouting invectives, etc.	Community service from 16 to 40 hours depending upon the gravity of the offense  Suspension Exclusion Expulsion	Suspension Exclusion Expulsion
Public display of affection including but not limited to petting and necking, kissing, etc.	Community service from 16 to 40 hours depending upon the gravity of the offense  Exclusion	Suspension 3 to 5 days
Sexual Intercourse within the campus.	Suspension 1-3 days  Exclusion	Suspension 3-5 days
Possession/distribution in any form of pornographic material and/or sexual objects within the University, unless with a written permit from the SASO/SASU as part of the requirement as recommended by the faculty concerned	Community service from 16 to 40 hours depending upon the gravity of the offense	Suspension Exclusion
Submission of false documents/ Falsification of documents.	Disqualification from the process/program where the document is submitted. This may include revocation of degree if already conferred.  If current student,  Community service from 40 to 80 hours depending upon gravity of the offense	
<b>Plagiarism and Intellectual Property Rights</b>		

*BOR Resolution No. U2357, S. 2015: Revised Implementing Guidelines on the Authenticity/Similarity Test for Faculty and Graduate Student Research and Publication Materials*

The Philippine Normal University respects the integrity of scholarly works based on the Intellectual Property Code of the Philippines (Republic Act No. 8293). The Philippine Normal University aims to protect the intellectual property rights of others by ensuring proper acknowledgement of ideas and texts used for academic purposes. The institution strictly prohibits plagiarism or any form of dishonesty. Plagiarism, as stipulated in the sixth edition of the Publication Manual of the American Psychological Association (Section 1.10, Plagiarism), is defined as the claiming of ideas and words of another without giving credit to the proponent.

Plagiarism is a major offense that includes inadequate documentation of paraphrased materials, verbatim copying of the work of others, claiming authorship of a purchased prewritten work, and even translation of texts to another language (i.e. English to Filipino) without proper documentation.

The University maintains quality by determining the degree of originality/authenticity of ideas and products of students. The faculty and staff are given the full responsibility of assessing the authenticity of the student's outputs. The Revised Implementing Guidelines on the Authenticity/Similarity Test for Faculty and Graduate Student Research and Publication Materials (BOR Resolution No. U2357, S. 2015) covers the policies for thesis and dissertation writing of graduate students.

### **Acts of Plagiarism and Corresponding Sanctions**

Any defilement of academic integrity is a serious offense and is therefore subject to an appropriate sanction or penalty. Academic integrity in the Philippine Normal University is classified into minor and major categories. Minor categories are less severe violations for which the possible sanctions do not include suspension or expulsion from the University or worse from recall of degree by the University. Whether a given violation is classified as minor or major depends on a number of factors including the nature and importance of the academic exercise, the degree of premeditation or planning, the extent of dishonest or malicious intent, the academic experience of the student, and whether the violation is a first time or repeat offense. Below is the list of academic integrity violations particularly plagiarism and their corresponding classifications and sanctions:

<b>Acts of Plagiarism</b>	<b>Sanction</b>
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· Directly copying all text/ data from a source (30% to 100% similarity and/ or compelling documentary evidences) in a final/ major course requirement	· Automatic failing grade on the course
· Directly copying all text/ data from a source (21% to 100% similarity and/ or compelling documentary evidences) in a thesis/dissertation or research publication	· Dismissal from the University · Revocation of degree if already graduated
· Making up data sets and/or source sets	· Expulsion (for thesis/ dissertation) · Automatic failing grade (for course requirement)
· Directly copying all text/ data from a source (50% to 100% similarity) in writing minor requirements/ assignments	· Automatic failing grade on the requirement

In the event that the student is reported to have plagiarized work the following shall be the course of action:

If plagiarism happens in a course, the faculty decides and implements the sanction and should report the incident to SASO/SASU;

For thesis and dissertation, CAS endorses cases of plagiarism to SASO/SASU for appropriate action.

The authenticity of theses and dissertations is formatively achieved through the adviser's guidance; a graduate student is expected to submit a completely authentic work.

Plagiarism shall also be applied to actions not detected by the authenticity software.

### **Implementation of Disciplinary Actions**

The SASO/SASU/OSS is the only authorized unit in the University to implement disciplinary measures and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline.

Violations that necessitate sanctions like disqualification from graduating with honors or awards, dismissal or expulsion, must be taken up by the University Committee on Student Discipline.

Any student suspended from the University for having committed any of the above-mentioned acts shall be barred from occupying any position of honor or trust in the University as in organizations, student government/council, athletic teams, etc. and the privilege of graduating with academic or co-curricular awards.

Any administrative disciplinary measure taken against a student for violations of any criminal or civil action may be taken against the victim or by proper authorities under the laws of the Philippines

Freedom to peacefully assemble is a constitutional right which the University will respect. However, disciplinary measures and sanctions will apply on instances of holding of meetings, and assemblies inside the campus and with misrepresentation which resulted in damage of properties, facilities, and inflicting harm to others.

In case of a room-to-room campaign to join rallies or assemblies, both the faculty members and the students should be made aware of the conditions for allowing the RTR activity such as the time limit.

The sanctions are defined as follows:

*Community Service*- this refers to disciplinary intervention imposed on a student who violated the rules and regulations of the University. Student will be assigned to do non-strenuous activities, clerical works, etc. that will develop life-long skills for a certain period of hours determined by SASO/SASU/USCD

*Suspension*- a student is suspended for a minimum period of 5 days to a maximum period of 1 Term depending on the gravity of the offense. The number of days of suspension will be decided upon by the University Committee on Student Discipline. A student who is suspended is disallowed to attend classes, enter the university premises, and student activities within and outside the University.

*Exclusion*- a student is barred from graduating with academic and co-curricular awards

*Expulsion* - similar with dismissal except in this case, as student expelled is not given honorable dismissal

For cases with graduating students or other special considerations, the UCSD may adjust the sanctions.

## **UNIVERSITY COMMITTEE ON STUDENT DISCIPLINE**

The University, through the SASO/SASU, is the only authorized unit to implement disciplinary measures and provide disciplinary sanctions to students who will violate any of the existing rules and regulations of the University on student discipline. In cases of violations where a minor offense is involved, the Director of SASO/ Head of SASU or any of the faculty members of SASO/SASU may conduct an investigation and provide sanctions provided that such sanctions will not go beyond what is prescribed in this Handbook.

In cases of violations where a major offense is involved, the Director of SASO/ Head of SASU or the Student Formation Coordinator may conduct an investigation and provide corresponding sanctions. The Director of SASO/ Head of SASU, if warranted, may convene the SASO/SASU Faculty to serve as committee to discuss and decide on such cases. However, for violations for at least one semester, the University Committee on Student Discipline is tasked to discuss and decide such cases.

For gender-based violence and related incidents, the GAD Codes shall govern.

### **1. Composition**

1.1. Chairman- Vice President for Student Success and Stakeholders Services

1.2 *Members – Director/Head of Student Affairs and Services Office/Unit, Associate Dean/ Head of the Program to which complainant and respondent belongs, Student Council and Student Government Chairperson/President, Student Council and Student Government Student Rights and Welfare Committee.*

### **2. Functions and Process**

The overriding function of the University Committee on Discipline is to decide cases brought before it, taking into consideration the requirements of justice and due process. Hence, its decision should be based on facts and the evidence in support thereof. The committee's decision should be rendered within five (5) days after the hearing. The parties are immediately notified thereof either by phone or by mail, provided that in the case of dismissal or suspension of a student, his/her parents/guardians shall be informed immediately.

Only grave and major offenses may be referred to the Committee for deliberation. Lesser offenses may be referred to and resolved by the Director/ Head and the Coordinator for Student Formation. Moreover, only cases involving students as respondents will be handled by the Committee.

#### **2.1 Filing of the Complaint**

A disciplinary proceeding shall be initiated by the Coordinator for Student Formation or upon the filing of a written charge specifying the acts of omission

constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the SASO/SASU, an entry shall be made in an official record kept for the purpose, specifying the person or persons charged, the complainant or complainants, his/her witnesses, if any, the date of filing, and the substances of the charge.

A written complaint must:

1. Be signed by the complainant/s
2. Specify the acts that may be considered as a misconduct
3. Include a narrative, evidence (if any), or anything that will strengthen the complaint
4. Specify the person/s charged and
5. Specify witnesses, if any

Once a written complaint is received by the SASO/SASU, the Coordinator for Student Formation shall:

- a. process immediately and record the details of the complaint.

## **2.2 Preliminary Inquiry**

Upon receiving the complaint or report, the Coordinator for Student Formation shall determine whether the pieces of evidence are sufficient to warrant a formal investigation. In all cases where the complaint or report is found sufficient, the Coordinator for Student Formation shall endorse the complaint or report to the SASO Director/SASU Head. A recommendation letter shall be forwarded to the Vice President for Academics requesting for the Committee to be called.

If found insufficient, SASO Director/SASU Head. will write a decision dismissing the complaint, citing the grounds for its finding.

In every complaint, the parents or guardians of the student charged shall be furnished with a copy of the same.

Upon receiving the complaint or report, the Coordinator for Student Formation shall determine whether there is a prima facie case justified by a sensible narrative or evidence or both. If found sufficient, the Coordinator for Student Formation shall endorse the complaint or report to the SASO Director/SASU Head. A recommendation letter shall be forwarded to the Vice President for Academics requesting for the Committee to be called.

## **2.3 Reply**

Each respondent shall be required to answer in writing within five (5) days from receipt of the charge/s. Proof of receipt or confirmation from the respondent shall be required. The UCSD Chair may require the respondent to file his / her answer. Formal investigation shall be held notice, as provided by law.

The respondent is given ten (10) days to submit his/her Reply. A follow up letter shall be sent by the UCSD after seven (7) days.

(No Reply submitted means the hearing will proceed with the available documents)

## **2.4 Hearings**

Hearings shall begin not later than one (1) week after receiving the respondent's answer or after the expiration of the period within which the respondent may answer.

If hearings are scheduled in conflict of involved students' classes or activities, the UCSD Chair shall communicate to the faculty/personnel in charge of the class/activity and excuse the presence of the involved students. The UCSD Chair shall advise the faculty for the make-up classes/activity/exam if needed.

### **2.5 Duration of Hearing**

No hearing on any case shall last beyond 45 days.

### **2.6 Notice of Hearing**

All parties concerned shall be notified of the date acted for hearing at least two (2) days before such hearing. Professor/s of the concerned student shall be informed UCSD shall issue excuse letters to the students.

### **2.7 Failure to Appear at Hearing**

Should either complainant or respondent fail to appear for the initial hearing after due notice this fact shall be noted and the hearing shall proceed without prejudice to the party's appearance in subsequent hearings. The complainant and respondent shall be asked to explain his / her non-appearance in the hearing.

### **2.8 Postponement**

Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing required. The request for postponement shall be made known to the Chair, who shall then bring the request to the committee for its approval.

### **2.9 Decision of the Committee on Discipline**

The Committee shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include the findings of fact and, the specific regulations on which the decision is based. The decision of the Committee will serve as a recommendation to the President.

### **2.10 Finality of Decision**

Any decision, other than dismissal or expulsion, permanent disqualification from enrolment, or suspension for more one term or longer, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration. The decision shall take effect in ten (10) days

### **2.11 Appeal to the President**

Should any of the parties find the decision unsatisfactory, they may file an appeal or a motion for reconsideration with the Office of the President within 10 working days.

### **2.12 Action by the President**

Action of the President on recommendation coming from the Committee on Discipline shall be rendered within ten (10) days exclusive of Sundays and official holidays after receiving the appeal.

The President reviews and decides disciplinary cases in which the penalty of suspension for one (1) term or more, dismissal, expulsion, and withdrawal or registration privileges is imposed.

The decision of the President shall be coursed through the Board of Regents if needed. For the gender-based violence and related incidents, the GAD Codes shall govern

### **2.13 Action by the Board of Regents**

The Board may take an action on appeal decision of the President when the penalty imposed is dismissal, expulsion, suspension for more than one (1) term, or any other penalty of equivalent severity.

### **2.14 Effect on Decision**

Decisions shall take effect, as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days before any final examination, shall take effect during the subsequent term, except when the respondent is graduating, in which case the penalty shall immediately take effect.

### **2.15 Records**

All minutes of the proceedings and other pertinent records before any Committee shall be electronically stored by a competent staff. Original records pertaining to the student shall be under the custody of the Vice President for Academics. Records are hereby declared confidential, and no person shall have access to the same for inspection and/or copying unless s/he is involved therein, or unless they have a legal right, which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

### **2.16 Immediate Reporting of Students with Pending Disciplinary Cases**

2.16.1 If the University Registrar is not immediately notified of the pending cases of the student, her/his application for clearance is given due course.

2.16.2 No clearance will be issued to any student unless s/he is certified by the SASO Dean/ SASU Head that the pending case is dismissed or that the student has been appropriately penalized if found guilty.

2.16.3 A good moral character certification will be issued with details of the sanction specified (i.e. The student served 40 hours of community service in PNU due to a misconduct/misdemeanor).

2.16.4 A certification of completion will be provided to students with violation but have rendered or completed the disciplinary sanction given.

Issuance of Good Moral Guidelines

- The following students are eligible to apply for a Good Moral Certificate:
  - Student without discipline record in SASO/SASU
  - Student who had a discipline record but have rendered appropriate disciplinary sanction as determined by SASO/SASU

## **GRIEVANCES AND COMPLAINTS**

1. Grievance Committee Composition
  - a. Associate Dean/Institute Director): Committee Chair
  - b. SASO Director/SASU Head
  - c. HR personnel (for complaints against faculty and staff only)
  - d. Graduate Student Council (GSC)
  - e. Faculty Union Representative (for complaints against faculty only)
  - f. Administrative Employee Association Representative (for complaints against staff)
  - g. Discipline Officer

For gender-based violence and related incidents, the GAD Codes shall govern.

The Grievance Committee shall investigate allegations of misconduct and recommend resolutions/ actions.

### **Student Complaint against a Faculty Member**

2.1 A student/a group of students who would like to file a complaint may do so in writing, duly signed, and submit to the SASO Director/SASU Head or authorized representative.

2.1.1. A student/ a group of students may opt to discuss his/her complaint with his/her program coordinator, any responsible faculty who is duty-bound to convey such a complaint with the Associate Dean and/or SASO/SASU, or any representative from the Student Council/Governments. A student may also discuss the complaint with a member of the student government, who shall support the student in processing the complaint.

2.2. The SASO Director/SASU Head shall write to the Associate Dean/ Deputy Dean/ Institute Director to convene a grievance committee:

- a. The head of the grievance committee shall be the Associate Dean/ Institute Director of the student's program. If the Associate Dean/ Institute Director is the respondent, then the Dean shall serve as head, and so on.
- b. The grievance committee members shall be composed of a student council member, and a faculty union member, a SASO/SASU personnel, and additional members recommended by the University with due justification.

- c. The hearing of the complaint shall have a maximum of 15 working days. Extension may be granted, subject to the approval of the SASO Director/SASU Head.
- d. The grievance committee head shall submit the recommendation to the Vice President for Academics or the Dean for Academics for regional campuses.

2.3. The Vice President for Academics or the Dean for Academics for regional campuses shall review the recommendation, decide on the resolution and inform both parties involved of the decision.

2.4. If the resolution receives no protest within 5 working days after informing the parties, the resolution shall be final and executory.

### **Student Complaint against Administrative Official or Personnel**

3.1 A student/a group of students who would like to file a complaint may do so in writing, duly signed, and submit to the SASO Director/SASU Head or authorized representative.

3.1.1. A student/ a group of students may opt to discuss his/her complaint with his/her program coordinator, any responsible faculty who is duty-bound to convey such a complaint with the Associate Dean and/or SASO/SASU, or any representative from the Student Council/Governments. A student may also discuss the complaint with a member of the student government, who shall support the student in processing the complaint.

2.2. The SASO Director/SASU Head shall write to the Associate Dean/ Deputy Dean/ Institute Director convene a grievance committee:

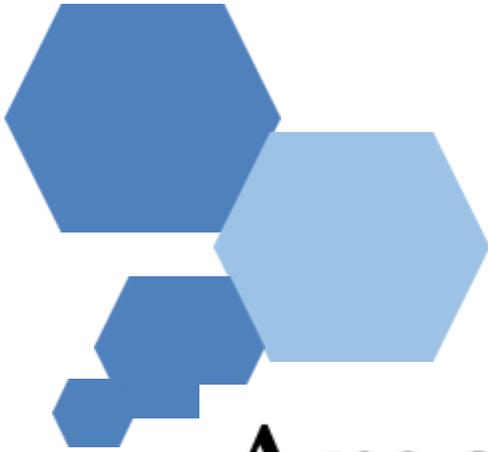
- a. The head of the grievance committee shall be the Associate Dean/ Institute Director of the student's program. If the Associate Dean/ Institute Director is the respondent, then the Dean shall serve as head, and so on.
- b. The grievance committee members shall be composed of an HR personnel, student council member, a Faculty Union member, an Administrative Employee Association Representative, an SASO/SASU personnel, and additional members recommended by the University with due justification.
- c. The hearing of the complaint shall have a maximum of 15 working days. Extension may be granted, subject to the approval of the SASO Director/SASU Head.

The grievance committee head shall submit the recommendation to the Vice President for Academics or the Dean for Academics for regional campuses.

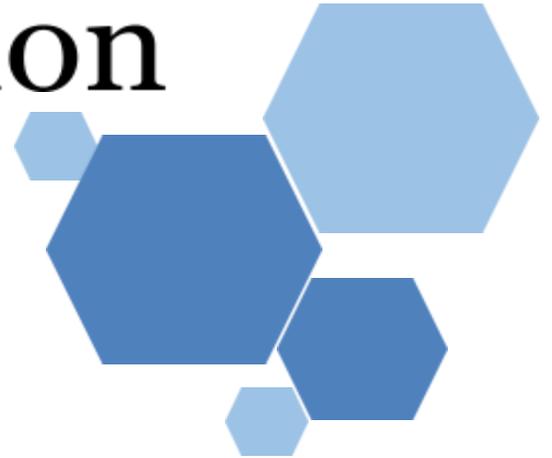
2.3. The Vice President for Academics or the Dean for Academics for regional campuses shall review the recommendation, decide on the resolution and inform both parties involved of the decision.

2.4. If the resolution receives no protest within 5 working days after informing the parties, the resolution shall be final and executory.





# Amendments and Revision



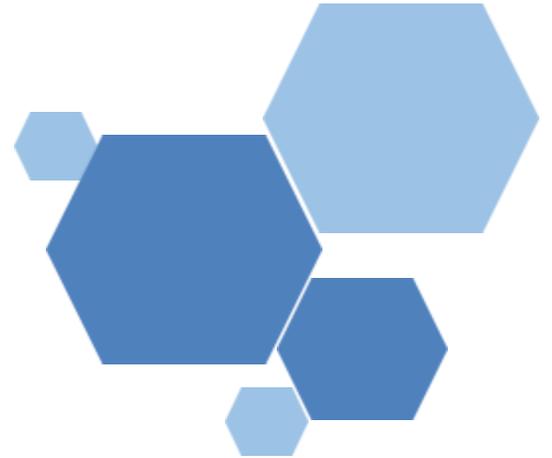
# AMENDMENTS AND REVISION

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The PNU Graduate Student Handbook 2024 is a compilation of BOR-approved policies. Any amendment to pertinent policy will amend the policy in this handbook.



# APPENDICES





# APPENDIX A

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## Safe Spaces Code of the Philippine Normal University

Pursuant to the provisions of Republic Act No. 11313 entitled “An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor,” otherwise known as “*Safe Spaces Act*,” the Philippine Normal University (PNU) hereby adopts the following guidelines in order to effectively implement the mandate of the above-mentioned law.

### Section 1. Declaration of Policy

In furtherance of the Declaration of Policy as stated in Section 2 of Republic Act No. 11313, the Philippine Normal University (PNU) ensures that there is an equal treatment among and between gender not only inside of its campuses but also to its partner communities. Towards this end, the PNU shall provide a secure environment which is free from all forms of sexual exploitation and sexual harassment.

### Section 2. Coverage

These Guidelines shall apply to all officials, faculty members, employees, and students of PNU or is connected with PNU, including personnel from its partner communities, so long as the gender-based harassment involves or affects the University.

### Section 3. Definition of Terms

1. **Committee** – refers to the Committee on Decorum and Investigation.
2. **Complainant** – refers to any individual filing the gender-related complaint.
3. **Cyberstalking** – refers to a form of stalking committed through electronic medium in which online non-consensual communication takes place that causes or will likely cause a person to fear for one’s own safety or the safety of others, or to suffer emotional distress.
4. **Deadnaming** – refers to the deliberate act of calling a transgender person by his/her birth name despite being informed beforehand.
5. **Disciplining Authority** – refers to the PNU President or the Executive Directors in the PNU Campuses.
6. **Employee** – refers to any person who holds an official appointment or designation in any office (academic or administrative) of the University and includes casual or contractual employees as well as graduate or student assistants.
7. **Faculty member** – refers to any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker.
8. **Gender-based Sexual Harassment (GBSH)** – refers to any act or series of act which involves unwelcome sexual advances, requests, or demands for sexual favors, or other behaviors of a sexual nature, committed by any person against the other.
9. **Gender-based Online Sexual Harassment** – refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual

remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft that occurs in the course of an online class, or any other online activities conducted by or related to the University committed by any person connected to PNU.

10. **Groping** – unwanted touching or fondling another person that is sexual or intimate.
11. **Homophobic** – mostly refers to a gesture, act, or speech that displays hatred, dislike, or mistrust of homosexuals and other members of the LGBTQIA+.
12. **Homosexual** – refers to persons who are sexually attracted to the same sex.
13. **Lived Name** – refers to the name a transgender person has chosen for himself/ herself to live by.
14. **Misgendering** – refers to the deliberate act of using pronouns to refer to a person that is not the preferred pronouns of that person despite being informed beforehand.
15. **Misogynistic** – mostly refers to a gesture, act, or speech that displays hatred, dislike, or mistrust of women
16. **Official** – refers to an employee or faculty member of the University appointed or designated to a position with supervisory or managerial capacity regardless of salary grade.
17. **Partner Communities** – refers to the institutions, organizations, agencies, departments, or barangays/municipalities to which PNU has an Agreement/ Contract/Partnership.
18. **Public spaces** – refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services, and other recreational spaces such as, but not limited to, cinema halls, theaters, and spas.
19. **Respondent** – refers to the individual charged or against whom the complaint is filed.
20. **Sexist** – refers to speech or acts that are prejudicial, condescending, or offensive to a particular gender group, most often women, committed against them based on sex.
21. **Slurs** – refers to words/phrases that are known to be offensive to certain groups of people.
22. **Student** – refers to a person duly enrolled for a degree course or in a short-term training or review program in the University.
23. **Transgender** – refers to persons whose gender identity do not correspond to the one assigned to them at birth.
24. **Transphobic** – mostly refers to a gesture, act, or speech that displays hatred, dislike, or mistrust of transsexuals, transgenders, and similar gender identities.
25. **UCGD** – refers to the University Center for Gender and Development.
26. **University/PNU** – refers to the Philippine Normal University.

#### **Section 4. Gender-based Sexual Harassment in Schools as a Public Space**

The crimes of gender-based sexual harassment in schools as a public place are committed through any unwanted and/or uninvited sexual actions or remarks by or against any person connected with the University regardless of the motive for committing such action or remarks.

This includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, as well as persistent deadnaming and misgendering. This also includes persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety.

GBSH in the schools as public space may be committed between peers or by a subordinate to a

superior officer.

### **Section 5. Gender-based Online Sexual Harassment**

Gender-based online sexual harassment includes acts that use the information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

GBSH online may also be committed between peers, and by a subordinate to a superior officer.

### **Section 6. Gender-based Sexual Harassment in the Workplace**

The crime of GBSH in the workplace includes the following:

- (a) An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance, or opportunities;
- (b) Conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;
- (c) A conduct that is unwelcome and pervasive and creates an intimidating, hostile, or humiliating environment for the recipient.

GBSH in the workplace may also be committed between peers, and by a subordinate to a superior officer. Workplaces include all sites, locations, spaces, where work is being undertaken by an employee within or outside the premises of the usual place of business of the employer.

### **Section 7. Classification of Acts of Sexual Harassment expanded by Safe Spaces**

Light offenses shall include, but are not limited to catcalling, wolf-whistling, or other analogous circumstances:

Less grave offenses shall include, but are not limited to:

- 1. Offensive Remarks/Gestures:
  - (a) misogynistic, transphobic, homophobic, and sexist slurs
  - (b) persistent deadnaming and/or misgendering

(c) persistent uninvited comments or gestures on a person's appearance (d) unwanted sexual, misogynistic, transphobic, homophobic, or sexist remarks or comments online whether publicly or through direct and private messages

2. Unwelcome advances

- (a) relentless requests for personal details
- (b) statement of sexual comments and suggestions

3. Invasion of victim's privacy through cyberstalking and/or incessant messaging

4. Any unauthorized recording and sharing of any of the victim's photos, videos, or any information online that is sexual in nature

5. Impersonating identities of victims online to engage in sexual acts, communications, or activities

6. Posting lies about victims relating to their sexuality and/or sexual practices to harm their reputation

7. Filing false abuse reports of sexual cases to online platforms at the expense of a person or group of people

8. Requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems

Grave offenses shall include, but are not limited to:

1. Public masturbation or deliberate flashing of private parts

2. Groping

3. Uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content

In addition to this, the following acts are further classified as grave, less grave, and light offenses under the CSC Resolution No. 2100064:

Sexual Harassment in Streets and Public Places

A government official or employee who commits sexual harassment in streets or public spaces as defined shall be meted the following penalties depending on the gravity of the offense:

(a) Light Offense of Sexual Harassment in Streets and Public Spaces is committed when a public official or employee engages in acts that include catcalling or wolf whistling. Such acts are punishable by reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense.

(b) Less Grave Offense of Sexual Harassment in Streets and Public Spaces is committed when a public official or employee engages in acts that include unwanted invitations, misogynistic, transphobic, and sexist slurs, persistent uninvited comments or gestures on a person's appearances, relentless request for personal details or making statements comments and suggestions with sexual innuendos such acts are punishable by suspension of one (1) month and one (1) day suspension to six (6) months for the first offense, and dismissal from the service for the second offense.

- (c) Grave Offense of Sexual Harassment in Streets and Public Spaces is committed by a public official or employee who engages in acts that include public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces as alleys, roads, sidewalks, and parks. Such acts are punishable by dismissal from the service.

### Online Sexual Harassment

- (a) Light Online Sexual Harassment is committed by a government official or employee who engages in acts that include unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking, and incessant messaging with sexual overtones. Such acts are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense.
- (b) Less Grave Online Sexual Harassment is committed by a government official or employee who engages in acts that include the use of information and communication technology in terrorizing and intimidating victims through physical, psychological, and emotional threats with sexual overtones. Such acts are punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense.
- (c) Grave Online Sexual Harassment punishable by dismissal from the service includes uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing online of any of the victim's photos, videos, or any information of sexual content, impersonating identities of victims online or posting lies of sexual nature about the victims to harm their reputation, or filing false abuse reports to online platforms to silence victims of sexual harassment.

## **Section 8. Committee on Decorum and Investigation**

A Committee on Decorum and Investigation (CODI) is hereby created in PNU Manila and in each Campus of the University.

### **1. Functions**

- (a) Receive complaints of sexual harassment.
- (b) Investigate and hear sexual harassment cases in accordance with the procedure prescribed in these Guidelines.
- (c) Prepare and submit a report of its findings with corresponding recommendations for the decision of the disciplining authority.
- (d) Undertake information and educational activities in PNU to increase understanding and prevent incidents of sexual harassment.
- (e) Facilitate the extension of support services such as counseling and providing information to students, faculty members, or employees who are victims of sexual harassment.
- (f) Ensure that no complainant shall be subjected to further harassment or retaliation by the person alleged to have committed acts of sexual harassment. Any act of retaliation directed to the complainant shall be a ground for disciplinary action in a separate and

distinct action from the original complaint, to which the appropriate procedures and action shall be applied and undertaken.

- (g) Ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.

The Committee is expected to observe strict confidentiality and respect individual privacy in handling cases of sexual harassment.

## **2. Composition**

(a) The Committee in the Manila Campus shall be composed of the following:

- Vice President for Academics
- Dean, Office of Student Affairs and Services (OSASS)
- Director, Human Resource Management and Development Services/Director, Administrative Services, or Legal Officer
- President or Representative, Student Government – 2 seats
  - President or Representative, Accredited Human-Rights/Gender-Rights Advocacy Student Organization – 2 seats
- President or Representative, Faculty Union
- President or Representative, Employee Union
- Faculty member of the Women’s Studies Program in PNU
- Director, University Center for Gender and Development (UCGD) – Committee Secretariat and non-voting member

(b) The Committee in each Regional Campus shall be composed of the following:

- Director of Student Affairs (or equivalent-ranking official)
  - Administrative Services or Legal Officer
- President or Representative, Student Government
- President or Representative, Human-Rights/Gender-Rights Advocacy Student Organization
- President or Representative, Faculty Union
- President or Representative, Employee Union
- Gender and Development (GAD) focal person – Committee Secretariat and non-voting member

(c) The chairperson of the CODI must be a woman. The chairperson shall be designated by the Head of the Agency.

(d) The CODI members and chairperson shall be made official by a memorandum/circular or any formal pronouncement signed by the Head of the Agency.

(e) No less than half of the members of the CODI must be women. If this is not met, additional members of the CODI may be installed by the head of the agency. Further, the head of the agency may add more members as the need arises.

(f) A member representing a particular sector shall be chosen by the sector he/she represents.

(g) The Committee shall be constituted by a pool of University officials, employees, faculty members, and students, from which shall be drawn the members who will investigate a

- sexual harassment case.
- (h) When a member of the Committee is the complainant or the person complained of in a sexual harassment case, he/she shall inhibit from participating in the deliberations of the Committee. Another person on her/his behalf shall be chosen by the sector she/he represents.
  - (i) Either the complainant or the person being complained of may request any member of the CODI to inhibit from the proceedings based on conflict of interest, manifest partiality, and other reasonable grounds. A CODI member may also voluntarily inhibit on the same grounds.
  - (j) Any Motion to Inhibit must first be resolved by the Committee before investigation commences within three (3) days upon submitting the Motion to Inhibit or upon knowledge that a member of the CODI is the complainant or the respondent of the case.

## **Section 9. Procedures in Handling Sexual Harassment Cases**

The following are the standard procedures in handling a sexual harassment case.

### **Section 9.1. Complaint**

- (a) The complaint, once received by any of GAD Focal Point System (GFPS) member/s, shall be forwarded to the UCGD/Campus GAD Office as the secretariat of the CODI.
- (b) The complaint must be in writing and may be submitted personally or through an online platform (via UCGD's email: [ucgd@pnu.edu.ph](mailto:ucgd@pnu.edu.ph) OR the campus' GAD Office email), signed and sworn to by the complainant. It must contain the following:
  - full name and address of the complainant;
  - full name and address of the respondent;
  - brief statement of the relevant facts;
  - evidence, including affidavits of witnesses, in support of the complaint, if any; and
  - Certificate of Non-Forum Shopping

Upon receipt of the Complaint, the UCGD/Campus GAD Office shall review the document and see to it that the complaint filed is sufficient in form and substance. Should there be any information that is lacking, the UCGD/Campus GAD Office shall inform the complainant and direct the same to accomplish the missing information. Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint. UCGD must assist the complainant in making sure that the complaint to be filed is complete in form and substance. UCGD/Campus GAD Office must likewise inform the complainant of the needed documents for a complete complaint.

- (c) UCGD/Campus GAD Office shall file the complaint with HR (for cases involving faculty and staff) and OSASS (for cases involving students). For PNU Campuses, the GAD Focal Person shall furnish their Executive Director and Provost (EDP) of the complaint and inform the same that said complaint will be forwarded to the Disciplining Authority. UCGD/Campus GAD Office shall forward the complaint to the Disciplining Authority.
- (d) A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

- (e) The Committee may *motu proprio* conduct an investigation against any person subject of this Code whenever the Committee has knowledge or is reasonably aware of any possible or impending act of GBSH to determine the veracity of such information and to undertake appropriate steps to resolve the situation.

### **Section 9.2. Action on the Complaint**

- (a) Upon referral by the Disciplining Authority to the Committee of the complaint that is sufficient in form and substance, the Committee, through its Secretariat, shall inform the respondent in writing of the sexual harassment charge and require him/her to submit a counter-affidavit within three (3) days from receipt of the notice, furnishing a copy to the complainant, otherwise the counter-affidavit/ comment shall be considered as not filed. The answer shall contain a specific admission or denial of the charge(s) and a statement of the relevant facts constituting the respondent's defense.
- (b) The respondent may submit any evidence, including affidavits of witnesses, in support of the answer.
- (c) In the absence of any justifiable reason, any failure of the respondent to file an answer shall be construed as a waiver to present his/her evidence, and the case shall proceed *ex parte*.

### **Section 9.3. Preliminary Investigation**

- (a) The Committee shall conduct a preliminary investigation to determine whether there is sufficient ground to engender a well-founded belief that sexual harassment has been committed and the respondent is probably guilty thereof. The investigation shall involve examination of documents and the evidence attached thereto submitted by the complainant and the respondent.
- (b) The preliminary investigation shall commence no later than five (5) days from receipt of the complaint and shall be terminated within fifteen (15) working days thereafter.
- (c) Within five (5) working days from the termination of the preliminary investigation, the Committee shall submit the investigation report and the complete records of the case to the Disciplining Authority.

### **Section 9.4. Decision or Resolution After Preliminary Investigation**

- (a) If a *prima facie* case is established during the preliminary investigation, a formal charge shall be issued by the Disciplining Authority within five (5) working days from receipt of the investigation report.
- (b) In the absence of a *prima facie* case (or probable cause), the complaint shall be dismissed within the same period without prejudice on the part of the complainant to file an appeal with the Disciplining Authority within three (3) working days upon receipt of the decision dismissing the complaint.
- (c) The Disciplining Authority may dismiss the complaint or give due course to the appeal by issuing a formal charge against the respondent.

## **Section 9.5. Informal Procedure/Pre-Filing Stage In Attending to Victims of Sexual Harassment**

*Section 9.5.1.* Informal procedure refers to PNU System's action, through the Committee of each campus, which does not involve formal investigation nor the filing of formal charges. It may consist of counseling, providing information, referral to an agency offering professional help, and advice on options available as well as other means of support.

*Section 9.5.2.* The complainant or anyone who witnesses or discovers the commission of any act of sexual harassment shall report the incident/act, in writing, to the Committee or to any school official, faculty, or staff who shall in turn endorse the said report to the Committee within twenty-four (24) hours from the receipt of such report.

*Section 9.5.3.* The complainant shall be interviewed by the Committee, and where necessary referred to the Guidance Center or agency offering professional help for counseling and assistance.

*Section 9.5.4.* The Committee, after consultation with the persons concerned, shall recommend measures to be adopted to prevent the repetition of the incident.

*Section 9.5.5.* Incidents of sexual harassment dealt with in this manner shall be documented by the Committee to determine whether patterns of sexual harassment are present. If the situation requires resort to formal charges of sexual harassment, the procedure set out in the succeeding sections shall be complied with.

## **Section 9.6. Formal Charge**

- (a) After finding a *prima facie* case exists, the Disciplining Authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof, and a notice that the respondent is entitled to be assisted by a counsel of his/her choice.
- (b) The respondent shall be given the opportunity to submit additional evidence.
- (c) The Committee shall not entertain requests for clarification, bills of particulars, or motions to dismiss which are designed to delay the administrative proceeding. If any of these pleadings are filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

## **Section 9.7. Answer of the Respondent**

- (a) The answer of the respondent, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any.
- (b) If the respondent fails or refuses to file his/her answer to the formal charge within seventy-two (72) hours from receipt thereof without justifiable cause, he/she shall be considered to have waived his/her right and a formal investigation may commence.

### **Section 9.8. Formal Investigation**

- (a) The formal investigation shall be conducted by the Committee not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. The said investigation shall be terminated within thirty (30) days from the filing of the charge(s). The Committee may, however, extend the period of the investigation if it deems necessary.
- (b) The parties, their respective counsels, and witnesses shall be notified of at least five (5) days before the scheduled hearing specifying the time, date, and place of the said hearing.
- (c) No postponement shall be granted except in meritorious cases. If the respondent fails to appear during the scheduled hearings despite due notice and without valid cause, the investigation shall proceed and the respondent is deemed to have waived his/her right to submit evidence in his/her favor.
- (d) The parties may require the attendance of a witness or the production of documentary evidence through the compulsory processes of the subpoena.
- (e) The parties should be advised that they have the right to engage the services of a counsel.
- (f) The proceedings of the formal investigation must be recorded either through shorthand or stenotype or by any other method. The recorded proceedings of the formal investigation should be safely kept by an assigned person of the committee for every complaint, which should not be the same person for every case to ensure his/her safety.

### **Section 9.9. Pre-hearing Conference**

At the commencement of the formal investigation, the Committee may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

- (a) stipulation of facts;
- (b) simplification of the issues;
- (c) identification and marking of evidence of the parties;
- (d) waiver of objections to admissibility of evidence;
- (e) limiting the number of witnesses, and their names;
- (f) dates of subsequent hearings; and
- (g) such other matters as may aid in the prompt and just resolution of the case. The parties may submit position paper/memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

### **Section 9.10. Report**

- (a) The Committee shall submit a report and its recommendations to the Disciplining Authority within ten (10) days after the conclusion of the formal investigation.

### **Section 10. Decision**

1. The Disciplining Authority shall render his/her decision within fifteen (15) days from receipt of the Committee report and recommendations.

2. The decision of the Disciplining Authority shall be final and executory fifteen (15) days after receipt of the copy thereof by the parties.

### **Section 11. Administrative Penalties**

Sexual harassment is punishable as follows:

(a) For light offenses:

- 1<sup>st</sup> offense – Reprimand
- 2<sup>nd</sup> offense – Suspension not exceeding thirty (30) days
- 3<sup>rd</sup> offense – Dismissal or expulsion from PNU

(b) For less grave offenses:

- 1<sup>st</sup> offense – Suspension of not less than thirty (30) days and not exceeding six (6) months
- 2<sup>nd</sup> offense – Dismissal or expulsion from PNU

(c) For grave offenses: Dismissal or expulsion from PNU

If the respondent is guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

### **Section 12. Remedies After A Decision**

#### **Section 12.1. Motion for Reconsideration**

The aggrieved party may file a motion for reconsideration of the decision with the Disciplining Authority within fifteen (15) days from receipt thereof based on any of the following:

1. New evidence has been discovered which materially affects the decision.
2. The decision is not supported by the evidence on record.
3. Errors of law or irregularities have been committed prejudicial to the interest of the movant.

The filing of a motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision.

#### **Section 12.2. Appeal**

The aggrieved party or parties may appeal the decision of the Disciplining Authority to the Civil Service Commission within fifteen (15) days from receipt thereof.

*Section 12.2.1. Filing of Appeals.* - Decisions of heads of departments, agencies,

provinces, cities, municipalities and other instrumentalities imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty (30) days salary, may be appealed to the Commission Proper within a period of fifteen (15) days from receipt thereof.

In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department head and finally to the Commission Proper. Pending appeal, the same shall be executory except where the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned.

A notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the disciplining office. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss with its comment, within fifteen (15) days, to the appellate authority.

*Section 12.2.2. When Deemed Filed.* – An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in the case of personal delivery, the date stamped thereon by the proper office.

*Section 12.2.3. Perfection of an Appeal.* – To perfect an appeal, the appellant shall within fifteen (15) days from receipt of the decision submit the following:

- (a) Notice of appeal which shall specifically state the date of the decision appealed from and the date of receipt thereof;
- (b) Three (3) copies of appeal containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence;
- (c) Proof of service of a copy of the appeal memorandum to the disciplining office;
- (d) Proof of payment of the appeal fee; and
- (e) A statement or certification of non-forum shopping.

Failure to comply with any of the above requirements within the reglementary period shall be construed as a failure to perfect an appeal and shall cause its dismissal.

*Section 12.2.4. Effect of Filing.* – An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal, in the event he wins the appeal.

*Section 12.2.5. When Case is Remanded for Violation of Respondent's Right to Due Process.* – If the case on appeal with the Commission Proper is remanded to the proper disciplining authority for further investigation, the said disciplining authority through the Committee on Decorum and Investigation shall finish the investigation within three (3) calendar months from the date of receipt of the records from the Commission, unless the investigation is delayed due to the fault, negligence or petition of the person complained of, or an extension is granted by the Commission Proper in meritorious cases. The period of delayed shall not be included in the computation of the prescribed period.

Within fifteen (15) days from the submission of the investigation report to the disciplining

authority, it shall render its decision. If at the end of the said period, the disciplining authority fails to decide the case, the Commission Proper shall vacate and set aside the appealed decision and declare the person complained of exonerated of the charge. If the person complained of is under preventive suspension, he shall be immediately reinstated.

### **Section 12.3. Petition for Review**

A complainant may elevate the decision of the Disciplining Authority dismissing a complaint for lack of a *prima facie* case before the Civil Service Commission within fifteen (15) days from receipt thereof.

### **Section 13. Preventive Suspension**

- (a) Upon petition of the complainant and/or recommendation of the Committee, the Disciplining Authority may order the preventive suspension of the respondent for not more than ninety (90) days pending an investigation, if (a) there are reasons to believe that he/she is guilty of the charges which would warrant his/her removal or expulsion from the University; (b) if the evidence of his/her guilt is strong and the school head is morally convinced that the continued stay of the respondent during the period of investigation constitutes a distraction to the normal operations of the institution; or (c) the respondent poses a risk or danger to the life or property of the other members of the educational community.
- (b) If the case against the respondent under preventive suspension is not finally decided within a period of ninety (90) days after the date of his/her suspension, he/she shall be automatically reinstated into the service; provided that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

### **Section 14. Prescriptive Period**

Pursuant to Section 36 of the Republic Act No. 11313 and CSC Resolution Nos. 01- 0940 and 2100064, any action arising from the violation of any of the provisions of this Code shall prescribe as follows:

- (a) Offenses classified as a Light Offense shall prescribe in one (1) year; (b) Offenses classified as a Less Grave Offense shall prescribe in three (3) years; (c) Offenses classified as a Grave Offense shall prescribe in ten (10) years; (d) Offenses committed under Section 6 of this Code shall prescribe in five (5) years; and
- (e) Online sexual harassment, regardless of their classification in this Code, shall be imprescriptible.

### **SPECIAL PROVISIONS**

#### **Section 1. Independent Civil and/or Criminal Actions.**

- 1.1. After the filing of a formal charge (administrative case), the victim of sexual harassment is not precluded from instituting a separate and independent civil action for damages and other affirmative relief in any court or tribunal against the respondent.
- 1.2. Administrative sanctions shall not be a bar to the filing a criminal action and prosecution in the proper courts for acts of sexual harassment.

## **Section 2. Annual Report.**

- 2.1. The Campus Directors shall submit an annual report to the President and Executive Director on the implementation of these guidelines together with an evaluation thereof at the end of each school year.

## **Section 3. Adoption of CSC Resolution No. 01-0940.**

- 3.1. Rules IX, X, and XI of CSC Resolution No. 01-0940 are hereby adopted as part of this Implementing Guidelines.
- 3.2. All other provisions of the aforesaid resolution shall be applied suppletorily to this Implementing Guidelines.
- 3.3. In cases where provisions of this Implementing Guidelines overlap with those of the law and CSC Rules, the latter shall prevail (i.e., the law, CSC rules, PNU disciplinary rules).

## **Section 15. Repealing Clause**

All University policies, rules, and regulations or parts thereof which are inconsistent with this Codes are hereby deemed repealed or modified accordingly.

## **Section 16. Effectivity**

This Implementing Guidelines shall take effect after fifteen (15) days of posting in at least two (2) conspicuous places in PNU Manila and in each PNU Campus and certified copies of which shall be filed with the UP Law Center.

# APPENDIX B

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## **Anti-Sexual Harassment Code of the Philippine Normal University**

Pursuant to the provisions of Republic Act No. 7877 entitled “An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes,” otherwise known as “Anti-Sexual Harassment of 1995,” the Philippine Normal University (PNU) hereby adopts the following guidelines in order to effectively implement the mandate of the above-mentioned law.

### **Section 1. Declaration of Policy**

In furtherance of the Declaration of Policy as stated in Section 2 of Republic Act No. 7877, the Philippine Normal University (PNU) shall maintain an intellectual environment which guarantees full respect for human rights and upholds and values the dignity of all officials, employees, faculty members, and students. Towards this end, the PNU shall provide a secure environment which is free from all forms of sexual exploitation and sexual harassment.

### **Section 2. Coverage**

These Guidelines shall apply to all officials, faculty members, employees, and students of PNU, including applicants for employment and for admissions as students in PNU, after the application has been received.

### **Section 3. Policy Standards and Guidelines Concerning Sexual Harassment**

In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University:

- (a) These Rules and Regulations cover all officials, faculty members, employees, and students within the jurisdiction of the University. Included in this coverage are applicants for academic or administrative positions and for admission as students in the University, after the application has been duly received by the University.
- (b) Sexual Harassment under these Rules and Regulations is limited to cases involving abuse of authority or power. It contemplates cases of harassment involving persons of the same or opposite sex.
- (c) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.
- (d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral misconduct, or conduct prejudicial to the best interest of the service, as each case may

warrant.

- (e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the University authorities, taking into account the integrity and other preponderant interests of the University.
- (f) University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- (g) The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
- (h) Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

#### **Section 4. Definition of Terms**

1. **Committee** – refers to the Committee on Decorum and Investigation.
2. **Complainant** – refers to any individual filing the gender-related complaint.
3. **Disciplining Authority** – refers to the PNU President or in his/her absence, one of the Executive Directors in the PNU Campuses.
4. **Employee** – refers to any person who holds an official appointment or designation in any office (academic or administrative) of the University and includes casual or contractual employees as well as graduate or student assistants.
5. **Faculty member** – refers to any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker.
6. **Official** – refers to an employee or faculty member of the University appointed or designated to a position with supervisory or managerial capacity regardless of salary grade.
7. **Respondent** – refers to the individual charged or against whom the complaint is filed.
8. **Student** – refers to a person duly enrolled for a degree course or in a short-term training or review program in the University.
9. **UCGD** – refers to the University Center for Gender and Development.
10. **University** – refers to the Philippine Normal University.

#### **Section 5. What Constitutes Sexual Harassment**

##### **Section 5.1. Definition**

Sexual Harassment is committed by an officer, faculty member, employee, coach, trainer, or any person who having authority, influence, or moral ascendancy over another in any aspect of academic or administrative work in any office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.

**Section 5.2. Work-related sexual harassment**, whether in an academic or administrative environment, is committed when:

- (a) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of an individual, or in granting the individual favorable compensation, terms, conditions, promotions, or privileges; or, if the refusal to grant the sexual favor results in limiting, segregating or classifying the faculty member or employee in any way which would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said faculty member or employee;
- (b) The above acts would impair the rights or privileges of the faculty member or employee under existing Civil Service or labor laws; or
- (c) The above acts would result in an intimidating, hostile, or offensive environment for the faculty member or employee.

**Section 5.3. Education or training-related sexual harassment**, whether in an academic, teaching, co-curricular or study environment, is committed:

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

The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense, or humiliation to a complainant who may be a trainee, apprentice, intern, tutee, or ward of the person complained of.

**Section 5.4.** Sexual harassment may be committed:

- (a) In the premises of the University or training site;
- (b) In any place where parties were found due to work or education or training responsibilities or relations;
- (c) At University or training-related social functions;
- (d) While on official business/assignments outside the University; (e) At official conferences, symposia, studies, or training sessions; or (f) By telephone, cellular phone, fax machine, mail, telegram, electronic mail, or other means of communication.

### **Section 5.5. Persons Liable for Sexual Harassment**

Any person, regardless of sex, connected with the University as an official, faculty member, employee, or a student is liable for sexual harassment when he/she:

- (a) directly participates in the execution of any act of sexual harassment as herein defined;
- (b) induces or directs another to commit any act of sexual harassment as herein defined;
- (c) cooperates in the commission thereof by another without which the sexual harassment

- would not have been committed;
- (d) cooperates in the commission thereof by another through previous or simultaneous acts.

Under these Code, the sexual harassment can only be committed by any person who has authority, influence, or moral ascendancy over the victim.

### **Section 5.6. Forms of Sexual Harassment**

The following are illustrative forms of sexual harassment:

1. Physical
  - (a) Malicious touching
  - (b) Overt sexual advances
  - (c) Gestures with lewd insinuation
2. Verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks
3. Use of objects, pictures or graphics, letters or writing notes with sexual underpinnings
4. Other forms analogous to the foregoing.

### **Section 5.7. Classification of Acts of Sexual Harassment**

Sexual harassment shall be classified as grave, less grave, and light offenses.

1. Grave offenses shall include, but are not limited to:
  - (a) Unwanted touching of private parts of the body (genitalia, buttocks and breast);
  - (b) Sexual assault;
  - (c) Malicious touching;
  - (d) Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
  - (e) Other analogous cases.
2. Less Grave Offenses shall include, but are not limited to:
  - (a) Unwanted touching or brushing against a victim's body;
  - (b) Pinching not falling under grave offenses;
  - (c) Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
  - (d) Verbal abuse with sexual overtones; and
  - (e) Other analogous cases.
3. Light Offenses

- (a) Surreptitiously looking or staring a look of a person's private part or worn undergarments;
- (b) Telling sexist/smutty jokes or sending these through text, electronic mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
- (c) Malicious leering or ogling;
  - (d) The display of sexually offensive pictures, materials, or graffiti;
  - (e) Unwelcome inquiries or comments about a person's sex life;
- (f) Unwelcome sexual flirtation, advances, propositions;
- (g) Making offensive hand or body gestures at an employee;
- (h) Persistent unwanted attention with sexual overtones;
- (i) Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver; and
- (j) Other analogous cases.

## **Section 6. Inducement or Cooperation to Commit Sexual Harassment**

Any person connected with the University as an officer, faculty member, employee, or student, who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulations.

## **Section 7. Committee on Decorum and Investigation**

A Committee on Decorum and Investigation (CODI) is hereby created in PNU Manila and in each Campus of the University.

### **1. Functions**

- (a) Receive complaints of sexual harassment.
- (b) Investigate and hear sexual harassment cases in accordance with the procedure prescribed in these Guidelines.
- (c) Prepare and submit a report of its findings with corresponding recommendations for the decision of the disciplining authority.
- (d) Undertake information and educational activities in PNU to increase understanding and prevent incidents of sexual harassment.
- (e) Facilitate the extension of support service such as counseling and providing information to students, faculty members, or employees who are victims of sexual harassment.
- (f) Ensure that no complainant shall be subjected to further harassment or retaliation by the person alleged to have committed acts of sexual harassment. Any act of retaliation directed to the complainant shall be a ground for disciplinary action in a separate and distinct action from the original complaint, to which the appropriate procedures and action shall be applied and undertaken.
- (g) Ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.

The Committee is expected to observe strict confidentiality and respect individual privacy in

handling cases of sexual harassment.

## 2. Composition

- (a) The Committee in the Manila Campus shall be composed of the following:
- Vice President for Academics
  - Dean, Office of Student Affairs and Services (OSASS)
  - Director, Human Resource Management and Development Services/Director, Administrative Services or Legal Officer
    - President or Representative, Student Government – 2 seats
  - President or Representative, Accredited Human-Rights/Gender-Rights Advocacy Student Organization – 2 seats
  - President or Representative, Faculty Union
  - President or Representative, Employee Union
    - Faculty member of the Women’s Studies Program in PNU
  - Director, University Center for Gender and Development (UCGD) – Committee Secretariat and non-voting member
- (b) The Committee in each Regional Campus shall be composed of the following:
- Director of Student Affairs (or equivalent-ranking official)
  - Administrative Services or Legal Officer
  - President or Representative, Student Government
  - President or Representative, Human-Rights/Gender-Rights Advocacy Student Organization
  - President or Representative, Faculty Union
  - President or Representative, Employee Union
  - Gender and Development (GAD) focal person – Committee Secretariat and non-voting member
- (c) The chairperson of the CODI must be a woman. The chairperson shall be designated by the Head of the Agency.
- (d) The CODI members and chairperson shall be made official by a memorandum/circular or any formal pronouncement signed by the Head of the Agency.
- (e) Not less than half of the members of the CODI must be women. If this is not met, additional members of the CODI may be installed by the head of the agency. Further, the head of the agency may add more members as the need arises.
- (f) A member representing a particular sector shall be chosen by the sector he/she represents.
- (g) The Committee shall be constituted by a pool of University officials, employees, faculty members, and students or trainees, from which shall be drawn the members who will investigate a sexual harassment case.
- (h) When a member of the Committee is the complainant or the person complained of in a sexual harassment case, he/she shall inhibit from participating in the deliberations of the Committee. Another person on her/his behalf, shall be chosen by the sector she/he represents.
- (i) Either the complainant or the person being complained of may request any member of the CODI to inhibit from the proceedings based on conflict of interest, manifest partiality, and other reasonable grounds. A CODI member may also voluntarily inhibit on the same grounds.

- (j) Any Motion to Inhibit must first be resolved by the Committee before investigation commences within three (3) days upon submitting the Motion to Inhibit or upon knowledge that a member of the CODI is the complainant or the respondent of the case.

## **Section 8. Procedures in Handling Sexual Harassment Cases**

The following are the standard procedures in handling a sexual harassment case. **Section**

### **8.1. Complaint**

- (a) The complaint, once received by any of GAD Focal Point System (GFPS) member/s, shall be forwarded to the UCGD/Campus GAD Office as the secretariat of the CODI.
- (b) The complaint must be in writing and may be submitted personally or through an online platform (via UCGD's email: [ucgd@pnu.edu.ph](mailto:ucgd@pnu.edu.ph) OR the Campus' GAD Office email), signed and sworn to by the complainant. It must contain the following:
- full name and address of the complainant;
  - full name and address of the respondent;
  - brief statement of the relevant facts;
  - evidence, including affidavits of witnesses, in support of the complaint, if any; and
  - Certificate of Non-Forum Shopping
- Upon receipt of the Complaint, the UCGD/Campus GAD Office shall review the document and see to it that the complaint filed is sufficient in form and substance. Should there be any information that is lacking, the UCGD/Campus GAD Office shall inform the complainant and direct the same to accomplish the missing information. Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint. UCGD must assist the complainant in making sure that the complaint to be filed is complete in form and substance. UCGD/Campus GAD Office must likewise inform the complainant of the needed documents for a complete complaint.
- (c) UCGD/Campus GAD Office shall file the complaint with the HR (for cases involving faculty and staff) and OSASS (for cases involving students). For PNU Campuses, the GAD Focal Person shall furnish their Executive Director and Provost (EDP) of the complaint and inform the same that said complaint will be forwarded to the Disciplining Authority. UCGD/Campus GAD Office shall forward the complaint to the Disciplining Authority.
- (d) A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.
- (e) The Committee may motu proprio conduct an investigation against any person subject of this Code whenever the Committee has knowledge or is reasonably aware of any possible or impending act of GBSH to determine the veracity of such information and to undertake appropriate steps to resolve the situation.

### **Section 8.2. Action on the Complaint**

- (a) Upon referral by the Disciplining Authority to the Committee of the complaint that is sufficient in form and substance, the Committee, through its Secretariat, shall inform the respondent

in writing of the sexual harassment charge and require him/her to submit a counter-affidavit within three (3) days from receipt of the notice, furnishing a copy to the complainant, otherwise the counter affidavit/comment shall be considered as not filed. The answer shall contain a specific admission or denial of the charge(s) and a statement of the relevant facts constituting the respondent's defense.

- (b) The respondent may submit any evidence, including affidavits of witnesses, in support of the answer.
- (c) In the absence of any justifiable reason, any failure of the respondent to file an answer shall be construed as a waiver to present his/her evidence, and the case shall proceed *ex parte*.

### **Section 8.3. Preliminary Investigation**

- (a) The Committee shall conduct a preliminary investigation to determine whether there is sufficient ground to engender a well-founded belief that sexual harassment has been committed and the respondent is probably guilty thereof. The investigation shall involve examination of documents and the evidence attached thereto submitted by the complainant and the respondent.
- (b) The preliminary investigation shall commence no later than five (5) days from receipt of the complaint and shall be terminated within fifteen (15) working days thereafter.
- (c) Within five (5) working days from the termination of the preliminary investigation, the Committee shall submit the investigation report and the complete records of the case to the Disciplining Authority.

### **Section 8.4. Decision or Resolution After Preliminary Investigation**

- (a) If a *prima facie* case is established during the preliminary investigation, a formal charge shall be issued by the Disciplining Authority within five (5) working days from receipt of the investigation report.
- (b) In the absence of a *prima facie* case (or probable cause), the complaint shall be dismissed within the same period without prejudice on the part of the complainant to file an appeal with the Disciplining Authority within three (3) working days upon receipt of the decision dismissing the complaint.
- (c) The Disciplining Authority may dismiss the complaint or give due course to the appeal by issuing a formal charge against the respondent.

### **Section 8.5. Informal Procedure/Pre-Filing Stage In Attending to Victims of Sexual Harassment**

*Section 8.5.1.* Informal procedure refers to PNU System's action, through the Committee of each Campus, which does not involve formal investigation nor the filing of formal charges. It may consist of counseling, providing information, referral to an agency offering professional help, and advice on options available as well as other means of support.

*Section 8.5.2.* The complainant or anyone who witnesses or discovers the commission of any act of sexual harassment shall report the incident/act, in writing, to the Committee or to any school official, faculty, or staff who shall in turn endorse the said report to the Committee within twenty-four (24) hours from the receipt of such report.

*Section 8.5.3.* The complainant shall be interviewed by the Committee, and where necessary referred to the Guidance Center or agency offering professional help for counseling and assistance.

*Section 8.5.4.* The Committee, after consultation with the persons concerned, shall recommend measures to be adopted to prevent the repetition of the incident.

*Section 8.5.5.* Incidents of sexual harassment dealt with in this manner shall be documented by the Committee to determine whether patterns of sexual harassment are present. If the situation requires resort to formal charges of sexual harassment, the procedure set out in the succeeding sections shall be complied with.

### **Section 8.6. Formal Charge**

- (a) After finding a prima facie case exists, the Disciplining Authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof, and a notice that the respondent is entitled to be assisted by a counsel of his/her choice.
- (b) The respondent shall be given the opportunity to submit additional evidence.
- (c) The Committee shall not entertain requests for clarification, bills of particulars or motions to dismiss which are designed to delay the administrative proceeding. If any of these pleadings is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

### **Section 8.7. Answer of the Respondent**

- (a) The answer of the respondent, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any.
- (b) If the respondent fails or refuses to file his/her answer to the formal charge within seventy-two (72) hours from receipt thereof without justifiable cause, he/she shall be considered to have waived his/her right and a formal investigation may commence.

### **Section 8.8. Formal Investigation**

- (a) The formal investigation shall be conducted by the Committee not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. Said investigation shall be terminated within thirty (30) days from the filing of the charge(s). The Committee may, however, extend the period of investigation if it deems necessary.

- (b) The parties, their respective counsels, and witnesses, shall be notified of at least five (5) days before the scheduled hearing specifying the time, date, and place of the said hearing.
- (c) No postponement shall be granted except in meritorious cases. If the respondent fails to appear during the scheduled hearings despite due notice and without valid cause, the investigation shall proceed and the respondent is deemed to have waived his/her right to submit evidence in his/her favor.
- (d) The parties may require the attendance of a witness or the production of documentary evidence through the compulsory processes of subpoena.
- (e) The parties should be advised that they have the right to engage the services of a counsel.
- (f) The proceedings of the formal investigation must be recorded either through shorthand or stenotype or by any other method. The recorded proceedings of the formal investigation should be safely kept by an assigned person of the committee for every complaint, which should not be the same person for every case to ensure his/her safety.

### **Section 8.9. Pre-hearing Conference**

At the commencement of the formal investigation, the Committee may conduct a pre-hearing conference for the parties to appear, consider, and agree on any of the following:

- (a) stipulation of facts;
- (b) simplification of the issues;
- (c) identification and marking of evidence of the parties;
- (d) waiver of objections to admissibility of evidence;
- (e) limiting the number of witnesses, and their names;
- (f) dates of subsequent hearings; and
- (g) such other matters as may aid in the prompt and just resolution of the case. The parties may submit position paper/memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

### **Section 8.10. Report**

- (a) The Committee shall submit a report and its recommendations to the Disciplining Authority within ten (10) days after the conclusion of the formal investigation.

## **Section 9. Decision**

1. The Disciplining Authority shall render his/her decision within fifteen (15) days from receipt of the Committee report and recommendations.
2. The decision of the Disciplining Authority shall be final and executory fifteen (15) days after receipt of the copy thereof by the parties.

## **Section 10. Administrative Penalties**

Sexual harassment is punishable as follows:

(a) For light offenses:

- 1<sup>st</sup> offense – Reprimand
- 2<sup>nd</sup> offense – Suspension not exceeding thirty (30) days
- 3<sup>rd</sup> offense – Dismissal or expulsion from PNU

(b) For less grave offenses:

- 1<sup>st</sup> offense – Suspension of not less than thirty (30) days and not exceeding six (6) months
- 2<sup>nd</sup> offense – Dismissal or expulsion from PNU

(c) For grave offenses: Dismissal or expulsion from PNU

If the respondent is guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

## **Section 11. Remedies After A Decision**

### **Section 11.1. Motion for Reconsideration**

The aggrieved party may file a motion for reconsideration of the decision with the Disciplining Authority within fifteen (15) days from receipt thereof based on any of the following:

1. New evidence has been discovered which materially affects the decision.
2. The decision is not supported by the evidence on record.
3. Errors of law or irregularities have been committed prejudicial to the interest of the movant.

The filing of a motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision.

### **Section 11.2. Appeal**

The aggrieved party or parties may appeal the decision of the Disciplining Authority to the Civil Service Commission within fifteen (15) days from receipt thereof.

*Section 11.2.1. Filing of Appeals.* – Decisions of heads of departments, agencies, provinces, cities, municipalities and other instrumentalities imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty (30) days salary, may be appealed to the Commission Proper within a period of fifteen (15) days from receipt thereof.

In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department head and finally to the

Commission Proper. Pending appeal, the same shall be executory except where the penalty is removed, in which case the same shall be executory only after confirmation by the Secretary concerned.

A notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the disciplining office. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss with its comment, within fifteen (15) days, to the appellate authority.

*Section 11.2.2. When Deemed Filed.* – An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in the case of personal delivery, the date stamped thereon by the proper office.

*Section 11.2.3. Perfection of an Appeal.* – To perfect an appeal, the appellant shall within fifteen (15) days from receipt of the decision submit the following:

- (a) Notice of appeal which shall specifically state the date of the decision appealed from and the date of receipt thereof;
- (b) Three (3) copies of appeal containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence;
- (c) Proof of service of a copy of the appeal memorandum to the disciplining office;
- (d) Proof of payment of the appeal fee; and
- (e) A statement or certification of non-forum shopping.

Failure to comply with any of the above requirements within the reglementary period shall be construed as failure to perfect an appeal and shall cause its dismissal.

*Section 11.2.4. Effect of Filing.* – An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal, in the event he wins the appeal.

*Section 11.2.5. When Case is Remanded for Violation of Respondent's Right to Due Process.* – If the case on appeal with the Commission Proper is remanded to the proper disciplining authority for further investigation, the said disciplining authority through the Committee on Decorum and Investigation shall finish the investigation within three (3) calendar months from the date of receipt of the records from the Commission, unless the investigation is delayed due to the fault, negligence or petition of the person complained of, or an extension is granted by the Commission Proper in meritorious cases. The period of delay shall not be included in the computation of the prescribed period.

Within fifteen (15) days from the submission of the investigation report to the disciplining authority, it shall render its decision. If, at the end of the said period, the disciplining authority fails to decide the case, the Commission Proper shall vacate and set aside the appealed decision and declare the person complained of exonerated of the charge. If the person complained of is under preventive suspension, he shall be immediately reinstated.

### **Section 11.3. Petition for Review**

A complainant may elevate the decision of the Disciplining Authority dismissing a complaint for lack of a prima facie case before the Civil Service Commission within fifteen (15) days from receipt thereof.

### **Section 12. Preventive Suspension**

- (a) Upon petition of the complainant and/or recommendation of the Committee, the Disciplining Authority may order the preventive suspension of the respondent for not more than ninety (90) days pending an investigation, if (a) there are reasons to believe that he/she is guilty of the charges which would warrant his/her removal or expulsion from the University; (b) if the evidence of his/her guilt is strong and the school head is morally convinced that the continued stay of the respondent during the period of investigation constitutes a distraction to the normal operations of the institution; or (c) the respondent poses a risk or danger to the life or property of the other members of the educational community.
- (b) If the case against the respondent under preventive suspension is not finally decided within a period of ninety (90) days after the date of his/her suspension, he/she shall be automatically reinstated into the service; provided that when the delay in the disposition of the case is due to the fault, negligence, or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

### **Section 13. Prescriptive Period**

Pursuant to Section 7 of the Republic Act 7877, any action arising from the violation of this Code shall be prescribed in three (3) years upon commission of the act/offense.

## **SPECIAL PROVISIONS**

### **Section 1. Independent Civil and/or Criminal Actions.**

- 1.1. After the filing of a formal charge (administrative case), the victim of sexual harassment is not precluded from instituting a separate and independent civil action for damages and other affirmative relief in any court or tribunal against the respondent.
- 1.2. Administrative sanctions shall not be a bar to the filing a criminal action and prosecution in the proper courts for acts of sexual harassment.

### **Section 2. Annual Report.**

- 2.1. The Campus Directors shall submit an annual report to the President and Executive Director on the implementation of these guidelines together with an evaluation thereof at the end of each school year.

### **Section 3. Adoption of CSC Resolution No. 01-0940.**

- 3.1. Rules IX, X, and XI of CSC Resolution No. 01-0940 are hereby adopted as part of this Implementing Guidelines.
- 3.2. All other provisions of the aforesaid resolution shall be applied suppletorily to this

Implementing Guidelines.

- 3.3. In cases where provisions of this Implementing Guidelines overlap with those of the law and CSC Rules, the latter shall prevail (i.e., the law, CSC rules, PNU disciplinary rules).

#### **Section 14. Repealing Clause**

All University policies, rules, and regulations or parts thereof which are inconsistent with this Codes are hereby deemed repealed or modified accordingly.

#### **Section 15. Effectivity**

This Implementing Guidelines shall take effect after fifteen (15) days of posting in at least two (2) conspicuous places in PNU Manila and in each PNU Campus and certified copies of which shall be filed with the UP Law Center.

# APPENDIX C

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## Student Handbook Revision Committee

### FINAL REVIEW OF THE UNDERGRADUATE AND STUDENT HANDBOOK

<b>Chair</b>	<b>Dr. Denmark L. Yonson</b> <i>Vice President for Student Success and Stakeholders Services</i>
<b>Co-Chair</b>	<b>Dr. Merimee T. Siena</b> Director, Student Affairs and Services Office
<b>Consultant</b>	<b>Dr. Erminda C. Fortes</b>
<b>Coordinator</b>	<b>Dr. Maryfe M. Roxas</b> Head, Student Welfare Services Unit of SASO

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<b>Student Representative</b>	<b>Kurt Willie Janaban</b> , <i>President, GSC- PNU Manila</i> <b>Amierah Joy M. Aliser</b> , <i>Assistant Auditor, GSC- PNU Manila</i> <b>Karl Angelo R. Tabernerero</b> , <i>PIO, GSC- PNU Manila</i>

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---------------	---

<b>Co-Chair</b>	<b>Prof. Marie Chiela C. Malcampo</b> , <i>Head, Institutional Student Programs and Services Unit of SASO</i>
<b>Members</b>	<b>Ms. Sheila Marie P. Dela Pena</b> , <i>Coordinator for Career and Student Placement of SASO</i> <b>Dr. Heidi B. Macahilig</b> , <i>Former OA Director</i> <b>Dr. Leonora P. Valera</b> , <i>Former OA Director</i> <b>Ms. Rosario B. Navarro</b> , <i>AO Representative</i> <b>Ms. Rachel P. Evangelista</b> , <i>OUR Representative</i>
<b>Faculty Representative</b>	<b>Dr. Aurora B. Fulgencio</b> , <i>CAS</i>
<b>Student Representatives</b>	<b>Alexis C. Pradillada</b> , <i>Vice President, GSC- PNU Manila</i> <b>Ma. Lyca O. Dilapidlap</b> , <i>Assistant Treasurer, GSC- PNU Manila</i>

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<b>Members</b>	<b>Ms. Cristine N. Bobier</b> , <i>SASO Representative</i> <b>Dr. Krizna Rei M. Palces</b> , <i>Former Director, GEDIO</i> <b>Prof. Eisha Vienna M. Fernandez</b> , <i>Former Coordinator for Student Discipline</i>
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AY 2022-2023**

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AY 2020-2022**

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	<b>Dr. Elvira V. Chua</b> , EDP, PNU M
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	<b>Dr. Rosanna A. Diana</b> , Director, IPEHRDS
	<b>Dr. Heidi B. Macahilig</b> , AD, GTEF
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	<b>Prof. Erwin R. Callo</b> , IKM representative
	<b>Ms. Lorraine R. Manrique</b> , OSASS representative
	<b>Ms. Christine Villadiego</b> , PAL ELES, Student representative
	<b>Mr. Rodney Allan Gianan</b> , GSC, PEARL, Student representative

<b>STUDENT ADMISSION AND REGISTRATION</b>
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Chair 2:	<b>Mr. Cromwell L. Valeriano</b> , University Registrar
Co-Chair:	<b>Dr. Evelyn C. Bagaporo</b> , OSASS representative
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	<b>Prof. Jeanette T. Gongora</b> , Director for OSS, PNUM
	<b>Ms. Eliser P. Espinosa</b> , OUR representative
	<b>Ms. Rosario B. Navarro</b> , OA representative
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<b>STUDENTS RIGHTS AND DISCIPLINE</b>	
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	<b>Mr. Jayson L. De Vera</b> , GSC Ex-Officio, Student Representative
	<b>Mr. Kerr Zamora</b> , PAL ELES, Student Representative

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	<b>Dr. Rowena B. Escoto</b> , Head, UHSU
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	<b>Dr. Lucilla S. Escleto</b> , Director of OSS, PNUSL
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	<b>Mr. Richard A. Urgelles</b> , IPHERDS representative
	<b>Prof. Marie Chiela C. Malcampo</b> , OSASS representative
	<b>Ms. Abegail Simbre</b> , GSC, EDLMC, Student representative
	<b>Ms. Jahlen Tuvilla</b> , GSC AGSIKM, Student representative

# APPENDIX D

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## PNU HYMN

O, Alma Mater ko  
Sa mga guro'y Ina  
Dala'y ilaw, sadyang tanglaw  
Lagi kang patnubay  
Ng bayan ko kailan pa man  
Luwalhati'y sumaiyo  
O, Alma Mater ko

Hail, Alma Mater, Hail  
Mother of Leaders of Men  
Bringer of Light  
Teacher of Right  
Guardian of Human Ken  
Our country O'er forevermore  
Mays't though in glory reign  
Hail, Alma Mater Hail

Music: Antonio Buenaventura  
Lyrics: I.V. Mallari

# APPENDIX E

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## AFFIRMATION

This is to acknowledge that I have read the **PNU Student Handbook**.

I bind myself to understand, abide by and faithfully observe the rules and regulations contained herein.

Moreover, I understand that my failure to comply with any and/ or all rules and regulations of the Institution may be used as sufficient ground for disciplinary action.

### CONFORME:

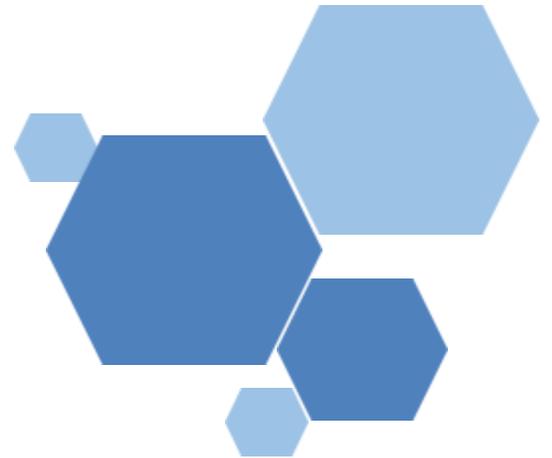
\_\_\_\_\_  
*Name and Signature of Student*

\_\_\_\_\_  
*Degree and Specialization*

\_\_\_\_\_  
*Date*



# REFERENCES



# REFERENCES

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Graduate Student Handbook 2017 Edition

CHED Memorandum Order No. 63, series of 2017: Policies and Guidelines on Local Off-Campus Activities

CHED Memorandum Order No. 26, series of 2015: Policies, Guidelines and Procedures on International Educational Trips of Graduate and Undergraduate Students

CHED Memorandum Order No. 17, series of 2012: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

CHED Memorandum Order No. 21, series of 2016: Guidelines for CHED Support for the Grants-in-Aid to Undergraduate Filipino Students Participating in International Conferences and/ or Seminars

Manila Ordinance No. 8695, also known as the LGBTQI Protection Ordinance of Manila