

# THE REVISED CODE

OF THE

UNIVERSITY OF THE PHILIPPINES

(Approved by the Board of Regents

on January 9, 1961)

QUEZON CITY  
UNIVERSITY OF THE PHILIPPINES PRESS  
1961

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MAY 26 1957

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OSCAR BAGUIO, B.S.M.E., M.S., Dean

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## FOREWORD

The publication of a revised Code of the University of the Philippines has been a pressing need for the orderly administration and operation of the University since the reestablishment and transfer of its principal campus from Manila to Quezon City. The old Code was designed and intended for the University of pre-war days. It was sufficiently adequate under the conditions then existing. But after the War it became obviously out of place and outdated in several respects under different surroundings and before novel problems obtaining on the new campus. The marked increase in student enrollment, the changed physical environment, and the new academic atmosphere had called for a revision of many parts of the old Code. The Board of Regents, therefore, upon the recommendation of the University President, decided to update the University regulations so as to fit them to present needs and conditions and to make them more responsive and better suited to the problems of the University. The work of revision lasted over a period of one year. After this work was finished, it was submitted to the Board of Regents for consideration. About six months had elapsed before this body finally approved it on January 9, 1961. The revised Code took effect on February 15, 1961 when the Board confirmed its previous action.



V. G. SINCO  
President

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**THE UNIVERSITY CHARTER**

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## THE UNIVERSITY CHARTER

AN ACT FOR THE PURPOSE OF FOUNDING A UNIVERSITY FOR THE PHILIPPINE ISLANDS, GIVING IT CORPORATE EXISTENCE, PROVIDING FOR A BOARD OF REGENTS, DEFINING THE BOARD'S RESPONSIBILITIES AND DUTIES, PROVIDING HIGHER AND PROFESSIONAL INSTRUCTION, AND FOR OTHER PURPOSES.

(Act No. 1870 took effect on its passage, June 18, 1908. It was amended by: Act No. 2024 which took effect on its passage on January 30, 1911; Act No. 2483 which took effect on its passage, February 5, 1915; Act No. 2759 which took effect on its approval, February 23, 1918; Act No. 3197 which took effect on its approval, December 2, 1924; Act No. 3745 which took effect on its approval, November 24, 1930; Act No. 4044 which took effect on its approval, February 12, 1933; Commonwealth Act No. 64 which took effect on its approval, October 21, 1936; Commonwealth Act No. 443 which took effect on its approval, June 3, 1939, and Republic Act No. 101 which took effect on its approval, May 30, 1947.)

By authority of the United States, be it enacted by the Philippine Legislature, that:

SECTION 1. The Governor General is hereby authorized, within the powers and limitations hereinafter specified, to establish in the City of Manila, or at the point he may deem most convenient, a university which shall be known by the designation of "University of the Philippines," the same being organized as a corporation under that name. (Act No. 1870).

SEC. 2. The purpose of said university shall be to provide advanced instruction in literature, philosophy, the sciences, and arts, and to give professional and technical training. (Act No. 1870).

SEC. 3. No student shall be denied admission to the university by reason of age, sex, nationality, religious belief, or political affiliation. (Act No. 1870).

SEC. 4. The government of said university is vested in a board of regents to be known as the "Board of Regents of the University

of the Philippines." The Board of Regents shall be composed of the Secretary of Education (Secretary of Public Instruction), who shall be *ex-officio* chairman of the Board, the chairman of the Committee on Education of the Senate, the chairman of the Committee on Education of the House of Representatives (chairman of the Committee on Education of the National Assembly), the President of the University, the Director of Public Schools (Director of Education), and seven additional members to be appointed by the President of the Philippines, with the consent of the Commission on Appointments of the Congress of the Philippines (National Assembly); *Provided*, That at least four of the additional members shall be selected from among the alumni of the University of the Philippines. The President of the University shall be elected and his compensation shall be fixed by the Board of Regents.

Of the seven additional members first appointed as above provided, the President shall designate one to serve for one year, one to serve for two years, one to serve for three years, one to serve for four years, one to serve for five years, one to serve for six years and one to serve for seven years. Thereafter, the successors of such members shall hold office for a term of seven years or until their successors are appointed. In case of a vacancy among the members of the Board of Regents, such vacancy shall be filled by appointment by the President of the Philippines, with the consent of the Commission on Appointments of the Congress of the Philippines (National Assembly) and such appointee shall hold office for the unexpired term. All members of the Board of Regents shall be residents of the Philippines. No person in the employ of the university or in any educational institution in any capacity whatsoever, whether as dean, professor, instructor, lecturer, or otherwise, shall be eligible to membership on the Board; *Provided, however*, That any person now holding office as member of the Board of Regents at the time of the approval of this Act shall continue to hold office until the expiration of his term.

Members shall serve without compensation other than actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board.

(Act No. 1870 as finally amended by Commonwealth Act No. 443, approved June 3, 1939. This section had been previously

amended by Act No. 2024, January 30, 1911; Act No. 2759, February 23, 1918; Act No. 3179, December 2, 1924; Act No. 4044, February 12, 1933, and Commonwealth Act No. 64, October 21, 1936. The amendments involved changes in the composition of the Board of Regents.)

SEC. 5. The University of the Philippines shall have the general powers set out in section thirteen of Act Numbered Fourteen hundred and fifty-nine, and the administration of said university and the exercise of its corporate powers are hereby vested exclusively in the Board of Regents and the President of the university in so far as authorized by said Board. (Act No. 1870, as amended by Act No. 2759, February 23, 1939).

SEC. 6. The Board of Regents shall have the following powers and duties in addition to its general powers of administration and the exercise of the powers of the corporation:

(a) To receive and appropriate to the ends specified by law such sums as may be provided by law for the support of the university. (Act No. 1870).

(b) To provide for the establishment of one or more Colleges of Liberal Arts, a College of Law, a College of Social and Political Science, a College of Medicine and Surgery, a College of Pharmacy, a College of Dentistry, a College of Veterinary Science, a College of Engineering, a College of Mines, a College of Agriculture, a College of Education, a School of Fine Arts, a School of Forestry, a Conservatory of Music, and such other colleges and schools as the Board of Regents may deem necessary; *Provided*, That the Board of Regents may establish these colleges, or any of them, in Manila or in any other places in the Archipelago, as soon as in its judgment conditions shall favor their opening and funds shall be available for their maintenance; and *Provided, further*, That the Board of Regents shall have power to combine two or more of the colleges authorized by this Act, in the interests of economy and efficiency; and *Provided, finally*, That the Philippine Medical School, as established by Act Numbered Fourteen hundred and fifteen, as amended, shall become the College of Medicine and Surgery of the Philippine University as soon as two or more colleges of the University of the Philippines shall have been established and in actual operation. (Act No. 1870, as amended by Act No. 2024, January 30, 1911, and finally amended by Act No. 2759, February 23, 1918).

(c) To confer honorary degrees upon persons in recognition of learning, statesmanship, or eminence in literature, science, or art; *Provided*, That such degree shall not be conferred in consideration of the payment of money or other valuable consideration. (Act No. 1870, as amended by Republic Act No. 101, May 30, 1947).

(d) To establish chairs in the colleges hereinbefore mentioned, and to provide for the maintenance or endowment of such chairs, as well as to provide for such other professors, assistant professors, instructors, tutors, and lecturers as the progress of instruction may make necessary, and to fix the compensation pertaining to such positions. (Act No. 1870).

(e) To appoint, on the recommendation of the President of the University, professors, instructors, lecturers and other employees of the university; to fix their compensation, hours of service, and such other duties and conditions as it may deem proper; to grant them in its discretion leave of absence under such regulations as it may promulgate, any other provisions of law to the contrary notwithstanding, and to remove them for cause after investigation and hearing shall have been had. (Act No. 1870, as amended by Act No. 2759, February 23, 1918 and Act No. 3745, November 24, 1930).

(f) To approve the courses of study and rules of discipline drawn up by the University Council as hereinafter provided; to fix the tuition fees required of students, as well as matriculation fees, graduation fees, and fees for laboratory courses, and all special fees, and to remit the same in special cases. (Act No. 1870).

(g) To provide fellowships and scholarships and to award the same to students giving special evidence of merit. (Act No. 1870).

(h) To prescribe rules for its own government, and to enact for the government of the University such general ordinances and regulations, not contrary to law, as are consistent with the purposes of the university as defined in section two of this Act. (Act No. 1870).

(i) To receive in trust, legacies, gifts, and donations of real and personal property of all kinds and to administer the same for the benefit of the university, or of a department thereof, or for aid to any student or students, in accordance with the direction or instructions of the donor, and, in default thereof, in such manner as the Board of Regents may, in its discretion, determine. (Act No. 2483, February 5, 1915).



SEC. 7. A quorum of the Board of Regents shall consist of a majority of all the members holding office at the time the meeting of the Board is called. All processes against the Board of Regents shall be served on the president or secretary thereof. (Act No. 1870).

SEC. 8. On or before the tenth day of August of each year, the Board of Regents shall file with the President of the Philippines (Governor General) a detailed report, setting forth the progress, conditions and needs of the university. (Act No. 1870).

SEC. 9. There shall be a University Council consisting of the President of the university and of all instructors in the university holding the rank of professor, associate professor, or assistant professor. The Council shall have the power to prescribe the courses of study and rules of discipline, subject to the approval of the Board of Regents. It shall fix the requirements for admission to any college of the university, as well as for graduation and the receiving of a degree. The Council alone shall have the power to recommend students or others to be recipients of degrees. Through its president or committees, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Regents. The powers and duties of the President of the university, in addition to those specifically provided for in this Act, shall be those usually pertaining to the Office of the president of a university. (Act No. 1870).

SEC. 10. The body of instructors of each college shall constitute its faculty, and as presiding officer of each faculty, there shall be a dean elected from the members of such faculty by the Board of Regents on nomination by the President of the university. In the appointment of professors and other instructors of the university, no religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the university be a matter of inquiry; *Provided, however,* That no instructor in the University shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under penalty of dismissal by the Board of Regents, to influence students or attendants at the university for or against any particular church or religious sect. (Act No. 1870, as amended by Act No. 2024, January 30, 1911).

SEC. 11. Professors and other regular instructors in the university shall be exempt as such from any civil service examination or regulation as a requisite to appointment. (Act No. 1870).

SEC. 12. There shall be a secretary of the university, appointed by the Board of Regents. He shall be the secretary of such Board and also of the university, and shall keep such records of the university as may be designated by the Board. (Act No. 1870).

SEC. 13. The Treasurer of the Philippine Islands shall be *ex-officio* treasurer of the university, and all accounts and expenses thereof shall be audited by the Insular Auditor, and all disbursements shall be made in accordance with rules and regulations prescribed by him. (Act No. 1870).

SEC. 14. Heads of bureaus and offices of the Insular Government are hereby authorized to loan or transfer, upon request of the President of the university, such apparatus or supplies as may be needed by the university and to detail employees for duty therein, when in the judgment of the head of the bureau or office, such supplies or employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duty as is required under such detail, and the time so employed shall count as part of their regular official service. (Act No. 1870).

SEC. 15. The President of the Philippines (Governor-General), the President of the Senate, and the Speaker of the House of Representatives shall constitute a Board of Visitors of the University, whose duty it shall be to attend the commencement exercises of the university, and to make visits at such other times as they may deem proper, to examine the property, courses of study, discipline, the accounts of the institution, and to make report to the Congress of the Philippines (Philippine Legislature) upon the same, with such recommendations as they favor. (Act No. 1870, as amended by Act No. 2759, February 23, 1918).

SEC. 16. The sum of One Hundred Thousand pesos is hereby appropriated, out of any funds in the Insular Treasury not otherwise appropriated, to be expended in the discretion of the Board of Regents for the establishment of a college or colleges authorized by this Act, the establishment of which may be considered most urgent. (Act No. 1870).

SEC. 17. This Act shall take effect on its passage. (Act No. 1870)

ENACTED, June 18, 1908.

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**BOOK I**

**GOVERNMENTAL AND ADMINISTRATIVE  
AFFAIRS**

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## PRELIMINARY TITLE

### GENERAL PROVISIONS

Art. 1. This Code shall be known as "The Revised Code of the University of the Philippines."

Art. 2. The University of the Philippines is a public non-sectarian, non-profit institution of higher learning.

Art. 3. The purpose of the University shall be to provide advanced instruction in literature, philosophy, the sciences and arts, to give professional and technical training, and to encourage and undertake research and contribute to the growth and dissemination of knowledge.

Art. 4. Pursuant to section 5, Article XIV of the Constitution of the Philippines, the University of the Philippines shall enjoy academic freedom.

Art. 5. The powers of the University, in addition to those provided in the Constitution of the Philippines, shall be those set forth in its Charter, those granted to corporations in general under the Corporation Law, and such other powers as may be further provided by law.

Art. 6. The University colors shall be forest green and maroon.

Art. 7. The seal of the University shall be of the design approved by the Board of Regents. It shall be two inches in diameter ( $1\frac{1}{4}$  inches within the circle) and shall have the inscription "University of the Philippines" at the top, and "1908" at the bottom.

## TITLE ONE

# THE GOVERNMENT OF THE UNIVERSITY

## Chapter 1

### THE BOARD OF REGENTS

#### SECTION 1. *Powers and Duties*

Art. 8. The government of the University of the Philippines shall be vested in the "Board of Regents of the University of the Philippines" as constituted by law. The administration of said university and the exercise of its corporate powers are vested exclusively in the Board of Regents and the President of the University insofar as authorized by said Board.

Art. 9. On or before the tenth day of August of each year, the Board of Regents shall file with the President of the Philippines a detailed report setting forth the progress, conditions, and needs of the University.

#### SEC. 2. *Membership and Officers*

Art. 10. The Board of Regents shall be composed of the Secretary of Education, who shall be *ex-officio* Chairman of the Board, the Chairman of the Committee on Education of the Senate, the Chairman of the Committee on Education of the House of Representatives, the President of the University, the Director of Public Schools, and seven additional members to be appointed by the President of the Philippines, with the consent of the Commission on Appointments of the Congress of the Philippines; *Provided*, That at least four of the additional members shall be selected from among the alumni of the University of the Philippines.

Art. 11. The Chairman shall preside over all meetings of the Board. In his absence, and whenever a meeting is deemed necessary, the following shall act as Chairman in the order herein stated: The President of the University, then other members of the Board in the order of seniority of their appointment.

Art. 12. The Secretary of the University shall be *ex-officio* Secretary of the Board. He shall notify the Regents of all meetings of the Board and shall send to each Regent a copy of the agenda at least four days before the scheduled meeting. He shall keep a full and accurate record of its proceedings and shall furnish each Regent with a copy of the minutes within one week after each meeting.

### SEC. 3. *Meetings*

Art. 13. Regular meetings of the Board shall be held once a month during the academic year. A quorum of the Board of Regents shall consist of a majority of all the members holding office at the time the meeting of the Board is called.

Art. 14. Special meetings of the Board may be called by the Chairman or the President of the University or by three members of the Board. Notice of such meetings shall be issued by special messenger or telegram at least 24 hours prior to the meeting.

Art. 15. The meetings of the Board shall be held within the university campus at Quezon City. However, meetings may also be held once a year in such other places where the University has established units or branches.

### SEC. 4. *Committees*

Art. 16. The Board of Regents may create such committees, standing or special, as it may deem necessary or convenient for the proper performance of its functions.

Art. 17. The President of the University shall be an *ex-officio* member of all standing committees of the Board.

## Chapter 2

### THE UNIVERSITY COUNCIL

#### SECTION 1. *Composition*

Art. 18. There shall be a University Council consisting of the President of the University as Chairman and such members as may be provided by law.

## SEC. 2. Powers

Art. 19. The Council shall have the following powers:

a. To prescribe the courses of study and rules of discipline, subject to the approval of the Board of Regents;

b. To fix the requirements for admission to any college or school of the University;

c. To fix the requirements for graduation and the receiving of a degree;

d. To recommend to the Board of Regents students or others to be recipients of degrees; and

e. To exercise disciplinary power over the students, through its President or Executive Committee, within the limits prescribed by the rules of discipline approved by the Board of Regents.

## SEC. 3. Officers

Art. 20. The President of the University shall be the presiding officer of the University Council. In his absence, the Executive Vice-President shall preside, and in the absence of both, the Vice-President for External Studies.

Art. 21. The Registrar shall be the *ex-officio* Secretary of the Council. It shall be his duty to issue the notices for meetings of the Council, to keep the minutes of its proceedings, and to send a copy of such minutes to each member of the Council. He shall also forward to each member of the Council a copy of the order of business of every regular meeting at least three days in advance.

## SEC. 4. Meetings

Art. 22. The University Council shall meet at such times as the President may determine. However, he shall issue a call for a special meeting when requested by a majority vote of the Executive Committee or upon the written request of one-third of the members of the Council.

Art. 23. Every member of the University Council shall be required to attend all its meetings but any member may be excused from attendance for reasons his Dean or Director considers satisfactory; *Provided, however,* That the members of units or branches of the University situated over 100 kilometers from Quezon City shall

not be expected to attend the meetings of the Council unless specifically directed to do so by the President.

Art. 24. Members of the faculty who have to attend Council meetings are authorized to assign some work their students need to do within the meeting time.

Art. 25. A quorum of the University Council shall consist of seventy-five members.

#### SEC. 5. *Amendment of By-Laws.*

Art. 26. Save as to matters specifically provided for by law, the provisions of this Chapter and other by-laws of the University Council may be amended at any regular meeting of the Council by a unanimous vote of the members present; *Provided, however,* That in case a proposed amendment has been submitted to the Council at a previous meeting, or copies thereof have been furnished all the members of the Council at least three days in advance, such amendment shall take effect if approved during any meeting of the Council by not less than three-fourths of all its members.

#### SEC. 6. *Committees*

Art. 27. There shall be an Executive Committee consisting of the President of the University as Chairman *ex-officio*, and the Executive Vice-President, the Vice-President for External Studies, the Business Executive, the Secretary of the University, the Dean of Student Affairs, the Registrar, and the deans and directors of colleges and schools, as members.

Art. 28. The Executive Committee shall—

a. Consider matters of policy and report on the state of the university to the meetings of the Council;

b. Decide cases of discipline in accordance with the rules promulgated by the Council on this subject;

c. Act for and on behalf of the Council in matters expressly delegated to it by that body and such other matters requiring immediate action;

d. Serve as the central agency for the various committees of the Council to the end that their functions may be performed with greater coordination and dispatch;



e. Act as a committee in all matters not falling within the jurisdiction of the other committees of the Council;

f. Act in an advisory capacity to the President in all matters pertaining to his office for which he seeks its advice.

Art. 29. The Executive Committee shall meet at the call of the President or on the written request of the majority of the members.

Art. 30. The meetings of the Executive Committee shall be held within the University Campus, Quezon City. However, meetings may also be held in other places where the University has established branches.

Art. 31. The University Council may create such other committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions.

Art. 32. The President shall be *ex-officio* member of every standing or special committee of the University Council.

### Chapter 3

#### OFFICERS OF ADMINISTRATION

Art. 33. The officers of administration of the University shall be the President, the Executive Vice-President, the Vice-President for External Studies, the Business Executive, the Secretary, the Dean of Student Affairs, the Registrar and the Treasurer.

##### SECTION 1. *The President of the University*

Art. 34. Leadership in the University is vested in the President who shall be the chief executive officer of the University. He shall be elected and his compensation shall be fixed by the Board of Regents.

Art. 35. He shall be *ex-officio* head of the University faculty and of the faculty of every college or school or any other unit of the University.

Art. 36. He shall have general supervision of all business and financial operations of the University.

Art. 37. All officers, members of the teaching staff, and employees shall be responsible to and under the direction of the President.

Art. 38. The President shall carry out the general policies laid down by the Board of Regents, and shall have power to act within the lines of said general policies. He alone shall undertake to direct or to assign the details of executive action.

Art. 39. He shall have the power to determine and prepare the agenda of all meetings of the Board of Regents and of the University Council; *Provided, however,* That any member of the Board shall be entitled to have any matter included in its agenda.

Art. 40. He shall preside at commencement and other public exercises of the University, and confer such degrees and honors as are granted by the Board of Regents. All college or university diplomas and certificates issued by the University shall be signed by him alone and by the Secretary.

Art. 41. Should a permission or an authorization given to any person to engage in any work or activity within the campus of the University be used by such person to arouse disloyalty to the Government of the Philippines, or to discourage students from attending the University, or to create by overt act disturbance or dissension among students, faculty members, or employees, or to interfere directly or indirectly with the discipline of the University, the President of the University shall, after due hearing, cancel the privilege so granted and thereafter prohibit him permanently from staying or remaining on the campus. The President shall thereafter inform the Board of Regents of his action and the Board may take any action that it may deem appropriate in connection therewith.

Art. 42. He shall be the official medium of communication between the teaching force, employees and students of the University, on the one hand, and the Board of Regents or Board of Visitors, on the other.

Art. 43. He shall recommend suitable persons to fill all vacancies and new positions. He shall have authority to fill vacancies temporarily; to make such appointments as are especially permitted by the Board of Regents; and to make such other arrangements as to meet emergencies occurring between the meetings of the Board so that the work of the University will not suffer.

Art. 44. He shall exercise the following specific powers:

- a. Acceptance of resignation of faculty members and employees;
- b. Grant or denial of leaves of absence without pay and/or extension of such leaves;
- c. Approval of retirement of members of the faculty and employees;
- d. Grant or denial of extension of fellowships or scholarships for a period not beyond one academic year if the budget permits and for reasons he may deem satisfactory;
- e. Authority to make *ad interim* appointments;
- f. Authority to renew appointments for not more than one year if the budget permits and the services are necessary;
- g. Authority to transfer faculty members and employees from one department or unit of the university or college to another;
- h. Authority, renewable every two years, to appoint, without the necessity of submitting to the Board for approval, qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies abroad, and to fix the financial assistance to any such fellows in accordance with the rules promulgated by the Board of Regents, and within the lump sum appropriated for fellowships;
- i. Authority to grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned;
- j. Authority to grant gasoline allowance of ₱75 per month usually allowed to appointees to the position of Professor and Head of the Department of Military Science and Tactics, provided he has a car;
- k. Supervision and control, through the Dean of Student Affairs, over extracurricular activities of students; and authority to issue adequate rules for the organization and operation of student organizations and for the election and qualifications of officers thereof;
- l. Authority to promulgate such rules which in his judgment are necessary for the safe-keeping and proper disbursements of funds or property of all student organizations officially approved or recognized, designating the persons whom he may authorize to examine and audit the accounts pertaining to such funds or property.

The President shall inform the Board of Regents of the action taken by him in accordance with this article; *Provided, however,* That with respect to paragraphs (e) and (g), the Board of Regents may take any action that it may deem appropriate in connection therewith.

Art. 45. He shall have the authority to change the leave status of the faculty from that of teacher's leave to that of cumulative leave.

Art. 46. He shall hold officers, teachers, and employees to the full discharge of their duties and, if in his judgment the necessity arises, he shall, after consultation with the Dean concerned, in proper cases, initiate the necessary proceedings for the separation from the service of any of them.

Art. 47. He shall prepare an annual report to the Board of Regents on the work of the past year and the needs for the current year. He shall also present to the Board the annual budget of the University with estimates of income and expenditures.

Art. 48. He shall execute and sign in behalf of the University all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University unless otherwise herein provided.

Art. 49. He shall have general responsibility for the enforcement of discipline in the University and for the maintenance of satisfactory academic standards in all its units.

Art. 50. He shall have the right to modify or disapprove any action or resolution of any college or school faculty or administrative body, if in his judgment the larger interests of the University so require. Should he exercise such power, the President shall communicate his decision in writing to the body immediately affected, stating the reasons for his action; and thereafter shall accordingly inform the Board of Regents, which may take any action it may deem appropriate in connection therewith.

Art. 51. He shall have the power to authorize expenses from miscellaneous items in the budget for maintenance, repairs, or remodeling and modification of buildings and grounds without further action by the Board of Regents; *Provided,* That the amount does not exceed ₱10,000.

Art. 52. He shall have the power to purchase equipment for the

University not exceeding ₱10,000 without securing previous approval by the Board of Regents.

Art. 53. The President may invite, from time to time, scholars of eminence and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof; and for this purpose, he may authorize honoraria for such service, to be taken from the miscellaneous fund and at rates determined by him.

Art. 54. He shall have such other powers as are elsewhere provided in this Code or by the Charter of the University or as may be specially authorized by the Board of Regents and such as are usually pertaining to the office of president of a university. He may delegate in writing any of his specific functions to any office:

### SEC. 2. *The Executive Vice-President*

Art. 55. The Executive Vice-President shall be elected by the Board of Regents, on recommendation of the President, and he shall assist the President in carrying out the educational plans and policies of the University and in the supervision of the different academic activities of the University.

Art. 56. In case of vacancy in the office of the President, or in the absence of the President, or in case of his inability to act, the Executive Vice-President shall act as President.

Art. 57. The Executive Vice-President shall be directly responsible to the President; and he shall have such other functions as the President or the Board shall assign to him.

### SEC. 3. *The Vice-President for External Studies*

Art. 58. The Vice-President for External Studies shall be elected by the Board of Regents, on recommendation of the President, and shall have such duties as may be assigned to him from time to time by the Board of Regents or by the President of the University.

Art. 59. In the absence of both the President and the Executive Vice-President or in case of the inability of both to act, the Vice-President for External Studies shall temporarily perform their functions.

Art. 60. The Vice-President for External Studies shall take charge of the supervision of branches, extension work and/or extra-

mural studies and summer classes of the University in accordance with the regulations promulgated by the President and the Board and shall exercise such other duties as may be assigned to him by the President.

SEC. 4. *The Business Executive*

Art. 61. The Business Executive of the University shall be appointed by the Board of Regents upon the recommendation of the President. He shall take charge of the financial activities, including the preparation of the budget and the general supervision of the income-producing units of the University; and shall perform such other duties that may be assigned to him from time to time by the President. All business transactions shall be centralized in the office of the Business Executive. More specifically, his duties shall be:

- a. To collect all income due the institution;
- b. To pay all bills and make other disbursements of funds;
- c. To provide for the safekeeping of all money, securities, and other financial papers belonging to the institution;
- d. To supervise the management of the supplementary business activities maintained by the University;
- e. To assist in the management of trust funds;
- f. To supervise the operation and maintenance of the physical plant of the institution;
- g. To assist in the supervision of new building constructions and physical plant expansion;
- h. To prepare all financial reports of the University;
- i. To devise and maintain the records necessary for effective control of the current operating budget;
- j. To devise suitable forms for recording the financial transactions of the University;
- k. To supervise the keeping of the books and other financial records;
- l. To secure and keep a file of inventories at suitable intervals; and
- m. To take charge of, and be responsible for, all contracts for the purchase of supplies and materials and for securing services other than those of academic and non-academic employees, involving a sum not exceeding ₱50,000 in any one transaction; *Provided*, That in every case, a prompt report shall be made to the President.

#### SEC. 5. *The Secretary*

Art. 62. There shall be a Secretary of the University appointed by the Board of Regents. He shall keep such records of the University as may be designated by the Board and shall perform such other functions as the Board and the President may assign to him. He shall have administrative supervision of the Office Services Division and in such capacity he shall be directly responsible to the President.

#### SEC. 6. *The Dean of Student Affairs*

Art. 63. There shall be a Dean of Student Affairs, appointed by the Board of Regents on recommendation of the President, who shall coordinate the operation of units in charge of student personnel services, student health, student organizations and publications, student residences, athletics, physical education and other extra-curricular activities, subject to the general supervision of, and under such regulations as may be promulgated by, the President of the University.

#### SEC. 7. *The Registrar*

Art. 64. The Registrar shall have charge of admissions, registration, assessment of fees, schedules of classes and examinations, scholastic records, commencements, and such university publications as catalogues, directories and announcements.

Art. 65. The Registrar shall publish the general catalogue as often as changing academic and other programs of the University require a more permanent publicity.

Art. 66. In the performance of his duties relative to student extracurricular activities, the Registrar shall be directly responsible to the Dean of Student Affairs. He shall make an annual report covering these activities to the President through the Dean of Student Affairs.

#### SEC. 8. *The Treasurer*

Art. 67. The Treasurer of the Philippines shall be *ex-officio* Treasurer of the University.

## **Chapter 4**

### **FUNCTIONS OF ADMINISTRATIVE OFFICES**

Art. 68. The administrative agencies and offices of the University function primarily for the purpose of serving the educational program of the institution. Their relationship with the faculty should, therefore, be on the basis of a sympathetic and intelligent interest in the work of all departments with due consideration to the policies and needs of the institution as a center of learning.

Art. 69. All administrative officers whose duties are not specifically defined by the Board of Regents shall perform the duties implied by their titles and those assigned by the Board of Regents and the President from time to time.

## **Chapter 5**

### **THE BOARD OF VISITORS**

Art. 70. The President of the Philippines, the President of the Senate, and the Speaker of the House of Representatives shall constitute a Board of Visitors of the University, whose duty it shall be to attend the commencement exercises of the University and to make visits at such other times as they may deem proper; examine the property, course of study, discipline, and the state of finances of the University; to inspect all books and accounts of the institution; and to make report to the Congress of the Philippines upon the same with such recommendations as they favor.



## TITLE TWO

# THE ORGANIZATION OF INSTRUCTION AND RESEARCH

## Chapter 6

### THE COLLEGE OR SCHOOL

#### SECTION 1. *The Faculty*

Art. 71. The body of instructors of each college or school constitutes its faculty. It shall consist of the President of the University, the Dean or Director and the professors, associate professors, assistant professors, instructors, assistant instructors, professorial lecturers, associate lecturers and assistant lecturers of the college or school.

Art. 72. The faculty of a college or school whose curricula prescribe courses given in the University College or College of Arts and Sciences shall include in addition to the regular members of the staff of the college or school, the chairmen of those divisions of the University College or College of Arts and Sciences giving the prescribed work for said college or school, or their representatives.

Art. 73. Members of the faculty of one college giving instruction in another college may attend the faculty meetings of the latter, and shall have the right of speech and vote on questions involving the courses they are giving in the latter or the students registered in said courses.

Art. 74. Assistants are not members of the college faculty; however, they may attend the faculty meetings and take part in the deliberations but shall not have the right to vote.

Art. 75. Each faculty shall hold at least one meeting each semester or term.

Art. 76. Subject to the approval of the Council, each faculty has the power to determine the entrance requirements of the college and the courses of study to be pursued for each degree offered; to

recommend to the Council qualified candidates for degrees, titles, and certificates; to administer the educational and internal life of the college within the limits prescribed by the rules of the University, and by the President; and to make recommendations to the Board of Regents, the University Council, or the Executive Committee through the President.

Art. 77. In the coursing of all proposals for presentation to the University Council, the following procedure shall be followed:

a. The faculty or member of the Council shall submit his proposals to the President, through the Secretary of the Council;

b. The President in turn shall direct the Secretary to refer the proposals to the appropriate committee of the Council;

c. The committee shall report its action to the President, through the Secretary, for submission to the Council.

## SEC. 2. *The Dean or Director*

Art. 78. For each college or school, there shall be a Dean or Director who shall be elected by the Board of Regents from the members of the faculty of the University unit concerned, on nomination by the President of the University.

Art. 79. The term of office of all deans and directors or heads of schools and institutes shall be five years from the date of their appointment without prejudice to reappointment and until their successors shall have been appointed.

Art. 80. The functions of the Dean or Director shall be to act as presiding officer of the faculty of the college, school, or institute as provided by the Charter of the University, and to exercise such other administrative duties which the Board of Regents, on recommendation of the President of the University, may prescribe. No Dean or Director shall serve as academic head of any department or division in his college, school or institute.

Art. 81. The Dean or Director shall notify the President of all faculty meetings, furnishing him with their agenda.

Art. 82. There shall be in each college or school an Academic Advisory Committee, consisting of not less than five members with the Dean or Director as chairman. It shall be the duty of the Committee to consider academic problems and suggest to the faculty pro-

posals affecting the curriculum, student academic progress, and other related matters. The membership and size of the Committee shall be drawn from the senior members of the faculty to be submitted to the President for confirmation.

Art. 83. Save as this Code or any regulation may provide the contrary, the dean or director shall be *ex-officio* member of all committees of his college or school.

Art. 84. He shall supervise the admission and classification of students and their assignment to classes.

Art. 85. He shall be responsible for the orderly behavior and discipline of students, faculty members, and employees within the college and shall cooperate with the Dean of Student Affairs in the general supervision and administration of the affairs of the students of his college affecting their conduct outside the college.

Art. 86. Except as to bulletins and catalogues, the Dean or Director shall have full charge over all publications of his college or school. Any publication that is not identified with any particular college or school shall be under the responsibility of the editor appointed by the President.

Art. 87. He shall submit to the President an annual report on his college or school and such other reports which the President may require.

Art. 88. The Dean or Director shall make a written report to the President at the beginning of each semester of the vacancies in the faculty, stating the position to be filled and the qualifications required. Whenever there are departments or divisions in the college or school, the chairman thereof shall make such report to the Dean or Director.

Art. 89. The Dean or Director shall make a written report to the President within 30 days after the end of the academic year on the efficiency of the members of the faculty of his college or school in consultation with the chairman of the department or division concerned, if any.

Art. 90. He shall propose to the President the demotion, transfer, or removal of members of his staff; *Provided*, That in case of serious misconduct on the part of a member of the faculty of his college or school, the Dean or Director shall, if he deems it a mat-

ter of immediate necessity, recommend suspension to the President stating his reasons therefor. The President shall take such action as he deems appropriate and thereafter, inform the Board thereof for such action as the Board may deem appropriate in the premises.

Art. 91. He shall take charge of the appropriations for his college, subject to the rules and regulations of the University.

Art. 92. He shall consult with the division or department chairman on any matter pertaining to it. In case of disagreement between him and the chairman, his judgment shall prevail, without prejudice to the right of the chairman to appeal to the President whose decision on the matter shall be final.

Art. 93. The Dean or Director shall transmit, with his comment or recommendation, all proposals affecting courses of study, instruction, scholarships, exchanges, offers of aid, and similar matters received by his college or school from any source within or outside the University, as well as his own proposals on the aforesaid matters, to the President for whatever action the latter may deem proper.

Art. 94. Whenever a student is accused of a felony in a court of justice, the Dean or Director shall acquaint himself with the facts of the case. Thereafter, he shall submit to the President, through the Dean of Student Affairs, progress reports of the case from the filing of the complaint to the disposition of the case by the court.

### SEC. 3. *The Secretary*

Art. 95. There shall be a Secretary of the college or school appointed by the Board of Regents on the recommendation of the President.

Art. 96. The duties of the Secretary in relation to the faculty shall be those usually pertaining to a secretary. In addition he shall perform the following functions:

- a. To keep permanent records of the work of the faculty of the college or school;
- b. To receive suggestions from faculty members;
- c. To help and to correlate all activities of the faculty committees; and
- d. To help prepare the annual budget and requisitions of the

college or school and to render to the Dean or Director such assistance in the administration, as may be required.

Art. 97. The duties of the Secretary in relation to the college student body shall be:

a. To inform students during registration of their schedule, curricula, and other matters;

b. To assist the Dean of Student Affairs in the supervision of student activities;

c. To help execute decisions of committees of the college or school and of University authorities affecting students; and

d. To see that requirements for graduation are fulfilled.

Art. 98: In addition to the aforementioned functions, the Secretary shall perform other duties assigned to him by the Dean or Director.

#### SEC. 4. *The College or School Departments*

Art. 99. The President may recommend to the Board of Regents the organization of departments in the various colleges and schools on the basis of fields of study or disciplines.

Art. 100. The department staff shall consist of members of the teaching or research staff with the rank of assistant and above, including lecturers, who teach or do research work in the department.

Art. 101. A given department shall function in the college or school where the major part of its work is done and shall be assigned to such college by the President subject to the approval of the Board of Regents.

Art. 102. The chairman of the department shall be appointed by the Board of Regents upon nomination by the President after consultation with the Dean or Director concerned. The chairman of the department shall determine the administrative organization and conduct of the work of his department.

Art. 103. The tenure of office of the various chairmen of academic departments in all units of the University shall be three years, without prejudice to reappointment, and until their successors shall have been appointed.

Art. 104. Administrative matters affecting a department shall be subject to the control of the Dean or Director of the college or school,

but academic matters shall be under the jurisdiction of the department chairman within the limitations herein set under the divisional scheme.

Art. 105. Meetings of the department staff may be held at least twice a semester and at such other times as may be called by the chairman or at the request of a majority of its members.

Art. 106. The President may organize groups of faculty members within a college or school into sections, each section covering one specific discipline or field of study with a faculty coordinator assigned by the President, on recommendation of the Dean or Director, for a period not to exceed two years.

#### SEC. 5. *The Divisions*

Art. 107. The Board of Regents may organize related disciplines or fields of study in each college or school into divisions.

Art. 108. The division shall be headed by a chairman who shall be appointed by the Board of Regents upon nomination by the President after consultation with the dean or director concerned. The tenure of office of division chairmen shall be three years, without prejudice to reappointment and until their successors shall have been appointed.

Art. 109. Chairmen of divisions shall be the academic supervisors of their respective groups. They shall perform no administrative functions as such, but shall coordinate the different disciplines or fields of study within the division for the purpose of academic efficiency and the avoidance or suppression of superfluous courses and subjects.

Art. 110. The following shall fall under the jurisdiction of the Division:

a. Institution, revision, and abolition of courses and of curricula. These involve academic policy and should be undertaken on the basis of suppressing and preventing proliferation of subjects and securing deeper specialization in the required field or discipline and a balanced accommodation of subsidiary subjects;

b. The approval of textbooks and syllabi, for use in the different courses as provided for in the Code; and

c. Such other matters which may be assigned to the Division from time to time as the purposes of the University may demand.

Art. 111. Student specialization in a specific subject or discipline should be submitted to the Division chairman for consideration and approval together with the subsidiary subjects prescribed for the student to take.

## Chapter 7

### THE UNIVERSITY COLLEGE, THE COLLEGE OF ARTS AND SCIENCES AND THE GRADUATE SCHOOL OF ARTS AND SCIENCES

Art. 112. The University College shall take charge of the program of general education and other courses prescribed for the first two years of university studies.

This College is established to improve the foundations for a liberal education, to provide the student with the necessary orientation in university work and education, and to guide him towards his choice of advanced or specialized courses. It shall assist all other colleges and units of the University in coordinating their courses of studies with the basic disciplines of general education.

Art. 113. The College of Arts and Sciences shall take charge of the third and subsequent years of undergraduate studies in humanities, social sciences, sciences and mathematics, and languages. It is primarily directed towards greater specialization in particular disciplines.

Art. 114. The Graduate School of Arts and Sciences shall offer graduate work designed to encourage and induce independent thought, develop the investigative spirit, promote research and prepare students for advanced specialization. Students shall be admitted to candidacy for graduate degrees only after they have demonstrated their ability for graduate work.

Art. 115. The members of the teaching staffs of the University College, College of Arts and Sciences, and Graduate School of Arts and Sciences shall constitute one body of faculty from which the three units shall draw their members for the offering of the courses of each unit.

Art. 116. Each unit shall have a listing of the members of the faculty offering courses under its jurisdiction. This listing shall be subject to change every year; the roster so made shall constitute the faculty of the said unit for the year. The name of each faculty member may be entered in the listings of more than one unit.

Art. 117. Competence shall be the guiding principle in the assignment of any member of the faculty to offer the required course in any of the units. If possible, competent senior faculty members shall be assigned to handle the general education courses.

Art. 118. There shall be three divisions common to the three units: the humanities, natural sciences, and social sciences. They shall take the place of the departments. Each division shall have a chairman with such functions as may be determined by the President. The disciplines for each division shall be as follows:

A. Division of the Humanities

1. Architecture
2. Comparative Literature
3. English
4. European Languages
5. Fine Arts
6. History
7. Linguistics
8. Music
9. Oriental Languages
10. Philosophy
11. Speech and Drama

B. Division of Natural Sciences

1. Anthropology
2. Botany
3. Biology
4. Chemistry
5. Geography
6. Geology
7. Mathematics
8. Physics
9. Zoology



### C. Division of Social Sciences

1. Anthropology
2. Economics
3. Geography
4. History
5. Philosophy
6. Philippine Institutions
7. Political Science
8. Psychology
9. Social Welfare
10. Sociology

Art. 119. Each of the divisions shall administer all academic offerings in the three units—assignment of faculty members, scheduling of courses, the provision for syllabi and readings—of all the disciplines under it. The divisions shall also be responsible for the competence in teaching and research of their respective faculty members.

## Chapter 8

### THE INSTITUTE OF LIBRARY SCIENCE

Art. 120. The Institute of Library Science shall be an independent unit which shall take charge of courses in library science. It shall have a chairman and such staff as may be necessary to carry out its program.

## Chapter 9

### DEPARTMENT OF EXTRAMURAL STUDIES

Art. 121. The Department of Extramural Studies shall take charge of extension classes of the University in places where the University does not have any established branches and in other sites that the President may designate. It shall also take charge of summer classes.

Art. 122. It shall offer undergraduate and graduate courses similar to those given in the regular units of the University in places

where they may be needed, subject to such conditions as may be prescribed by the President.

Art. 123. It shall be administered by officials to be designated by the President from other University units or appointed by the Board of Regents on recommendation of the President. Such officials shall be responsible for the efficiency and adequacy of the operation of the extramural services and each shall perform his duties in accordance with the regulations issued by the President.

Art. 124. Any surplus income which may be derived from the operation of this Department, including surplus income from summer classes, shall constitute a revolving fund for the improvement and extension of the extramural services of the University.

## Chapter 10

### COMMITTEE ON RESEARCH

Art. 125. There shall be a Committee on Research to be appointed by the President for a period to be determined by him.

Art. 126. The Executive Vice-President shall be *ex-officio* Coordinator of Research and Chairman of the Committee on Research. He shall be directly responsible to the President.

Art. 127. All research work that may be conducted under the auspices of the University shall be governed by the rules adopted by the Committee and approved by the Board of Regents upon the recommendation of the President.

Art. 128. Honorarium may be granted by the President for completed research, creative work, scholarly projects, and other forms of productive scholarship, provided the recipient shall not have received University assistance in the form of reduced teaching load or other research grant for the same project. Such an honorarium shall in no case exceed an amount equivalent to overload teaching honorarium paid to faculty members who are carrying a full teaching load. It shall be charged against the research funds of the University. The Committee on Research shall evaluate the merits of the completed work.

## **Chapter 11**

### **ACCREDITATION**

Art. 129. There shall be established a system of affiliation under which private secondary schools or liberal arts colleges could be accredited by the University, provided that: (1) they are non-stock and non-profit, (2) they maintain adequate standards in accordance with the rules adopted by the University, (3) they are financially able to support themselves, (4) they observe other conditions which may be promulgated by the University President on the basis of the general principles of the University Charter and Code.

## **TITLE THREE**

### **THE UNIVERSITY DEPARTMENTS**

## **Chapter 12**

### **GENERAL PROVISIONS**

Art. 130. The University shall have the following independent departments outside of colleges and schools:

- a. The University Library;
- b. The Department of Military Science and Tactics;
- c. The Department of Physical Education;
- d. The Office of Student Affairs.

Art. 131. The heads of the University Library, Department of Military Science and Tactics, the Department of Physical Education and the Office of Student Affairs shall be directly responsible to the President. In units outside of the Quezon City campus, each Dean

shall have administrative supervision over the work of the branches of said departments in his college in the name and by authority of the President; *Provided, however,* That nothing herein mentioned shall be construed to curtail the power of direct supervision of the President over the said departments and their branches.

## Chapter 13

### THE UNIVERSITY LIBRARY

Art. 132. There shall be a University Librarian appointed by the Board of Regents on the recommendation of the President. He shall administer the University Library and the branch libraries in colleges and schools, divisions, and departments, and perform such other duties as may be assigned to him by the President.

Art. 133. He shall present an annual report to the University Library Board on the general conditions and use of the libraries.

Art. 134. With the approval of the Library Board, the Librarian shall recommend to the President the appropriation for books, publications, equipment, materials, and supplies, and other needs of the library. He shall have the power to recommend to the President the appointment, promotion, and dismissal of members of the staff of the Main Library and the branch libraries, and the transfer of any library staff member to any position within the Library where his services are needed or where his capabilities and training may best be used; *Provided,* That in the case of branch libraries, he shall consult the Dean or Director concerned.

Art. 135. He shall enforce the library rules and regulations and shall report to the President, through the Dean of Student Affairs, violations by students that may call for disciplinary action.

Art. 136. The University Library Board shall consist of the President as Chairman, *ex-officio*, and nine members appointed for a period of three years by the President from the humanities, the physical and biological sciences, the social sciences, and the professional schools; *Provided,* That of the nine members first appointed, the President shall designate three to serve for one year, three to serve

for two years, and three to serve for three years. The Librarian shall be the secretary of the Board.

Art. 137. The Library Board shall act as the policy determining body in connection with the operation and maintenance of the University Library system. It shall adopt all library rules and regulations subject to the approval of the President.

Art. 138. The Library Board shall meet every three months and at such other times as may be deemed necessary; and shall render to the President an annual report on the operation and maintenance of the University Library System.

## **Chapter 14**

### **THE DEPARTMENT OF MILITARY SCIENCE AND TACTICS**

Art. 139. The senior military officer detailed by the Armed Forces of the Philippines to the University shall be known, for military purposes, as Commandant of Cadets and, for academic purposes, as Head of the Department of Military Science and Tactics. His appointment shall be approved by the Board of Regents upon the recommendation of the President of the University.

Art. 140. As department head, he shall be responsible directly to the President of the University in carrying out the academic policies of the institution insofar as they affect the ROTC and PMT cadets of the institution. When requested by the President of the University, he shall render assistance compatible with the nature of the work of his department.

Art. 141. As Commandant of Cadets, he is directly responsible to the Superintendent, ROTC and PMT units, in carrying out operations and training policies as well as rules and regulations governing such units.

## Chapter 15

### THE DEPARTMENT OF PHYSICAL EDUCATION

Art. 142. The Department of Physical Education shall be administered by the Director of Physical Education who shall be appointed by the Board of Regents on the recommendation of the President.

Art. 143. The Director of Physical Education shall have charge of all instruction and activities pertaining to physical education in all the units of the University. He shall carry out the functions of the department as outlined hereunder, and perform such other duties as, from time to time, may be assigned to him by the President. He shall recommend to the President the appointment, promotion and dismissal of members of his staff. He shall submit an annual report to the President on the work of his department.

Art. 144. The functions of the Department of Physical Education shall be:

- a. To promote the recreative, social and ethical values derived from various sports;
- b. To provide athletic activities conducive to the physical improvement of the individual student;
- c. To provide restricted exercises upon prescription of the University Health Service for those with physical handicaps; and
- d. To perform other functions that may be prescribed by the rules issued by the President.

Art. 145. The Department of Physical Education shall offer academic courses in Physical Education in cooperation with colleges and schools.

## Chapter 16

### OFFICE OF STUDENT AFFAIRS

Art. 146. There shall be an Office of Student Affairs, headed by the Dean of Student Affairs, which shall coordinate the operation of units provided in the following sections and such other units concerned with student personnel services as may be placed under this office by the Board of Regents. He shall submit an annual report, and such other reports as may be required, to the President of the University.

#### SECTION 1. *The University Health Service*

Art. 147. The University Health Service shall be administered by a Director appointed by the Board of Regents on the recommendation of the President after consultation with the Dean of Student Affairs.

Art. 148. His powers and duties shall be the following:

a. He shall take direct charge of the infirmary on the Quezon City campus and shall inform the President, through the Dean of Student Affairs, on the work of the health services in units outside of the Quezon City campus;

b. He shall conduct medical and physical examinations in accordance with the rules of the University;

c. He shall look after the health of the students;

d. He shall submit an annual report and such other reports as may be required to the Dean of Student Affairs; and

e. He shall perform such other duties as may be prescribed by rules issued by the President.

#### SEC. 2. *The Offices of the Dean of Men and Dean of Women*

Art. 149. There shall be a Dean of Men and a Dean of Women to be appointed by the Board of Regents on the recommendation of the President after consultation with the Dean of Student Affairs.

The Dean of Men shall perform his duties for male students and the Dean of Women for female students.

Art. 150. Their duties shall be—

a. To plan and supervise the disciplinary and educative aspects of student life in residence halls;

b. To participate in policy-making activities concerning students' welfare and interests;

c. To take charge jointly of the Freshmen Orientation Program.

d. To supervise the enforcement of University regulations regarding the campus housing and living conditions of students not staying in residence halls;

e. To help promote closer relations between the faculty and the students;

f. To submit an annual report and such other reports as may be required to the Dean of Student Affairs; and

g. To perform such other duties as may be prescribed by rules issued by the President.

### SEC. 3. *Counseling and Testing Center*

Art. 151. There shall be a Coordinator of Guidance and Counseling Services to be appointed by the Board of Regents on the recommendation of the President after consultation with the Dean of Student Affairs. His duties shall be —

a. To coordinate and supervise the (1) counseling and testing services in the University; (2) in-service training of personnel engaged in counseling and testing services; and (3) research necessary for the counseling and testing services;

b. To participate in policy-making activities concerning students' welfare and interest;

c. To maintain and develop an occupations library;

d. To submit an annual report and such other reports as may be required to the Dean of Student Affairs; and

e. To perform such other duties as may be prescribed by rules issued by the President.



## TITLE FOUR

### CONDITIONS OF EMPLOYMENT

#### Chapter 17

##### GENERAL PROVISION

Art. 152. The Board of Regents, on the recommendation of the President, shall fix the compensation and salaries of members of the faculty, officers and employees of the University.

#### Chapter 18

##### ACADEMIC STAFF

###### SECTION I. *Composition*

Art. 153. The members of the faculty of the University shall be classified as regular and non-regular.

Art. 154. The regular members of the faculty shall include the following:

- a. Professor
- b. Associate Professor
- c. Assistant Professor (including Research Associate)
- d. Instructor (including Research Fellow)
- e. Assistant Instructor

Art. 155. The non-regular members of the faculty shall include the following:

- a. Assistant Lecturer
- b. Associate Lecturer
- c. Professorial Lecturer
- d. Visiting Professor
- e. Exchange Professor

f. Members with such designations as shall be determined at the time of their appointment.

Art. 156. Repeated reappointments to any non-regular position, no matter how many times made, shall not create any presumption of a right to another reappointment or to indefinite tenure.

## SEC. 2. *Qualifications*

Art. 157. All appointments to the faculty shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the University be a matter of examination or inquiry.

Art. 158. Members of the faculty shall be exempt as such from any civil service examinations or regulations as a requisite to appointment.

Art. 159. Every recommendation to the Board of Regents for appointment or promotion shall be accompanied by a complete statement of the qualifications, training, service record, publications or researches of the candidate and such other matters which may be called for by the rules of the University.

## SEC. 3. *Appointments*

Art. 160. Recommendations for appointments and promotions in the faculty shall be made in accordance with such rules of procedure as may be prescribed by the President and shall be strictly in consonance with a plan of standardization of faculty positions.

Art. 161. In all appointments to the positions of assistant lecturers, associate lecturers or professorial lecturers in the University, nominees who are connected with the other branches of the Government shall present written permits from the department head concerned, and shall state the total number of hours a week they are teaching in other schools.

Art. 162. A professorial lecturer is equivalent to an associate professor or full professor in the regular class. Unless the candidate for the position is outstanding in his line of study and his competence and prestige entitle him to recognition as an expert by his colleagues in the field, he shall not be recommended for a rank higher than that of associate lecturer.

Art. 163. It is the policy of the University to discourage nepotism in appointments to the faculty and administrative staff of the University except in cases where the interests of the University require otherwise and the Board of Regents so decides. This policy shall be observed and applied within the individual units of the University, such as the colleges and schools.

Art. 164. No person shall be eligible for appointment or reinstatement as a regular member of the faculty of this University during the term for which he has been elected to any political office.

Art. 165. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.

Art. 166. No person shall be appointed member of the faculty without compensation unless, in the opinion of the President, such person possesses high professional or scholastic competence and the immediate requirements of the University justify the appointment.

Art. 167. No person shall be appointed to the faculty on part- or full-time basis, with or without compensation, if said person is on the staff of any private university or college in the Philippines; *Provided*, That when the immediate requirements of the University justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such person may be appointed on year-to-year basis until another, who possesses the desired competence and is not connected with other educational institutions, is available and willing to accept such appointment.

Art. 168. On the recommendation of the chairman of a department or division, if any, and the Dean or Director, and with the approval of the President and the Board of Regents, a professor or associate professor may be permitted to exchange for a period of one year or less, his position with a professor of approximately equal rank in another university. Whenever the circumstances of the case so warrant, the President shall recommend to the Board of Regents that a sufficient allowance in addition to his regular salary be given to the exchange professor of the University of the Philippines so as to enable him to maintain the prevailing standard of living corresponding to his position in the place where he is to teach as such exchange

professor of the University of the Philippines. Exchange arrangements may be made only with non-profit and non-stock institutions.

Art. 169. On the proposal of the Dean or Director, the President may recommend to the Board of Regents the appointment of visiting professors who shall serve for some special purpose for a limited period. The University may send visiting professors only to non-profit and non-stock institutions of learning.

Art. 170. The President may recommend to the Board of Regents the appointment of any faculty member to the rank of University Professor. The University Professor is distinguished from the College Professor in the sense that to qualify for appointment to the position he must be an outstanding scholar and scientist as evidenced by the quality of his publications and researches in his principal field of study and in allied fields. But in addition to his expert knowledge in one field or division, he must have a good acquaintance with at least one other subject within another division out of the three divisions of humanities, natural sciences, and social sciences. He must be known for intellectual maturity and objectivity in his judgment. He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Art. 171. The University Professor may be assigned to do research work, give lectures, or conduct seminar on the subject or subjects of his specialization in any college or unit of the University; and he shall be directly accountable to the University President or his educational assistant.

#### SEC. 4. *Compensation*

Art. 172. Full and part-time members of the faculty shall receive compensation in accordance with schedules approved by the Board of Regents.

Art. 173. Lecturers shall be paid for each hour of actual service and for each final examination in accordance with schedules approved by the Board of Regents. Any officer or employee of the government may be appointed lecturer if permitted to teach by the proper authority, in which case he may receive a compensation in accordance with the schedule approved by the Board of Regents.

## SEC. 5. *Promotions*

Art. 174. In determining promotions in the faculty, careful consideration shall be given to the following factors: the teaching ability of the candidate, his research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity, and good personal character and conduct. A salary promotion may be given to a faculty member beyond the regular scale when his services are greatly needed even if for valid reasons his academic performance and scholarly competence do not justify promotion in rank. No person may be appointed or promoted to full professorship unless his record shows outstanding achievement in scholarship or science.

## SEC. 6. *Academic Freedom of Teachers*

Art. 175. Members of the teaching staff enjoy academic freedom; *Provided, however,* That no instructor in the University shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under the penalty of dismissal by the Board of Regents, to influence students or attendants at the University for or against any particular church or religious sect or political party.

Art. 176. Academic freedom is the right of the teacher to teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or negative to his loyalty to the school, college, or university that employs him. Within this specific framework, the following principles are hereby declared:

a. The University of the Philippines shall not impose any limitation upon the teacher's freedom in the exposition of his own subject in the classroom or in addresses and publications;

b. No teacher may claim as his right the privilege of discussing in his classroom controversial topics that are not pertinent to the course of study that is being pursued;

c. The University of the Philippines should not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his own initiative;

d. The University of the Philippines should recognize that the teacher, in speaking or writing outside of the institution upon sub-

jects beyond the scope of his own field of study, is entitled to the same freedom and is subject to the same responsibilities as attach to all other citizens but in added measure;

e. It is clearly understood that the University of the Philippines assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are expressing only their personal opinions;

f. If the conduct of a teacher in his classroom or elsewhere should give rise to doubts concerning his fitness for his position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of his period of appointment without full and open hearing before the Board of Regents, should he desire it, and only upon sufficient notice.

#### SEC. 7. *Tenure*

Art. 177. The initial appointment to the rank of instructor or assistant instructor shall be temporary in character and for a period not exceeding one year. This appointment may be renewed for periods of one or two years but their total length shall not exceed three years. A temporary appointment shall automatically terminate at the end of the period stated in it unless the Dean or Director, with the concurrence of the President, recommends renewal of the temporary appointment or an appointment with a stated tenure on the basis of the factors mentioned in Article 174 of this Code.

Art. 178. The initial appointment to the rank of assistant professor shall be temporary in character for a period not exceeding three years. A temporary appointment shall automatically terminate at the end of the period stated in it unless the Dean or Director with the concurrence of the President recommends the renewal of the temporary appointment or an appointment with stated tenure on the basis of the factors mentioned in Article 174 of this Code.

Art. 179. The initial appointment to the rank of professor or associate professor shall be for a period not exceeding five years. Reappointments shall be on the basis of the factors mentioned in Article 174 of this Code. Unless a stated period is mentioned, reappointments of professors and associate professors shall be for a permanent tenure.

Art. 180. Appointments to the faculty on a contract basis shall not be governed by the above rules on tenure but by the terms of the contract.

Art. 181. With respect to the members of the faculty of the College of Medicine who are resident physicians of the Philippine General Hospital, the following special rules shall apply:

a. Resident physicians shall be selected on the basis of competitive examinations conducted by a screening committee composed of the heads of departments of the College of Medicine. Each resident shall be appointed by the President upon recommendation of the Dean of the College of Medicine and the Director of the Philippine General Hospital.

b. There shall be no renewal of appointments of the said resident staff after five years of service; *Provided*, That a resident may be dismissed by competent authority for cause before the expiration of the five-year period. However, the department heads of the College of Medicine may recommend for retention beyond the five-year period, two understudies; *Provided*, That the candidates recommended must have accomplished some research work of high grade.

#### SEC. 8. *Resignations*

Art. 182. No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the President through the Dean or Director concerned, at least sixty days before it takes effect.

Art. 183. No resignation shall take effect until the services of a successor or a temporary substitute have been secured. Failure to report for duty six months after appointment, without the President's written permission, automatically cancels the appointment.

Art. 184. The above rules shall not apply to resignations on account of serious illness, or when, in the judgment of the President, it is in the interest of the University that the resignation be accepted to take effect immediately. Acceptance of a resignation does not carry with it any waiver of the financial or property obligations of the person concerned to the University.

#### SEC. 9. *Fellowships*

##### Sub-section 1. *Regular Fellowships*

Art. 185. Fellowships shall be created on the basis of the greatest

need of, and usefulness to, the University. The appointment of fellows shall be made by the President of the University, and shall be limited to the most able, promising and deserving in the line of study selected and on the basis of the qualifications mentioned in Art. 174.

Art. 186. No member of the faculty above the rank of assistant professor shall be appointed to a University fellowship.

• Sub-section 2. *Partial Fellowships*

Art. 187. Members of the faculty who have obtained fellowships or scholarships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the Board of Regents.

Art. 188. To insure the continuity of plans of research and the coordination of the various lines of specialization in the University, a member of the faculty receiving any offer of financial aid from any person or organization in the form of fellowships, graduate or research assistantships, or other kinds of remunerative employment to enable the grantee to pursue advanced or special studies abroad, must first obtain the approval of the President of the University before accepting the offer.

Sub-section 3. *Local Fellowships*

Art. 189. The Deans or Directors shall, from time to time, recommend to the President a limited number of assistant instructors and instructors, chosen after competitive examinations, who shall be permitted to enroll in the University for advanced degrees under such conditions as the President may stipulate. Among the items to be considered in the final rating shall be the candidate's knowledge of the course in which he intends to specialize, his efficiency, experience and training, and capacity to improve in his chosen line. In case there is only one member of the faculty applying for this privilege in a given department, the competitive examination may be dispensed with.

Sub-section 4. *General Provisions*

Art. 190. All candidates for fellowships shall undergo a thorough physical and medical examination by a competent committee to be designated by the President of the University, and those found



possessing such symptoms as might seriously affect their health abroad and thus impair their usefulness as students, shall not be considered.

Art. 191. Appointees to fellowships, either regular, or partial or local, shall sign a contract binding themselves to such regulations as the Board of Regents may stipulate.

#### SEC. 10. *Sabbatical Assignment*

Art. 192. Sabbatical assignments may be granted to members of the faculty to encourage study, investigation and research, and to improve their competency for service to the University.

Art. 193. A sabbatical assignment for not longer than one year, with full or partial payment of salary, may be granted to a member of the faculty if, in the judgment of the President and the Board of Regents, his record as a teacher or researcher in the University shows reasonable assurance of fulfilment of the purposes of the assignment as expressed in the foregoing article; *Provided*, That he has served the University for not less than six consecutive years, the last two years of which with a rank not lower than associate professor. If spent abroad, full transportation payment shall be provided by the University.

#### SEC. 11. *Teaching Load*

Art. 194. A teaching load of from 12 to 18 hours a week for each faculty member shall be required; *Provided, however*, That no member of the faculty shall teach less than 6 hours per week.

Art. 195. The teaching load above prescribed shall be reduced in case a member of the faculty is occupied either in research, creative writing, or other productive scholarship or is assigned to perform administrative or committee work, and in such cases the following rules shall apply:

a. The maximum credit load for research work, creative writing or any other form of productive scholarship shall be six hours per week;

b. The maximum credit load for committee and administrative work for members of the faculty other than deans, directors, registrars, secretaries and heads of departments, shall be from three to five hours per week; *Provided*, That the nature of the work requires constant attention and regular performance.

Art. 196. For the purpose of computation, one hour devoted to lecture or discussion or recitation or to any combination of these, or two hours of laboratory work shall be considered as equivalent to one hour of teaching load; *Provided*, That the President, in his discretion, may consider 1½ hours of laboratory work as the equivalent of one hour of teaching load in exceptional cases.

Art. 197. Graduate courses may be given one and one-half times as much weight as that of purely undergraduate courses by the respective administrative heads of the various graduate units of the several colleges, subject in every case to the prior approval of the President.

Art. 198. Faculty members who are assigned as advisers in the preparation of the theses of post-graduate students shall be credited with the equivalent of one hour of teaching load for every student advised for a master's degree and the equivalent of two hours of teaching load for every student working for a Ph.D. degree, subject to the rules and regulations of the University.

Art. 199. Whenever conditions in a certain college, school or department are such that the foregoing rules on teaching load are inapplicable, the President is authorized to make proper exceptions.

Art. 200. The resident staff of the clinical departments shall not be included in the computation of teaching load of the faculty.

Art. 201. The President, the Executive Vice-President, deans, directors, and chairmen of departments or divisions shall enforce the rules governing teaching load. The application of the special provisions mentioned in Article 195 shall in each specific case be decided by the President, upon the recommendation of the Dean or Director concerned. The Dean or Director shall submit to the President for his approval the names of faculty members for whom credit is allowed.

Art. 202. Without the previous approval of the President, no honorarium for overload teaching shall be allowed.

Art. 203. Unless otherwise directed by the President, the following schedule of minimum teaching load shall be observed by members of the faculty performing administrative functions:

a. Deans and directors of colleges and schools  
and Registrar (if a member of the faculty) ..... 6 hours

b. Assistant deans and secretaries of colleges or schools .....	9 hours
c. Chairmen of divisions or departments .....	12 hours
d. Faculty members with regular administrative duties not included above .....	12 hours

Art. 204. The teaching load of a member of the faculty in units of the University situated in another locality outside of his regular station may be counted as overload for which he shall be entitled to an honorarium in accordance with rules prescribed by the Board of Regents.

SEC. 12. *Retirement Privileges*

Art. 205. Retired members of the faculty shall enjoy University library privileges and shall receive upon request publications of the University which are furnished to the faculty generally. They may also be entitled to such other privileges which, in the opinion of the President, the University is in a position to grant; and they shall be invited to participate in major university programs and activities.

Art. 206. Upon the request of the Dean or Director of a college or school, a retired University officer or faculty member may be detailed, with his consent, by the President to some pending academic project or program or to a special activity of the college or school concerned.

Art. 207. A retired professor may be appointed emeritus professor if he has rendered at least 20 years of active and faithful service to the University and has achieved marked distinction as a productive scholar, scientist, or educator or is widely acknowledged as an effective and dedicated teacher; *Provided*, That the dean or director and ranking professors in his discipline in the college or school to which he belonged recommend, by unanimous vote and with a written justification, his appointment to the President of the University who in his discretion may submit the recommendation to the Board of Regents for approval.

SEC. 13. *Faculty Directory*

Art. 208. Members of the faculty shall fill out every two years, or oftener as the need arises, the prescribed form in connection with the faculty directory to be kept in the Office of the Registrar.

## Chapter 19

### ADMINISTRATIVE STAFF

#### SECTION 1. *Appointment*

Art. 209. The Civil Service Law, as well as the rules and regulations issued by competent authority pursuant thereto, such as the prohibition against nepotism, shall be taken into account in addition to whatever measures the Board of Regents may adopt in connection with appointments to the administrative staff.

Art. 210. All administrative officers, clerks, and other employees shall be appointed by the Board of Regents on the recommendation of the President; *Provided, however,* That an employee who is in the non-teaching staff shall be appointed by the President alone in case the salary of his position does not exceed three thousand pesos (P3,000.00) per annum and for which funds are available in the budget.

Art. 211. Laborers and other helpers in the administration of grounds and buildings working on the daily-wage basis, shall be appointed by the President or the Business Executive on his behalf upon the recommendation of the Director of Physical Plant. At the time of employment of each person by the Director, he shall determine the wage to be paid, except in cases where the same has been fixed by the President or the Board of Regents. He shall keep a record of the name of each person so employed, the time when employed, the length of service, and the wages paid, and he shall report the same to the President whenever requested.

#### SEC. 2. *Compensation*

Art. 212. All administrative officers, clerks, and other employees shall be paid such salaries or wages as are fixed by the Board of Regents. If rendering overtime service they shall be entitled to such overtime pay or meal and transportation allowances as may be authorized.

Art. 213. Whenever a faculty member receiving extra compensation for administrative services rendered in addition to his teaching

is absent for more than thirty days and another person is appointed to perform his administrative duties, the person so taking up this work shall be entitled to the additional compensation.

## Chapter 20

### PHYSICAL EXAMINATION

Art. 214. There shall be conducted an annual physical examination of the members of the faculty, officers and employees under the direction of the Dean of the College of Medicine or the infirmary staff of the University.

## Chapter 21

### WORKING HOURS

#### SECTION 1. *General Provisions*

Art. 215. Full-time members of the faculty and employees of the University shall be on duty on a minimum of forty hours during each week in accordance with a time schedule to be approved by the President; *Provided, however,* That in the Conservatory of Music and in the School of Fine Arts and Architecture, a minimum of 24 hours a week may be allowed to the members of the faculty who are not performing administrative duties, but the Director may require additional hours of duty when in his opinion the interests of the college so require.

Art. 216. Except in the College of Medicine where the time required shall be in accordance with the exigencies of the service, part-time service calls for the following:

a. At least four hours of service each working day in case there are five working days a week.

b. At least  $3\frac{1}{2}$  hours of service from Monday through Friday and at least  $2\frac{1}{2}$  hours of service on Saturday in case there are six working days a week.

Art. 217. When the interests of the university service so require, the head of any office may request the proper authorities to extend

the daily hours of labor for any or all of the employees under him, and may likewise require any or all of them to do overtime work not only on workdays but also on holidays.

## SEC. 2. *Service Report*

Art. 218. Members of the faculty shall accomplish a certificate of service which shall be submitted, through the Dean or Director, to the Secretary of the University on each pay day, but those whose salaries are paid by the hour shall accomplish the daily time record.

Art. 219. All members of the administrative staff shall record their time of service either by the use of the Bundy clock, if one is provided, or by the daily time record. The use of the Bundy clock is personal to the employee and cannot be delegated to another, and any violation of this requirement subjects the offender to administrative action.

Art. 220. The following are exempt from accomplishing service reports:

- a. The President;
- b. The Executive Vice-President;
- c. The Vice-President for External Studies;
- d. The Business Executive;
- e. The Dean of Student Affairs;
- f. The Registrar;
- g. Deans and directors of colleges and schools; and
- h. Heads of Departments or offices and others of similar category.

## SEC. 3. *Consultation Hours*

Art. 221. Each member of the faculty shall be available for consultation for at least ten hours a week during regular office hours. The Dean or Director in consultation with the faculty member shall determine these hours at the beginning of every semester or term and shall designate the particular students and their number who shall consult with the teacher at the designated hours and rooms. In place of consultation work, the President may give the faculty member a different assignment, other than class recitation work, should he consider such assignment necessary.

Art. 222. Whenever the class schedule of a student conflicts with his consultation schedule, a special time for consultation in his case

shall be arranged by the faculty member with the approval of the Dean or Director.

## Chapter 22

### LEAVE PRIVILEGES

#### SECTION 1. *General Provision*

Art. 223. Leaves of absence in the University shall be classified as follows:

- a. Teacher's leave;
- b. Cumulative leave;
- c. Maternity leave; and
- d. Military Service leave.

#### SEC. 2. *Teacher's Leave*

Art. 224. Teacher's leave shall be granted to full- and part-time members of the faculty who do not normally perform administrative functions. It shall consist of vacation and sick leaves, neither of which shall be cumulative.

Art. 225. Teacher's vacation leave shall consist of one month in each academic year in addition to the usual Christmas vacation. Such vacation leave may be taken only during the regular vacation periods of the University, except in the case of members of the faculty who are also members of the staff of the clinical departments of the College of Medicine and resident physicians in the Philippine General Hospital who may be permitted to enjoy the same at any time during the year at the discretion of the President; *Provided, however,* That the President may, in his discretion, on recommendation of the deans and directors of the respective colleges and schools, grant to members of the faculty whose services are not required vacation in excess of one month during such vacation periods; *Provided, further,* That in case of sickness for more than fifteen days during the regular class periods, vacation leave with pay not exceeding one month in lieu of the summer vacation may be allowed during the regular class periods; and *Provided, finally,* That the work of the members of the faculty to whom such leave is granted is duly taken care of without the need of a new appointee.

Art. 226. Notwithstanding the provision of the next preceding Article, the President may detail such members of the faculty as he may consider necessary to teach during the summer sessions of the University, but such members so detailed and who actually teach throughout the summer sessions shall be entitled to vacation throughout the next succeeding summer.

Art. 227. In the event of failure to render service as required in the next preceding Article, without good reasons, the teacher in question shall not be entitled to the regular salary corresponding to that summer session.

Art. 228. Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays and holidays, in any one academic year. Absence for more than two days at a time shall not be approved unless a doctor's certificate is submitted or unless the physical appearance of the faculty member clearly shows that he has been sick or seriously indisposed.

Art. 229. The inter-semester period shall not be a vacation for the faculty members but shall be for the purpose of giving them time to grade examination papers, prepare reports of students' grades, clear up all other pending academic and committee work, and help in the registration for the following semester.

### *Sec. 3. Cumulative Leave*

Art. 230. Cumulative leave shall be granted to members of the faculty who regularly perform administrative functions and to officers, employees, and laborers.

Art. 231. After at least six months of continuous, faithful, and satisfactory service, the persons mentioned in the next preceding Article shall be entitled to vacation and sick leaves, both with full pay and exclusive of Saturdays, Sundays and holidays for each calendar year of service.

Art. 232. Vacation leave of 15 days and sick leave of 15 days may be granted to officers and employees of the University at such times during the calendar year as may be approved by the President. Both leaves shall be cumulative and any part thereof which may not be taken within the calendar year in which it is earned may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the University through no fault of his own, he shall be entitled to



the commutation of all accumulated vacation and/or sick leave to his credit; *Provided*, That the total vacation leave and sick leave that can accumulate to the credit of any officer or employee shall in no case exceed ten (10) months; *Provided, further*, That the President may, in his discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed officer or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid; *Provided, furthermore*, That no person whose leave has been commuted following his separation from the University shall be re-appointed or re-employed in the University before the expiration of the leave commuted unless he first refunds the money value of the unexpired portion of the leave commuted.

Art. 233. Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of his immediate family.

#### SEC. 4. *Maternity Leave*

Art. 234. Maternity leave shall be granted to married women members of the faculty, officers, and employees, in addition to such leaves to which they may be entitled as provided in the preceding sections.

Art. 235. Women employees shall be entitled to the privilege granted by the Maternity Leave Law. In the case of women members of the faculty, they shall be entitled to maternity leave of six months, two months before and four months after delivery; *Provided, however*, That such leave shall be paid subject to the provisions of the Maternity Leave Law; *Provided, further*, That if the health of the mother or of the child requires it, as evidenced by a medical certificate, such leave may be extended by the President; *Provided, furthermore*, That if the health of the mother and her child so warrants, as evidenced by a medical certificate, and her services are urgently needed, the President may reduce the leave after delivery from four to two months; and *Provided, finally*, That in special cases recommended by the President, the Board of Regents may waive the provisions of the two preceding clauses if the health of the mother and her child so warrants as evidenced by a medical certificate, but in no case shall the period of leave be less than thirty days before and thirty days after delivery.

## SEC. 5. *Military Service Leave*

Art. 236. Military service leave shall be granted to members of the faculty, officers, and employees.

Art. 237. Any person mentioned in the next preceding Article who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active duty training, shall be paid his salary during his absence for such purpose.

Art. 238. When he goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, he shall apply for leave of absence. In case the application is approved, he shall draw no compensation from the University during his absence; *Provided, however,* That his absence shall not curtail his vacation leave privileges in the University.

## SEC. 6. *Leave Without Pay and Unexplained Absence*

Art. 239. Leave of absence without pay, not to exceed one year at a time, shall be granted for good cause, the absence to be timed in advance so as not to interfere with the work of the University; *Provided, however,* That where a leave of absence without pay is applied for in order that the applicant may pursue advanced studies abroad, the President shall direct the Dean or Director concerned to ascertain whether it would be a more feasible arrangement for the University, in case the application is granted, to allot the functions of the absent faculty member among the remaining members or to employ a substitute, and to make a corresponding report thereon.

Art. 240. Any member of the faculty, officer, or employee of the University shall be dropped from the service for unexplained absence for at least thirty days after the expiration of the period of the leave granted.

## Chapter 23

### SPECIAL DETAIL

Art. 241. A member of the faculty or an administrative officer may be assigned by the President on a special detail in the Philippines or abroad for the benefit of the University or any of its units

and under conditions to be fixed by him in each case; *Provided*, That members of the faculty who are married at the time of the detail may be granted an extra family allowance of one hundred fifty (P150) pesos per month, to commence from the date of their departure from a Philippine port to the date of their arrival in the Philippines if in the opinion of the President the circumstances warrant.

Art. 242. Persons given such special detail shall submit a complete and detailed report of their work within 40 days after their return to duty.

## Chapter 24

### STUDENT PRIVILEGES

Art. 243. Members of the faculty, officers, and employees shall have the privilege of enrolling in the University for not more than six units a semester at reduced rates of fees in courses that shall be beneficial to their regular work in the University subject to the approval of the President or his representative. In the case of non-teaching personnel, the courses shall be taken after office hours.

Art. 244. Any one enjoying student privileges shall be charged an amount equivalent to 25% of the fees for the courses in which he is enrolled rounded to the next higher five pesos (P5.00). Permission to enroll in more than six units a semester may be granted depending on the individual merits of each case. The full rate of fee shall be applied to the units beyond the first six units.

## Chapter 25

### RESTRICTIONS

Art. 245. No member of the faculty, officer or employee of the University shall publish or discuss publicly the proceedings of the Board of Regents or its decisions, not yet released for publication, without the written permission of the President.

Art. 246. No member of the faculty, officer, or employee of the University shall publish or discuss publicly any information con-

cerning a particular college or school, not released for publication, without the written permission of its Dean or Director and the President.

Art. 247. No member of the faculty, officer, or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, officer, or employee concerning his official duties or his private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University for action before resorting to any other remedy available to the complaining party.

Art. 248. All information concerning a particular college or school shall be given by its Dean or Director; *Provided*, That the information has to do with his college or school only and not with any other college or school of the University; *Provided, further*, That the President may prohibit the publication or the release of any news affecting the University.

Art. 249. Authors of articles appearing in University publications shall be severally responsible for the opinions expressed therein.

Art. 250. No member of the faculty, officer, or employee of the University shall, without permission from the President, practice any profession or manage personally any private enterprise which in any way may be affected by the functions of his office; nor shall he be directly financially interested in any contract with the University unless permitted by the Board. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service.

Art. 251. No dean of a college or director of a school in the University shall, unless expressly authorized by the Board of Regents, accept other assignments involving administrative duties and responsibilities in other units of the University or in any branch of the government service.

Art. 252. Permission to engage in private practice of the profession of faculty members may be granted only if such private practice may enhance their usefulness to the University or improve their efficiency.

Art. 253. The privilege of private practice, when granted, shall be for a definite period of one year, renewable at the discretion of

the President for one-year periods, and under such conditions as may be prescribed by him regarding the nature of the work, the time of performance, and other circumstances.

Art. 254. No member of the faculty on full-time basis may engage in teaching outside of the University of the Philippines.

Art. 255. No member of the faculty shall have dealings with any student involving money, property, or other valuable considerations which might have an influence on the scholastic standing of such student in the University.

Art. 256. No member of the faculty shall be permitted to give private lessons to any student enrolled in his college or school and to accept payment therefor without the previous approval of the President.

Art. 257. No book, outline, compilation, or syllabus, whether printed or duplicated, shall be used as a basic or required textbook in any class unless approved by a committee in accordance with the rules prescribed by the President. Prices shall be determined in accordance with the rules issued by the President.

Art. 258. Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National Research Council and similar institutions of the government may use official time in attending meetings of such institutions.

Art. 259. Members of the faculty of the University shall be permitted to accept invitations to speak at graduation exercises of other schools or colleges, and the time spent in going to and returning from the place shall be counted as official.

Art. 260. No member of the faculty shall enroll as a student in the University or in an outside institution without the permission of his Dean or Director and the President. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he intends to take, and the time the course requires, such study will not impair his efficiency as a member of the faculty.

Art. 261. No member of the faculty may invite any person who is not officially connected with the University to give a lecture or talk on any subject before his class or any group of students without permission from the Dean/Director or the President. Violation

of this rule shall subject the faculty member concerned to disciplinary action.

Art. 262. Before a member of the faculty can undertake any research work under the auspices of an organization outside of the University of the Philippines, he shall obtain the consent of the proper division or department chairman, Dean or Director, and of the President, and in the publication of such research, the University of the Philippines shall be credited, side by side with the outside organization.

## **Chapter 26**

### **SUSPENSION AND REMOVAL**

Art. 263. No member of the faculty, officer or employee shall be suspended or removed except for cause after an investigation and hearing shall have been had.

Art. 264. Notwithstanding the provisions of the next preceding Article, the President may suspend any member of the teaching staff, officer or employee during the pendency of the administrative charges against him.

Art. 265. The President may suspend or remove after due hearing administrative officers and employees, without prejudice to an appeal to the Board of Regents within thirty days after the receipt of the decision.

## **Chapter 27**

### **INSURANCE AND RETIREMENT**

Art. 266. The University participates in the Government Service Insurance System.

Art. 267. A faculty, officer, or employee who has the necessary technical, academic, and moral qualifications but is unable to pass the medical examination for government insurance shall nevertheless be considered permanent for all other purposes except membership

in the insurance and retirement funds plan administered by the Government Service Insurance System.

Art. 268. In cases of leave of absence without pay of members of the faculty and other personnel of the University, the University shall pay the government share in the life insurance premiums corresponding to the first year of the leave. Thereafter, the person concerned, excepting in meritorious cases, shall pay both the personal and government shares.

## **Chapter 28**

### **DIPLOMA OF MERIT**

Art. 269. A "Diploma of Merit" shall be presented to members of the faculty and the administrative staff for exemplary conduct, loyalty, and exceptionally efficient and meritorious services to the University upon their voluntary resignation or their retirement from the service after at least 15 years. The diploma shall be issued and signed by the President and the Secretary of the University on the date following the last day of active service.

## **Chapter 29**

### **ORGANIZATIONS AND ASSOCIATIONS**

Art. 270. An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President and approved by the Board of Regents.

## Chapter 30

### COURSING OF COMMUNICATIONS

Art. 271. All employees and members of the faculty of the University shall forward all official communications which they may desire to bring to the notice of the President, the Board of Regents, or any of its members, through the proper Dean or Director, to the President for his action or decision or for transmission to the Board of Regents, as the case may be.

## TITLE FIVE

### BUSINESS AND FINANCIAL ADMINISTRATION

## Chapter 31

### ADMINISTRATION OF UNIVERSITY PROPERTY

#### SECTION 1. *Names of Buildings and Structures*

Art. 272. University buildings, structures, streets, and other places shall have such names as may be given them by the President or a committee chosen by him.

#### SEC. 2. *Supervision of Buildings and Grounds*

Art. 273. The University grounds and buildings located in Quezon City shall be under the immediate supervision of the Director of Physical Plant. He shall be responsible for their proper care and repair. He shall supervise the employees and laborers under the general administration who are specifically assigned for the upkeep and maintenance of grounds and buildings, with the exception of those who may be otherwise assigned under other officials of the University.



### SEC. 3. *Custodianship of Buildings*

Art. 274. The custodianship of University buildings shall be lodged in the Business Executive.

Art. 275. The duties of the custodian shall be those that are provided in the rules and regulations of the University.

### SEC. 4. *Use of Buildings and Premises*

Art. 276. The Registrar shall have the power to allot classrooms in the buildings on the main campus in Quezon City.

Art. 277. Unless otherwise provided, only recognized university and college or school organizations may have the privilege of using a building or a portion of a building or any other property belonging to the University.

University, college or school organizations are those whose members are drawn from the students, alumni, employees or faculty of the University in accordance with the rules promulgated by the President.

Art. 278. The use of buildings and premises by individuals or by outside organizations shall be in accordance with rules promulgated by the President.

### SEC. 5. *Property Responsibility*

Art. 279. College properties (equipment, supplies, etc.) shall be under the immediate custody and responsibility of the respective deans or directors, who shall each designate an employee to take charge of properties issued to the department or division. Each administrative official having property responsibility shall be bonded.

Art. 280. No one shall take from the buildings or grounds any University property for private or public use without the approval of the Business Executive, or his authorized representative.

### SEC. 6. *Use and Operation of Motor Vehicles*

Art. 281. All motor vehicles, owned and operated by the University except those authorized for the exclusive use of the President and other officials, shall be constituted into a motor pool under the direct supervision and control of the Business Executive or his representative.

Art. 282. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University.

#### SEC. 7. *Administration of Land Grants*

Art. 283. The business and operation of the University land grants shall each be under the supervision of a committee of three members designated by the President with such functions as may be determined by the President. The actual and direct management of the land grant shall be performed by an administrator who shall render an annual report and such other reports on the operation and finances as the Business Executive may require.

#### SEC. 8. *Solicitation*

Art. 284. No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes shall be conducted in the University buildings or grounds without the previous approval of the President or his duly authorized representative in writing.

Art. 285. Streamers, placards, and similar materials which are used to announce, advertise or publicize events, products, or the like shall not be posted or placed in any of the buildings and grounds of the University of the Philippines without the written permission of the President or his duly authorized representative in the case of the Quezon City campus, and the Dean or Director in the case of the other campuses.

## Chapter 32

### SALE AND DISPOSAL OF UNIVERSITY PROPERTY

Art. 286. The sale or disposal of equipment or any property of the University shall be made only with the consent of the Board of Regents and the collection of the proceeds shall be handled in the authorized manner. This provision does not apply to those units producing materials, the sale of which is a regular part of the activities of such units.

Art. 287. The rates of subscription to university or college publications shall be approved by the Business Executive, and the income that may be derived from them shall accrue to their maintenance and support.

Art. 288. All exchanges for college publications shall be turned over to their respective libraries. In case of exchanges for publications of the University proper, they shall be turned over to the University Library.

### **Chapter 33**

#### **PURCHASES AND REQUISITIONS**

Art. 289. All purchases and requisitions shall be made in accordance with the provisions of law, this Code, and other pertinent regulations of the University.

Art. 290. All requisitions shall be submitted to the Business Executive by the Dean or Director of a college or school or the head of an independent unit. The Business Executive and the Chief Accountant shall determine whether or not an appropriation is available to fill the requisition. No requisition shall be honored exceeding the amount appropriated for the office submitting the requisition.

Art. 291. Requisitions for equipment not exceeding ₱10,000 shall be approved by the President alone or by his representative.

Art. 292. Whenever a requisition for which there is money available according to the certification of the Chief Accountant of the University is objected to by the Business Executive, the latter shall state in writing his reasons therefor and a copy thereof shall be furnished the Dean, Director, or official concerned, who may then appeal to the President of the University for final decision.

### **Chapter 34**

#### **BIDS FOR UNIVERSITY PROJECTS**

Art. 293. The following regulations shall be observed in connection with bids for University projects:

- a. All persons bidding must bid in their own name;
- b. They must disclose in their bids the names of all parties directly or indirectly responsible for said bids; and
- c. Abstract of bids submitted to the Board of Regents must be accompanied by a report, with comments and recommendations, of the President.

## Chapter 35

### UNIVERSITY BUDGET

Art. 294. The annual budget of the University shall be prepared in accordance with the rules approved by the President of the University.

Art. 295. Pending the approval of the annual budget for the ensuing year, the University shall operate from June 1 of a given year, using as basis the budget of the previous fiscal year. The initial collections of the University from fees and other sources shall be available for the purpose.

Art. 296. The President shall be authorized to make allotments from the item "Miscellaneous Expenses" in the budget in amounts not exceeding ₱10,000.

Art. 297. No expenditures shall be made from any revolving fund receipts collected in the University unless they are duly authorized by the President or his representative.

Art. 298. As a matter of policy, no transfer of funds shall be authorized except in cases of real necessity; however, in emergency cases, the President may approve the shifting of funds to any item to the extent of not exceeding ten per centum of the amount appropriated for such item; *Provided*, That such shifting of funds may be covered by the corresponding savings in the other budget items of the same unit for the same fiscal year; *Provided, further*, That any such authority exercised shall be reported for confirmation at the next meeting of the Board of Regents; *Provided, still further*, That the President may distribute the lump sum appropriation for "Sundry Expenses" to the different colleges, schools and other units of the administration to supplement deficiencies in their budget allotments.

Art. 299. No appropriation for labor, except student labor, in any office or unit of the University shall be spent for clerical or instructional assistance or for permanent improvement.

Art. 300. The President shall be authorized, in his discretion, to order the closing of accounts of finished and dormant projects and to direct the reversion of any balances remaining to the original funds from which they were drawn or to the general unassigned funds of the University.

## **Chapter 36**

### **ACCOUNTING AND AUDITING**

Art. 301. All accounts and expenses of the University of the Philippines shall be audited by the Auditor General, and all disbursements shall be made in accordance with rules and regulations prescribed by him.

Art. 302. All vouchers and warrants shall be submitted for approval to the Business Executive or his representative.

## **Chapter 37**

### **TRAVELING EXPENSES**

Art. 303. The President may, in his discretion, authorize any college or school of the University to spend from its appropriation for "Traveling Expenses of Personnel" such amount as may be necessary for travel within the country for purposes of research, observation, or study.

## **Chapter 38**

### **DONATIONS AND ENDOWMENTS**

Art. 304. All donations to the University of funds, books or other personal property worth less than ₱5,000 shall be accepted by the President in the name of the Board of Regents, unless such acceptance involves some additional expenditures or onerous conditions on the part of the University, in which case the donation shall be submitted to the Board.

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**BOOK II**  
**ACADEMIC AFFAIRS**

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## TITLE ONE

### ACADEMIC CALENDAR AND CLASSES

#### Chapter 39

##### CALENDAR

Art. 305. The general framework of the academic calendar shall be approved by the Executive Committee and the details thereof prepared by the Registrar, subject to the approval of the President.

Art. 306. Each semester shall consist of at least one hundred (100) class days. Class work in the summer session shall be equivalent to class work in one semester.

Art. 307. All affairs or activities of the University shall be reported to the Registrar so that he may be able to issue a calendar therefor.

#### Chapter 40

##### SCHEDULE OF CLASSES

Art. 308. Schedule of classes shall be prepared and issued by the Registrar in consultation with the deans and directors.

#### Chapter 41

##### CLASS SIZE

Art. 309. The size of a class shall depend on the method of instruction adopted: lecture, lecture-discussion, seminar, or tutorial.

Art. 310. Unless otherwise authorized by the President, the class size shall be as follows: lecture, 80 to 400 or more, average 250; lecture-discussion, 25 to 150, average 75; seminar, 8 to 20, average

12; tutorial, 1 to 7, average 4. The recitation method may be used in the first year and a portion of the second year in the University College, if the Dean so decides.

Art. 311. The lecture method shall be used only when it is clearly a good method, considering the subject matter, the skill of the lecturer, the objective of the course, the maturity of the student body and the physical facilities that are available.

Art. 312. The lecture-discussion or small-lecture method shall be used when a certain amount of student participation under the affirmative leadership of the lecturer is desired.

Art. 313. The seminar method shall be used when what is desired is open discussion under relatively loose instructional leadership.

Art. 314. The tutorial method shall be used only when its justification is abundantly clear.

Art. 315. A laboratory class taught by one instructor shall have 40 students. Where there are two or more instructors, the laboratory class shall be proportionately enlarged so that when the total number of students is divided by the total number of instructors, the quotient shall be at least 40 or a major fraction thereof.

Art. 316. The preceding articles shall not apply to:

a. Colleges, schools and departments with an attendance so small that students of the same course are not or need not be divided into sections;

b. Classes with small attendance on account of majoring or specialization authorized by the curriculum in force at the time the class is opened;

c. Instances where limited space or equipment makes holding of a large class impossible;

d. Graduate courses where classes of even one student may be allowed if authorized by the dean of the graduate college or school and approved by the President;

e. Graduating classes with small attendance;

f. Freshman English and Elementary Spanish, French and German;

g. Certain courses in mathematics to be determined by the Dean or Director concerned, subject to the approval of the President;



- h. Certain clinical, and surgical and laboratory classes in the College of Medicine;
- i. Certain types of field work in the College of Agriculture;
- j. Certain laboratory courses in the College of Engineering;
- k. The Conservatory of Music, except the theory classes;
- l. Certain classes in the School of Fine Arts and Architecture;
- m. Military Science and Physical Education classes; and
- n. Such other courses as in the judgment of the President require small classes.

Art. 317. No class shall be divided into sections for either of the following causes:

- a. To suit the personal preference of the individual instructors in regard to time and place; and
- b. To enable the instructors to comply with the regulations governing teaching load.

Art. 318. The Executive Vice-President, Registrar, deans, directors and division or department chairmen are charged with the enforcement of these rules.

Art. 319. At the end of every academic year, each Dean or Director shall present to the President a report, together with his recommendations, on class size in his college or school. In view of these reports and other available data, the Executive Vice-President in consultation with the Registrar shall then present his own views to the President on problems of class size.

Art. 320. No departure from the foregoing rules shall be initiated or attempted by any faculty member without previous authorization from the division or department chairman and the Dean or Director concerned, with the approval of the President. Every such departure shall be included in the annual report referred to in the next preceding Article.

Art. 321. Colleges and schools shall have general authority to limit their enrollment if they find that such limitation is necessary, subject to the approval of the President.

## Chapter 42

### DISMISSAL AND POSTPONEMENT OF CLASSES

Art. 322. Classes in a college or school shall not be dismissed by the Dean or Director without authority from the President except in unusual cases for which report should be submitted to the President, giving the reasons for such action taken by the Dean or Director.

Art. 323. No faculty member shall postpone the holding of his class to any other hour than that officially scheduled nor shall he meet his students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean or Director concerned.

## TITLE TWO

### ADMISSION AND REGISTRATION

## Chapter 43

### ENTRANCE REQUIREMENTS

Art. 324. The entrance requirements for each course shall be as prescribed by the faculty of the college or school offering the course and approved by the University Council and the Board of Regents.

Art. 325. In the case of students coming from foreign countries, they shall be required to meet substantially the entrance requirements prescribed for a course; *Provided*, That their previous training was obtained in an institution of recognized standing; and *Provided*, *further*, That there is a place for them in the college or school.

Art. 326. Students who are deficient in any of the subjects required for admission but who are otherwise considered competent and may therefore be admitted must make up all deficiencies within one year.

## Chapter 44

### ADMISSION

Art. 327. No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliations.

Art. 328. Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college or school of the University.

Art. 329. Every student shall, upon admission, sign the following pledge: "In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authority in the University and in the college or school in which I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

Art. 330. No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the Registrar may, on the recommendation of the Dean or Director concerned, authorize the admission of a visitor to a class for not more than five sessions.

## Chapter 45

### REGULAR AND SPECIAL FEES

Art. 331. The regular and special fees in colleges and schools shall be fixed by the Board of Regents, subject to such exemptions or reductions as may be provided. The term matriculation or regular fees shall include tuition, laboratory, library, medical, and other fees to be paid by students in connection with their enrollment in the University.

## Chapter 46

### REGISTRATION

Art. 332. No student shall be registered in any subject after 12 per cent of regular class meetings have been held, unless the Dean, on the basis of his scholastic record, permits his registration; *Provided*, That if registration is made outside the regular registration period indicated in the University calendar the student shall be subject to fine for late registration; *Provided, further*, That special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college or school.

## Chapter 47

### CROSS-REGISTRATION

Art. 333. No student shall be registered in any other college, school, or department of this University without the permission of the Dean or Director of the college or school in which the student is primarily enrolled.

Art. 334. No student registered in any other institution shall be admitted to the University without a written permit from his Dean, Director, or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that he is authorized to take in the University.

Art. 335. The total number of units of credit for which a student may register in two or more colleges or schools in this University shall not exceed the maximum allowed by the rules on academic load.

Art. 336. The University of the Philippines shall give no credit for any course taken by any of its students in any other university,

college, or school unless the taking of such course was expressly authorized by the Executive Vice-President on the recommendation of the Dean or Director concerned. The authorization shall be in writing to be recorded by the Registrar or by his representative, and shall specifically describe the subjects authorized.

## Chapter 43

### CLASSIFICATION OF STUDENTS

Art. 337. Students are classified as follows:

a. A regular student is one who is registered for formal academic credits and who carries the full load called for in a given semester by the curriculum for which he is registered; *Provided*, That if a student has already finished some of the required subjects, the finished units shall be added to the units he is actually taking in the computation of his load for the purpose of determining his status;

b. An irregular student is one who is registered for formal credits but who carries less than the full load called for in a given semester by the curriculum for which he is registered; and

c. A special student is one who is not earning formal academic credits for his work.

Art. 338. Students are also classified as follows:

a. A freshman is a student who has not finished the prescribed subjects of the first year of his curriculum, or 25 per cent of the total number of units required in his entire course;

b. A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his curriculum, or has finished not less than 25 per cent nor more than 50 per cent of the total number of units required in his entire course;

c. A junior is a student who has completed the prescribed subjects of the first two years of his curriculum, or has finished not less than 50 per cent nor more than 75 per cent of the total number of units required in his entire course;

d. A senior is a student who has completed the prescribed subjects of the first, second, and third years of his curriculum, or has finished not less than 75 per cent of the total number of units required in his entire course;

e. In the case of curricula in which the weights of the subjects are not expressed in terms of units, the computation shall be made on the basis of their equivalents.

## Chapter 49

### ACADEMIC LOAD

Art. 339. One university unit of credit is at least sixteen (16) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within a semester.

Art. 340. No undergraduate student shall be allowed to take more than 18 non-laboratory units or 21 units including laboratory work; *Provided, however,* That a graduating student with an academic record better than average may be permitted to carry a heavier load in the last year of his course; *Provided, further,* That this rule shall not affect or alter any existing course duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units.

Art. 341. In the summer term, the normal load shall be six units, but in justifiable cases, the Director of the Summer Institute may allow a student to take nine units.

Art. 342. The Dean or Director is empowered to limit the academic load of students who are employed, whether full-time or part-time, outside the University; *Provided,* That no graduate student who is employed on a full-time basis shall be allowed an academic load of more than ten units, whether in formal courses or in thesis, in any semester unless he has the prior approval of the Dean or administrative head of the graduate unit to which he belongs.

## Chapter 50

### ATTENDANCE

Art. 343. The rules on attendance herein laid down shall be followed in all schools and colleges and in all other units including the Department of Military Science and Tactics, and Physical Edu-

cation; *Provided, however,* That in graduate studies and honors courses, the Dean concerned may modify them with the approval of the Executive Vice-President.

Art. 344. Excuses for absences shall be made in accordance with the rules and regulations of the University.

Art. 345. Whenever a student has been absent from his class for two consecutive class meetings, a report thereof should be sent by the faculty member concerned to the Dean of Student Affairs through his Dean or Director, stating, if he knows, the reason for such absence. The Dean of Student Affairs shall call the student and notify his parent immediately.

Art. 346. When the number of hours lost by absence of a student reaches 20 per cent of the hours of recitation, lecture, laboratory or any other scheduled work in one subject he shall be dropped from the subject; *Provided,* That a faculty may prescribe a longer attendance requirement to meet their special needs. If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped; but if the majority of the absences are not excused, he shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

## Chapter 51

### REFUND OF FEES

Art. 347. Students who have paid their matriculation fees and who are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Within one week from the opening of classes . . . . .	80 per cent
Within the second, third and fourth weeks from the opening of classes . . . . .	50 per cent
After the fourth week . . . . .	No refund

*Provided,* That in the case of students who withdraw before the opening of classes or those who register after the opening of classes and withdraw thereafter, the number of days shall be counted from

the actual date of registration; *Provided, further,* That in case of death of a student during the semester, all fees may be refunded if so requested by his family.

Art. 348. Laboratory fees will not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in case of forced dropping of such subject.

Art. 349. Any student who is drafted for trainee instruction in accordance with the National Defense Act by reason of his ineligibility to be a regular member of the R.O.T.C. of the University may be refunded the proportional part of the total amount he paid for his matriculation fees for the term during which he is drafted.

### TITLE THREE

## CURRICULAR CHANGES

### Chapter 52

#### DROPPING OF COURSES

Art. 350. A student may, with the consent of his instructor and Dean or Director, drop a subject by filling out the prescribed form; *Provided,* That his case is not covered by Article 346. If the dropping takes place after three-fourths of the hours prescribed for the course has elapsed, the faculty member concerned shall be requested to state on the form mentioned above whether or not the student shall be given a grade of "5" for the course, on the basis of his class standing for that subject.

Art. 351. Any student who drops a course without the approval of his Dean or Director shall have his registration privileges curtailed or entirely withdrawn.

Art. 352. Any college or school may enact special rules on dropping of courses which would meet their particular needs; *Provided,* That said rules do not have the effect of relaxing the preceding general regulations.



## Chapter 53

### CHANGING OF CLASSES

Art. 353. All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after 12 per cent of regular class meetings have been held. Changes in matriculation shall be effected by means of the form for the change of matriculation and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar for assessment and notation.

## Chapter 54

### SUBSTITUTION

Art. 354. Every substitution of subjects must be based on at least one of the following:

- a. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- b. Conflict of hours between a required subject and another required subject; or
- c. When the required subject is not given.

Art. 355. Every petition for substitution:

- a. Must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
- b. Must be between subjects carrying the same number of units; and
- c. Must be recommended by the adviser and by the heads of departments concerned.

Art. 356. All petitions for substitution must be submitted to the Office of the Dean or Director concerned before 12 per cent of

regular class meetings have been held during the term. Any petition submitted thereafter shall be considered for the following semester.

Art. 357. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

Art. 358. All applications for substitution shall be acted upon by the Dean or Director concerned. In case the action of the Dean or Director is adverse to the recommendation of the adviser and the Head of the Department concerned, the student may appeal to the Executive Vice-President, whose decision shall be final.

## Chapter 55

### TRANSFER STUDENTS

Art. 359. The following rules shall govern the admission of transfer students:

a. A transfer student may be admitted provided that:

- (1) He must have obtained an average grade of "2", "86%", or "B", or better, for all the collegiate academic units he has earned outside of this University;
- (2) He will have to complete in this University no less than 50% of the units required for his course;
- (3) The quota set by the Registrar and the Dean or Director of the college or school concerned for the course to which he seeks admission, has not yet been filled up;

b. The admission of transfer students shall be on probation basis until such time as he shall have validated or repeated in accordance with Rule d below, all the subjects taken outside this University which are required for his course;

c. An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisite of which, taken

elsewhere, have not yet been validated or repeated in this University;

d. An admitted transfer student must validate all the courses he is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three semesters from the date of his admission. Failure to comply with this requirement will mean the cancellation of his registration privileges;

e. Any or all of the above rules may be set aside in exceptional cases upon the recommendation of the committee on admission in units where admission of students is passed upon by this committee or of the Dean or Director concerned and upon the approval of the President.

Art. 360. A student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, the major discipline may prescribe additional courses up to 18 units of general education courses and/or preparatory courses for the major. Candidates for a second baccalaureate degree will be required a written comprehensive examination.

Art. 361. The grant of advanced credits for courses which are completed in other institutions but which have no equivalent in this University shall be left to the faculty of the unit concerned.

Art. 362. Application for advanced credit shall be made on the prescribed form to the Registrar or to the Dean or Director of the college or school which offers the course for which advanced credit is applied for. If the Dean or Director is satisfied that the application is in order, he shall cause the proper department or division chairman to conduct the validating tests. The regular period for the holding of these validating tests shall begin two weeks prior to the first day of registration at the opening of each term and shall end on a week after the last day of registration. There shall be no fee for validating tests taken during this period. A validating test may be held outside of this period with the consent of the department or division chairman and approval of the Dean or Director and upon payment of a fee of ₱10 per subject.

Art. 363. Advanced standing may also be granted by the Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly

recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by the departments or divisions concerned in accordance with the preceding Article.

Art. 364. Courses taken for one year and satisfactorily completed in the United States and Philippine military training schools of collegiate level shall be given general advanced credits equivalent to one year, or 30 units of general credit in the University of the Philippines; *Provided*, That in no case shall advanced credit be given to exceed 30 units; *Provided, further*, That courses taken for less than a year in the United States and Philippine military training schools shall be given *pro-rata* advanced general credit on the above basis. The awarding of corresponding general advanced credit to individuals concerned on the basis of the above principle is a matter of administration left with the office of the Dean or Director concerned.

Art. 365. For the purpose of the preceding rule, military service schools are those operated by the Armed Forces of the United States or the Republic of the Philippines. For students enrolled for the first time, credit for courses taken in military service schools may be granted in courses duly evaluated by the American Council of Education as of the graduate level. In case of courses above the bachelor level for which graduate credit is requested, credit may be granted upon the advice and recommendation of the department concerned, subject to the approval of the proper committee in the graduate college or school concerned.

Art. 366. Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credits provided they are not inconsistent with the general rules set by the University Council.

## TITLE FOUR

### EXAMINATIONS AND GRADES

#### Chapter 56

##### INTEGRATION PERIOD

Art. 367. A division or department chairman, with the approval of the Dean or Director, may authorize any member of his unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review; *Provided*, That in case of colleges and schools having no divisions or departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; *Provided, further*, That faculty members who have been authorized to suspend their classes shall keep regular hours for consultation work.

#### Chapter 57

##### EXAMINATIONS

Art. 368. The maximum period for each final examination shall be four hours.

#### Chapter 58

##### GRADING SYSTEM

Art. 369. The work of students shall be graded at the end of each term in accordance with the following system:

“1” denotes marked excellence;

“2” indicates that the student’s work has been thoroughly satisfactory;

“3” denotes passing; and

“4” means a low pass. It must be made up with better grades received in other subjects in order that a student may obtain the minimum weighted average re-

quired for graduation, which in no case shall be below "3".

"5" signifies a failure. It requires re-enrollment in, and repetition of, the course.

"Inc." indicates that the work is incomplete. It is given if a student, whose class standing throughout the semester is passing, fails to appear for the final examination due to illness or other valid reasons. If in the opinion of the Dean or Director the absence from the examination is justifiable, the student may be given an examination. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given. "Inc." is also given for work that is of passing quality, some part of which is, for good reason, unfinished. The deficiency indicated by the grade of "Inc." must be removed within the prescribed time, otherwise, the grade becomes a "5". If a student passes an examination for the removal of an "Inc.", the final grade may be "4" or better; if he fails, the final grade shall be "5". If the grade of "Inc." is to be removed by submitting a written report or term paper, the final grade may be "4" or better if the student passes; if he fails, the final grade shall be a "5".

Art. 370. If an instructor submits any grade between "4" and "5", it shall be regarded as "5." If the "plus" or "minus" sign is added to a grade, such as "3+" or "3-", the suffix shall not be recorded and shall be disregarded in all computations of grades.

Art. 371. A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his grades.

Art. 372. Every faculty member shall submit his report of grades as soon as possible after the final examinations at the end of each term. A period of three days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades. In case an instructor handles several sections and the interval between the examinations is less than three days, he shall submit the reports of grades for the various sections at the rate of one report at the end of every three-day period after his first examination; *Provided*, That all reports of grades must be submitted not later than five days after

the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the President.

Art. 373. No instructor may be required to furnish grades in any one course oftener than twice a semester or term, in case the request comes from a college other than that to which the instructor is attached.

Art. 374. No faculty member shall change any grade after the report of record has been filed with the Secretary of the college or school or with the Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the faculty of his college or school to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the dean of the school or college if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the school or college to make the necessary change in the final grade. The request for reconsideration shall be made within thirty days after the receipt of the final grade by the student concerned.

Art. 375. No student of the University shall directly or indirectly ask any person to recommend him to his professor or professors for any grade in his class record, examination paper, or final report of grades. Any student violating this rule shall lose credit in the subject or subjects regarding which such recommendation is made. The fact that a student is thus recommended shall be *prima facie* evidence that the recommendation is made at the request of the student concerned.

Art. 376. In graduate courses, the requirement for graduation shall either be a general average grade of "2" or better in all formal courses except thesis, or a grade of "2" or better in each formal course as the graduate college or school may require. If the student fails to obtain grades which carry graduate credit as required by the particular graduate college or school, the University rules on scholastic delinquency shall be applied.

## Chapter 59

### REMOVAL OF GRADES OF "INCOMPLETE"

Art. 377. Examinations for the removal of grades of "Incomplete" may be taken without fee: (a) during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken; otherwise, said student is to be charged the fee of ₱10; (b) during the removal examination period, *viz.*, the period covering ten days preceding the registration in each semester; *Provided*, That the examination for the particular subject is taken at the time that it is scheduled; and (c) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; *Provided*, That the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times, subject to the provisions of the next succeeding Article, on the recommendation of the Dean or Director and upon payment of ₱10 per subject. Students not in residence shall pay the registration fee besides the examination fee in the proper cases in order to be entitled to take the removal examination.

Art. 378. In no case shall the period for the removal of grades of "Incomplete" extend beyond one academic year from the date the grade was received; *Provided, however*, That this one-year academic period allowed for the removal shall be interpreted as extending to the regular semestral removal period immediately following the one-year period.



## TITLE FIVE

### RULES ON SCHOLASTIC STANDING

#### Chapter 60

#### SCHOLARSHIPS

Art. 379. Scholarships in the University shall be classified into: (1) entrance scholarship, (2) university scholarship, and (3) college scholarship.

Art. 380. An entrance scholarship consisting of free tuition or, in units where no tuition is charged, free laboratory fee shall be enjoyed for one semester only by the following students upon their admission into the University:

a. Graduates of this University who were conferred any degree *cum laude* or title with honors;

b. Graduates from universities and colleges of recognized standing or accredited by the University who were conferred any degree *cum laude* or title with honors;

c. Valedictorians and salutatorians from public and private high schools and vocational schools equivalent to high schools accredited by the University; *Provided*, That said valedictorians and salutatorians come from graduating classes with an enrollment of at least thirty graduates, this fact to be certified by the head of the institution concerned; *Provided, further*, That additional scholarships shall be granted to other honor graduates coming from the same class in the order of their rank for every additional fifty graduates or a major fraction thereof; *Provided, finally*, That valedictorians and salutatorians in all the high schools under the University of the Philippines shall be extended the privilege of free tuition regardless of the number of members of the graduating class.

Art. 381. A university scholarship consisting of free tuition shall be enjoyed by any undergraduate student, or by any graduate stu-

dent enrolled in graduate schools or colleges of the University, who obtains at the end of the semester an average grade of "1.45" or better, or "1.25" or better, respectively.

Art. 382. A college scholarship consisting of a 50 per cent reduction in tuition shall be enjoyed by any undergraduate student, or by any graduate student enrolled in graduate schools or colleges of the University who, not being classed as a university scholar under the provisions of the preceding section, obtains at the end of the semester an average grade of "1.75" or better, or "1.5" or better, respectively.

Art. 383. In addition to the general average grade prescribed in the preceding two articles, a student to be eligible for a university or college scholarship—

a. Must have taken during the previous semester not less than fifteen units of academic credit or the normal academic load prescribed in the curriculum; *Provided*, That in the case of a student enrolled in graduate schools or colleges the normal load is not less than eight units;

b. Must be up to date with all the non-academic requirements, such as Physical Education, Military Science, or Euthenics;

c. Must have no grade below "3" in any academic or non-academic subject.

Art. 384. A university or college scholarship shall last only for one semester, but shall be renewable for the succeeding semester if the student meets the conditions prescribed for any of them.

Art. 385. If a student is entitled to two or more scholarships, he shall be required to choose only one.

Art. 386. The provisions heretofore made regarding entrance, university and college scholarships, unless otherwise specifically provided, shall not be applicable to the Conservatory of Music, School of Fine Arts and Architecture, School of Nursing and the high schools.

Art. 387. In the Conservatory of Music there shall be four university scholarships (one each for Piano, Voice, Stringed Instruments, and Composition or Conducting), consisting of free tuition, which shall be awarded to students who have completed all the subjects prescribed in the preceding year of the curriculum and have obtained the highest grade, not lower than "1.45" in their respective primary subjects, and an average of "1.75" or better in the secondary subjects. More than one scholarship may be assigned to one department if

circumstances so warrant. These scholarships shall last for one academic year; *Provided*, That the recipient—

a. Maintains a grade not lower than "1.45" in the primary subject and an average of "1.75" or better in the secondary subjects at the end of the first semester of the scholarship;

b. Has not obtained a grade lower than "3" in any secondary subject during the period covered by the award;

c. Carries a load of not less than 15 academic units or the normal load prescribed in the curriculum.

There shall also be two college scholarships which shall be awarded in accordance with the provisions of college scholarship rules.

Art. 388. In the School of Fine Arts and Architecture there shall be two university scholarships, one for painting and another for sculpture, consisting of free tuition. These scholarships shall be awarded to students who have completed all the subjects prescribed in the preceding year of the curriculum and have obtained the highest average, not lower than "1.45" in their respective primary subjects and an average not lower than "1.75" in the other subjects. These scholarships shall last for one year provided that the recipient—

a. Maintains an average not lower than "1.45" and "1.75" in the primary and secondary subjects, respectively, at the end of the first semester of the scholarship;

b. Has not received a grade lower than "3" in any of his subjects during the period covered by the award;

c. Carries a load of not less than 15 academic units or the normal load prescribed in the curriculum.

There shall also be two college scholarships, which shall be awarded in accordance with the provisions of college scholarship rules.

## Chapter 61

### SCHOLASTIC DELINQUENCY

Art. 389. The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

a. *Warning*.—Any student who obtains final grades at the end of the semester below “3” in 25 per cent to 49 per cent of the total number of academic units in which he is registered shall be warned by the Dean or Director to improve his work;

b. *Probation*.—Any student who, at the end of the semester obtains final grades below “3” in 50 per cent to 75 per cent of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean or Director; *Provided*, That this shall not apply to students who receive final grades in less than 6 academic units.

Probation may be removed by passing with grades of “3” or better in more than 50 per cent of the units in which he has final grades in the succeeding semester.

c. *Dismissal*.—Any student who, at the end of the semester obtains final grades below “3” in at least 76 per cent of the total number of academic units in which he receives final grades shall be dropped from the rolls of his college or school; *Provided*, That this shall not apply to students who receive final grades in less than 9 academic units.

Art. 390. Any student on probation in accordance with the preceding article who again fails in 50 per cent or more of the total number of units in which he receives final grades shall be dropped from the rolls of his college or school subject to the provisions of the following article.

Art. 391. Any student dropped from one college or school shall not ordinarily be admitted to another unit of the University, unless in the opinion of the Dean of Student Affairs his natural aptitude and interest may qualify him in another field of study, in which case he may be allowed to enroll in the proper college, school, or department.

Art. 392. *Permanent disqualification*.—(1) Any student who, at the end of the semester or term, obtains final grades below “3” in 100 per cent of the academic units in which he is given final grades shall be permanently barred from re-admission to any college or school of the University; *Provided*, That this shall not apply to students who receive final grades in less than 12 academic units.

Any student who was dropped in accordance with Article 389 paragraph c, or Article 390 and again fails so that it becomes neces-

sary again to drop him, shall not be eligible for re-admission to any college or school of the University.

Art. 393. Permanent disqualification does not apply to cases where, on the recommendation of the instructors concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his grades of "5" shall be counted against him for the purpose of this scholarship rule. The Dean or Director shall deal with these cases on their individual merits in the light of the recommendations of the Dean of Student Affairs; *Provided*, That in no case of readmission to the same or another college or school shall the action be lighter than probation.

Art. 394. A grade of "Incomplete" is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.

Art. 395. Required courses in which a student has failed shall take precedence over other courses in his succeeding enrollment.

Art. 396. In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents.

Art. 397. No re-admission of dismissed or disqualified students shall be considered by the Deans and Directors without the favorable recommendation of the Dean of Student Affairs. Cases in which the action of the Deans or Directors conflicts with the recommendation of the Dean of Student Affairs may be elevated to the Executive Vice-President. His decision shall be final.

## Chapter 62

### HONORABLE DISMISSAL

Art. 398. A student in good standing who desires to sever his connection with the University shall present a written petition to this effect, signed by his parent or guardian, to the Registrar. If the petition is granted, the student shall be given honorable dismissal.

Without such petition and favorable action, no record of honorable dismissal shall be made.

Art. 399. Honorable dismissal is voluntary withdrawal from the University with the consent of the Registrar or his representative. All indebtedness to the University must be adjusted before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

Art. 400. A student who leaves the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of record or the certification of his academic status in the University, it shall contain a statement of the disciplinary action rendered against him.

## Chapter 63

### LEAVE OF ABSENCE

Art. 401. Prolonged leave of absence must be sought by a written petition to the Dean or Director. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one academic year.

Art. 402. If a student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his instructors may submit grades of "5" for him if his class standing up to the time of his withdrawal is below "3".

Art. 403. Students who withdraw from a college or school without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

**TITLE SIX**  
**GRADUATION**

**Chapter 64**

**GRADUATION REQUIREMENTS**

Art. 404. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Art. 405. Candidates for graduation who began their studies under a curriculum more than 10 years old shall be governed by the following rules:

a. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.

b. Those who had completed all but two or three subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

Art. 406. During the first three (3) weeks after the opening of classes in each semester, each Dean or Director or his duly authorized representative, shall certify to the Registrar a list of candidates for graduation at the next commencement. The Registrar, in consultation with the chairmen of divisions or departments concerned, in the case of students majoring in their respective departments or divisions, shall then inquire into the academic record of each candidate with a view to ascertaining whether any candidate in such a list has any deficiency to make up and whether he has fulfilled all other requirements which qualify him to be a candidate for graduation; *Provided, however,* That if there should be any question regarding a candidate, his name should not be deleted from the list of candidates for graduation, but footnotes to that effect should be given.

Ten weeks before the end of a semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

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Art. 407. All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education, Military Science and Euthenics in which the student is currently enrolled during that semester.

Art. 408. No student shall be graduated from the University unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

Art. 409. No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the Registrar. Such student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements toward any title or degree.

## Chapter 65

### GRADUATION WITH HONORS

Art. 410. Students who complete their courses with the following averages, computed on the basis of units, shall be graduated with honors:

Cum laude .....	1.46 to 1.75
Magna cum laude .....	1.21 to 1.45
Summa cum laude .....	1.00 to 1.20

*Provided*, That all the grades in all subjects prescribed in the curriculum shall be included in the computation of the average; and *Provided further*, That in case of students graduating with honors in courses the prescribed length of which is less than four years, the English equivalents, namely, "With Honors," "With High Honors" and "With Highest Honors", shall be used instead.



Art. 411. In the College of Medicine, graduation with honors shall be based on the scholarship records of the first four years only.

Art. 412. Students who are candidates for graduation with honors must have completed in the University at least 75 per cent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.

Art. 413. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

Art. 414. Students who are candidates for graduation with honors must have taken during each semester not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the taking of a lighter load was due to justifiable causes, such as, for instance, the fact that the candidate was a working student.

## Chapter 66

### COMMENCEMENT AND BACCALAUREATE EXERCISES

Art. 415. The Registrar shall be in charge of the arrangements for the commencement and baccalaureate exercises and may call upon the other offices for assistance in the carrying out of the plans.

Art. 416. The commencement exercises for graduating students of the University, excepting those who are to receive titles and certificates below the bachelor's degree, shall be held on the same day and on the dates fixed for graduation in the calendar.

Art. 417. The commencement exercises for the units not included in the general commencement exercises shall be held on such dates and in such places as shall be fixed by the President on the recommendation of the Dean or Director.

Art. 418. All graduating students shall attend the commencement exercises scheduled for their class unless the Dean of Student Affairs recommends the graduation of a student *in absentia* on grounds of sickness or other equally serious reasons which must be supported by strong evidence and presented at least 72 hours before the baccalaureate program to the Registrar.

Art. 419. Graduating students who absent themselves from the commencement exercises without being excused as provided in the preceding Article shall not be awarded their diplomas or certificates until such time when they attend regular commencement exercises; *Provided, however,* That transcripts of records may be issued when their presentation is legally required for the taking of any examination to be given by a Government body or agency before the next commencement exercises.

Art. 420. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

Art. 421. The diploma shall bear only one date which shall be the date of the commencement exercises.

## **Chapter 67**

### **ACADEMIC COSTUMES**

Art. 422. Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

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**BOOK III**

**STUDENT AFFAIRS**

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## **TITLE ONE**

### **STUDENT SERVICES**

#### **Chapter 68**

##### **CURRICULAR CONSULTATION SERVICE**

Art. 423. There shall be a regular system of consultation and guidance to be offered by the faculty to the students in connection with their registration, their assignments, the progress of their academic work, and other curricular problems in their subjects.

Art. 424. Students shall report regularly for consultation and assistance to faculty members for improvement of their academic work at the time and place stated in the schedule which shall be prepared or approved by the Dean or Director concerned; and failure on the part of the student to report for consultation without valid excuse shall be counted as absence from his class in the subject affected.

#### **Chapter 69**

##### **RESIDENCE HALLS**

Art. 425. The University maintains residence halls as auxiliary agencies for a more adequate educational program and expects its students to reside therein whenever rooms are available. Students not living in the University residence halls shall reside only in homes or dormitories approved by the Dean of Student Affairs and listed in his office.

Art. 426. The Residence Halls shall be governed and operated in accordance with the following rules:

- a. Each Residence Hall shall have a Master who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal be-

havior and academic work. He shall have two or more assistants drawn from the faculty members by the President on his recommendation. The Master and his staff shall serve under such rules and regulations as may be prescribed by the President. They shall be under the supervision of the Dean of Student Affairs to whom all breaches of discipline and misconduct shall be reported.

b. Each Residence Hall shall have a House Manager and such assistants, helpers, and janitors as may be needed in the performance of his responsibility for the physical upkeep, repairs, cleanliness, and custody of the building, rooms, furniture, and other equipment therein. The financial operation and administrative direction of the residence shall be the responsibility of the House Manager, who shall be under the supervision of the Director of Auxiliary Enterprises to whom all budgetary requests for administrative positions, appointments, and other housekeeping matters shall be submitted.

c. The Dean of Student Affairs shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification shall be admitted.

d. The Dean of Student Affairs shall exercise supervision over the work of the University Health Service in relation to the health and welfare of the students.

## Chapter 70

### FINANCIAL AID TO STUDENTS

Art. 427. Scholarships from private donations and grants and other forms of financial aid for students shall be awarded in accordance with the rules and regulations governing them.

Art. 428. To aid able, deserving and promising students and to develop faculty material, on the recommendation of the Deans or Directors of the various colleges or schools, and the Dean of Student Affairs who shall examine student applicants as to their character and scholarship, the President or the Business Executive on his behalf may appoint students as laborers or assistants, assign them to the various units, and grant them compensation commensurate

with the nature and scope of their service. The working hours, academic load and compensation of such students shall be in accordance with the rules of the University.

Art. 429. There shall be created out of the accrued interest of students' deposits a Student Loan Fund which shall be administered in accordance with the following rules and regulations:

a. The government of said Student Loan Fund shall be entrusted to a board known as the Student Loan Board composed of the Business Executive as Chairman, the Dean of Student Affairs and the Registrar as members. The administrative procedure or the implementation of the policies, rules and regulations shall be assigned by the Board to any of its members or to other officers of the University as circumstances warrant.

b. The loan shall be granted only for the purpose of meeting tuition or part thereof. No loan shall be granted for a period longer than one semester.

c. All loans shall bear interest at the rate of six per centum (6%) per annum from the dates on which they are made.

Art. 430. Students who are indebted to the Student Loan Board, their sureties and parents or guardians shall be notified that such indebtedness must be paid in full one month before the final semestral examinations begin.

Art. 431. If a student fails to settle his account at the time herein provided, the faculty members should either bar the delinquent student from taking the examinations or, if they allow him to take the examinations, to withhold his grades—that is, instead of indicating the grades, the faculty members should write a note in the "remarks" column "Has account with the Student Loan Board." If the account is not settled by the opening of the following semester, the student may not be allowed to register.

Art. 432. The name "Student Loan Fund" shall be changed to "Student Loan and Scholarship Fund" as soon as the income reaches such proportions as will justify its partial or full appropriation for annual expenditures to maintain scholarships under such rules and regulations as will be promulgated by the Board.

Art. 433. In colleges or schools outside of Quezon City and Manila, the respective deans or directors shall administer the student loan fund accruing from the deposits of their respective students in accordance with the rules and regulations adopted by the Student Loan Board.

## Chapter 71

### STUDENTS' FIDUCIARY FUND

Art. 434. The parents or guardians of students themselves shall be allowed to deposit with the University funds for safe-keeping and disbursement. Said fund shall be known as the "Students' Fiduciary Fund" and shall be administered by the Business Executive in accordance with the following rules:

- a. The fund is to be deposited in a reputable bank;
- b. The instructions of parents or guardians, as to the amount of money to be paid the student each month or to be paid directly to the person with whom the student boards and lodges, shall be strictly observed. Students depositing funds on their own account may make not more than three withdrawals in a month; additional withdrawals may be authorized only when absolutely necessary;
- c. The Business Executive shall cause the keeping of individual records for each depositor.

## Chapter 72

### RENTAL OF TEXTBOOKS

Art. 435. The University shall rent, whenever conditions permit, textbooks to *bona fide* students in its colleges and schools under the rules and regulations prescribed by the University.

## Chapter 73

### FOREIGN STUDENTS

Art. 436. There shall be an office to be created by the President under the Office of the Dean of Student Affairs, whose duty shall be to look after the welfare of foreign students enrolled in the University.



## TITLE TWO

### EXTRA-CURRICULAR ACTIVITIES

#### Chapter 74

##### THE STUDENT UNION

Art. 437. There shall be a Student Union which shall take charge of the cultural and social programs and activities of the student body at University level under such rules and regulations as may be issued by the Dean of Student Affairs. The Student Union shall take the place of the University Student Council which is hereby abolished.

Art. 438. Each college or school shall be entitled to one representative to the Student Union; *Provided*, That any college or school with an enrollment of more than 300 students shall be entitled to one more representative for every additional 300 students or a major fraction thereof.

Art. 439. Each residence hall on the Quezon City campus shall also be entitled to one representative irrespective of the number of its residents.

Art. 440. All colleges and schools located within 100 kilometers from the Quezon City campus shall be represented in the Student Union at the same proportion provided for the other units.

Art. 441. There shall be a Board of Management of the Student Union to be composed of the officers of the Union, namely: the chairman, one or more vice-chairmen, secretary, treasurer, and such other officers as may later be provided by resolution of the Board of Management with the approval of the Dean of Student Affairs.

Art. 442. At least three members of the faculty designated by the Dean of Student Affairs, with the approval of the Executive Vice-President, shall act as advisers of the Student Union. At least two of them shall be present in any regular or special meeting of

the Board of Management or the Student Union. The regular meetings of the Board shall be held once a month.

Art. 443. The officers of the Student Union shall be elected by the Union representatives from among themselves for a term of one semester. No one may be reelected except by a majority of at least two-thirds vote of the members.

Art. 444. In case of failure of any of the groups enumerated in Articles 438 to 440 to elect its representatives on or before the date set for the purpose by the Dean of Student Affairs, this official shall appoint the representative from the ranks of those qualified in the group concerned.

Art. 445. No student in the first semester of his freshman year in the University College shall be entitled to vote or to hold any position in the Student Union or in any other college or university student organization.

Art. 446. No student may be elected to the Student Union or to any other student organization unless he has a general weighted average of at least "2.5", has no grade of "5" or "Incomplete", and has not dropped any course during the semester immediately preceding the election.

Art. 447. For any offense of which a representative of the Student Union or any other student organization may be found guilty by the authorities of the University, his position shall be considered automatically vacated and his successor shall be designated by the Dean of Student Affairs.

Art. 448. Not more than one member of any student club, society, fraternity or sorority or any other form of association of a permanent nature may be appointed or elected for any particular term to any office or employment in the Student Union, Woman's Club, the *Philippine Collegian* or any other University student organization. In the event that a student, after having been appointed or elected to any office in any of these organizations, should join any student association other than that to which he already belonged before his appointment or election, he shall automatically forfeit his position in the University student organization concerned, and the Dean of Student Affairs shall immediately name his successor in accordance with the rules applicable to the case. This rule shall not be interpreted as disqualifying any student who does not belong to any student association from being elected or appointed to any student organization.

## Chapter 75

### THE PHILIPPINE COLLEGIAN

Art. 449. The *Philippine Collegian*, as a newspaper for students of this University, shall be devoted primarily to the publication of news that are of general interest to the students; and it shall not be used as a medium for promoting personal or sectional interests.

Art. 450. The publication of the *Philippine Collegian* as a newspaper for students shall be governed by the University Code and by the rules and regulations approved by the President, who shall appoint, on the recommendation of the Dean of Student Affairs, a Faculty Adviser on the administrative and editorial work of the *Collegian*. No issue of the *Collegian* may be printed without the previous approval of the Adviser in writing. As administrative adviser, he has disciplinary power over the members of the staff; and as editorial adviser, he may at any time forbid the publication of any news item, story, article, editorial, or other matter, on grounds provided by the constitution of the *Collegian*; *Provided, however,* That the editor-in-chief shall have the right to appeal to the Dean of Student Affairs whose decision shall be final.

Art. 451. The *Philippine Collegian* shall be financed out of such sums which may be allocated to it out of the University news publication fees to be paid by all students and from whatever income it may receive from subscriptions, advertisements, and other services. The financial and business management of the *Collegian* shall be vested in a business manager who shall be appointed by the President, on the recommendation of the Business Executive, from among the members of the faculty of the College of Business Administration. The business manager is authorized to appoint solicitors and assistants with the approval of the Business Executive.

Art. 452. The editor-in-chief of the *Philippine Collegian* shall be chosen solely by a series of three competitive written examinations to be given during the first ten days of the academic semester by a committee of five faculty members to be appointed annually by the President, on the recommendation of the Dean of Student Affairs. The examinations shall be given in the following phases of journalism:

1. Editorial writing ..... 60%
2. News writing ..... 25%
3. Lay-out and headline writing .... 15%

Only regular, *bona fide* students having a general weighted average of "2.5" or better and without any grade of "5" or "Incomplete", or without having dropped any course during the previous semester, are qualified to take the examinations. Candidates for the post of editor-in-chief shall present a written certificate signed by the Dean or Director concerned stating that they have not been the subject of disciplinary action for misconduct of any kind and that they are responsible persons of good character.

Art. 453. The student receiving the highest general average rating in the examinations shall *ipso facto* qualify as editor-in-chief of the *Philippine Collegian*. In case of tie, the journalistic training and experience of the candidates shall be taken into consideration to break the tie.

Art. 454. The term of office of the editor-in-chief of the *Collegian* and his staff shall be for one academic semester or until the selection of his successor; *Provided*, That with the recommendation of the Faculty Adviser and approved by the Dean of Student Affairs, an editor and his staff may be appointed by the Dean of Student Affairs to edit the *Collegian* during summer, subject to such restrictions and conditions as may be imposed by the President. The other members of the *Collegian* staff shall be nominated by the editor, subject to the approval of the Faculty Adviser. The nominees shall present a written certificate signed by the Dean or Director concerned stating that they have not been the subject of disciplinary action for misconduct of any kind and that they are responsible persons of good character.

## Chapter 76

### STUDENT ORGANIZATIONS AND ACTIVITIES

Art. 455. A student organization of the University or of any college or school thereof shall be any association, club, fraternity, sorority, order, or any other form of organized group fifty per cent or more of whose members are students of this University or whose principal officers are such students.

Art. 456. Organizations which are provincial, sectional, or regional in nature shall not be allowed in the University.

Art. 457. A university student organization shall be one whose members belong to two or more colleges or schools of the University; a college or school student organization shall be one whose members belong exclusively to one college or school; and a class organization shall be one composed of members of a class in any college or school of the University.

Art. 458. University student organizations shall be directly under the control and supervision of the Dean of Student Affairs. College or school student organizations and class organizations shall be under the jurisdiction of the Dean or Director of the corresponding college or school.

Art. 459. There shall be a Committee on Student Extra-Curricular Activities, under the control and supervision of the Dean of Student Affairs, which shall supervise all student organizations and activities in accordance with the general policies and regulations governing the Office of Student Affairs. It shall consist of all the heads of the offices under the Dean of Student Affairs. The President of the University shall appoint from among its members, on the recommendation of the Dean of Student Affairs, the Chairman of the Committee who shall serve for a term of three years subject to reappointment for a similar period.

Art. 460. Every student organization shall have one or more faculty advisers chosen by it and approved by the Dean of Student Affairs on the recommendation of the Committee on Student Extra-Curricular Activities. No student organization may hold any meeting or undertake any activity for any purpose whatever, except that of adopting a constitution, before its adviser or advisers are appointed and have assumed office as such.

Art. 461. No student organization shall be allowed to function without a constitution which has been previously approved by the Dean of Student Affairs on the recommendation of the Committee on Student Extra-Curricular Activities.

Art. 462. Appeals from the decisions of the Committee may be made within 36 hours from the time the decision is made known to the head or acting head of the organization. They shall be taken to the Dean of Student Affairs. If the majority of all the members of the organization is not satisfied, an appeal may be made to the

President of the University within 48 hours from the time the decision is known by the head or acting head of the organization. The President's decision shall be final.

## Chapter 77

### ATHLETICS

Art. 463. Every student duly registered in any of the colleges or schools of the University shall, upon payment of the athletic fee, be a member of the University Athletic Association. The government of this association shall be vested in a Board of Athletic Affairs which shall be composed of the following:

- a. The Business Executive, *ex-officio* Chairman
- b. The Physical Director, *ex-officio* member and secretary
- c. The Dean of Student Affairs, *ex-officio* member
- d. Three representatives from the Quezon City units
- e. One representative from the Manila units
- f. One representative from the Los Baños units
- g. One representative from the U.P. Alumni Association

The members shall be appointed by the President for a term of two years, except the representative from the U.P. Alumni Association who shall be recommended by the President of the U. P. Alumni Association.

Art. 464. The Board of Athletic Affairs shall have for its functions the laying down of broad athletic policies and administering the financial aspect of athletic and similar extra-curricular activities of the University.

Art. 465. A special committee composed of the Dean of Student Affairs as Chairman, the Physical Director, and another member elected from and by the members of the Board of Athletic Affairs shall supervise all varsity athletics.

Art. 466. In the Los Baños colleges, there shall be a Sub-Board composed of the following:

- a. The representative to the Board of Athletic Affairs, Chairman

- b. The resident Assistant-Physical Director, *ex-officio* member and secretary
- c. One representative from the College of Agriculture, appointed by the Dean of that College
- d. One representative from the College of Forestry, appointed by the Dean of that College

This Sub-Board shall take up matters pertaining to finances and athletics in Los Baños before presentation to the Board of Athletic Affairs for approval.

## Chapter 78

### CONVOCATIONS

Art. 467. University convocations shall be held under the auspices of the different colleges, schools and units of the University, the University Student Union or other university or college organizations, upon approval of the Chairman of the Presidential Committee on Convocations, and upon consultation with the President of the University.

Art. 468. Any priest, preacher, or minister of the gospel of any religious denomination may speak before student groups or organizations of the University; *Provided*, That in every case the written permission of the President shall have been previously secured; and *Provided, further*, That speakers do not discuss questions which might provoke dissension in the University.

## Chapter 79

### PRESS ARTICLES BY STUDENTS

Art. 469. Any student of the University who publishes an article, or writes a letter to the press and who desires to be known as a student of the University of the Philippines, shall prefix the name of the college or school in which he is registered with the word "student."

## Chapter 80

### STUDENTS' PARTICIPATION IN CONTROVERSIAL ACTIVITIES

Art. 470. The participation of students in controversial activities shall be governed by the following principles:

The University has for one of its aims the training of leaders of thought and action for the general citizenry of this country. For this purpose, the students of this institution are and have always been encouraged to take an intelligent interest in public questions. Many of these questions could be of a controversial nature but to place them beyond the inquiry and consideration by the students would be to defeat this object. Therefore, students of this institution are and should be free to express their views and sympathies on any public question, subject however, to certain self-evident and well-established limitations, among which are:

- (1) The participation of students in parades, demonstrations, mass-meetings, programs, and the like, organized or promoted by parties or interests not authorized by the University, shall not interfere with the classes and other activities of the institution;
- (2) Students who take part in any of the aforementioned activities shall not exhibit any signs of any kind giving the impression that they represent the University, their participation to be clearly indicated as on their own individual responsibility;
- (3) Students at all times shall observe the pertinent laws and regulations and shall act always with fairness, tolerance, moderation, and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles;
- (4) Students are expected to be courteous and considerate on all occasions as befitting men and women of refinement and good breeding.



## TITLE THREE

### CONDUCT AND DISCIPLINE

#### Chapter 81

##### GENERAL PROVISIONS

Art. 471. Every student shall observe the laws of the land, the rules and regulations of the University, and the standards of good society.

The definition or specification of certain offenses or breaches of discipline, in separate resolutions of the University Council approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the President, deans and directors and instructors in those cases not provided by said bodies.

Art. 472. For purposes of keeping order in the classes, an instructor is empowered to exclude a student for ungentlemanly conduct from his class and immediately thereafter to make a report of such action to the Dean or Director. In case the student is registered in another college or school, the Dean or Director shall transmit the case to the Dean or Director of the other college for disciplinary action.

Art. 473. Any form of cheating or dishonesty shall be punishable, the penalty to be determined by the Dean or Director according to the circumstances of the case.

Art. 474. No student, unless required in his course, shall carry in the university premises any firearm, knife, the blade of which is longer than  $2\frac{1}{2}$  inches, or any other dangerous weapon. Any student violating this rule shall be subject to disciplinary action.

Art. 475. No play, skit, farce, comedy, scene, or any other similar act shall be staged or presented in or outside of the University without the previous authorization and approval of the Dean of Student Affairs, or his representative, whose duty it shall be to supervise all activities of this nature. Violation of this rule shall subject the student offenders to disciplinary action.

Art. 476. Any student who makes unnecessary noise in the University premises shall be suspended by the Dean or Director for a period not exceeding one week; and for the second offense, the case of said student shall be elevated to the Dean of Student Affairs who shall recommend to the President appropriate decision.

Art. 477. No smoking shall be allowed in classrooms, laboratories, libraries, hallways, corridors, wards or shops or in any other place in the University premises where danger of fire may exist.

Art. 478. The University need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Dean of Student Affairs or his representative, may take disciplinary action. If it is a case of indebtedness to the University, the existing rules such as withholding of grades or barring from the examinations shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

## Chapter 82

### DISCIPLINARY ACTIONS

Art. 479. Whenever a student, either as an officer or as a member of an organization, has been reported as, or has been suspected of, having violated the rules and regulations concerning student extra-curricular activities and organizations, the Dean of Student Affairs shall immediately direct an investigation of the case. If the student is found guilty as charged, the Dean of Student Affairs shall admonish, reprimand, or suspend him for a period of not more than one month and shall report such action to the President. If a heavier penalty is necessary, the Dean of Student Affairs shall make the corresponding recommendation to the President of the University.

Art. 480. All cases of personal misconduct or breaches of discipline committed by a student as an individual and not in connection with or by reason of his membership in any university or college student organization or extra-curricular activity, shall fall under the jurisdiction of the dean or director of the college or school concerned and shall be dealt with by said official. After investigation, he may suspend the student for not more than one month.

Art. 481. If the Dean or Director considers the offense serious enough to necessitate suspension for more than one month, he shall submit to the President his recommendation for the student's suspension for a longer period but not more than one year, within a week after he has heard the case and arrived at the decision. The President shall impose the penalty recommended unless it is necessary to modify or set it aside.

Art. 482. If the Dean or Director, after due investigation, finds it necessary to have the student suspended for more than one year or to have him expelled from the University, he shall so recommend to the President for further investigation of the case and final decision by the Executive Committee.

Art. 483. Any student who is made a respondent in a disciplinary case heard by the Executive Committee shall have the right to be accompanied by a member of the faculty as his counsel.

Art. 484. The President or the Dean or Director may suspend any student, pending the investigation of his case, when there is a strong ground to believe that he is guilty of serious misconduct affecting order and discipline.

Art. 485. A student who has committed any breach of discipline and who fails to appear for an investigation after having been given 36 hours' notice to appear, shall be considered as in default and the investigating body or official shall proceed with the investigation of the case and decide it on the basis of the evidence available.

Art. 486. Disciplinary action may take the form of expulsion, suspension from the University, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

Art. 487. The fact that the misconduct has been committed outside of the University campus shall constitute no defense if it involves his status as a student or affects the good name or reputation of the University.

Art. 488. Any disciplinary action taken against a student shall be reported to his parents or guardians.

## **CONCLUDING TITLE**

### **AMENDMENT AND REPEAL**

Art. 489. Save as to matters specifically provided for by law, any provision in this Code may be amended at any regular meeting of the University Council and/or the Board of Regents.

Art. 490. Existing bodies, offices, committees, etc. which are rendered obsolete by this Code or not herein expressly provided for and recognized are hereby dissolved; and all existing rules and regulations which are in conflict with the provisions of this Code are hereby declared repealed.

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**I N D E X**

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