



LOYOLA SCHOOLS
UNDERGRADUATE
STUDENT EXCHANGE PROGRAM

**INFORMATION FACT SHEET
SY 2022-2023**



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS INFORMATION FACT SHEET FALL 2022

Undergraduate Student Exchange Program

TABLE OF CONTENTS	Page
OIR Directory	3
Application Requirements: Undergraduate Student Exchange Program	4
Important Dates: Academic Calendar, Nomination & Application Deadlines	5
Online Learning Exchange Program (OLEP)	5-7
Academic & Course-related Information	8
*Update: Sending out of Transcript of Records	

WE ARE ATENEO. Where Eagles Fly.

The Loyola Schools of the Ateneo is situated in the sprawling Loyola Heights campus of the university. Entering the campus, one steps into gently rolling terrain with grassy fields and tall trees providing a favorable environment for disciplined inquiry, fruitful interaction, and quiet reflection.



GENERAL INFORMATION

School Address

Ateneo de Manila University
Loyola Heights 1108, Quezon
City, Philippines

OFFICE OF INTERNATIONAL RELATIONS (OIR)

Office Address

Rm. 304 3/F Faber Hall
Ateneo de Manila University
Loyola Heights 1108, Quezon
City, Philippines
Trunkline: (+632) 8426 6001 local 4037
Tel/Fax: (+632) 8426 5907, (+632) 8927 4534
Email: oir@ateneo.edu
Website: <https://global.ateneo.edu>

THE OIR TEAM



KAREN C. SUNICO
Director
(+632) 8426 6001 ext 4040
director.oir@ateneo.edu



KARLA JULIENNE C. ROXAS
Operations Coordinator /
Interim Inbound Coordinator
(+632) 8426 6001 ext 4036
inbound.oir@ateneo.edu



ANGELA DOMINIQUE V. PAVIA
Special Programs Coordinator
(+632) 8426 6001 ext 4043
specialprograms.oir@ateneo.edu



SEBASTIAN FELIPE R. BUNDOC
Outbound Coordinator
(+632) 8426 6001 ext 4038
outbound.oir@ateneo.edu



PAMELA MAE L. MAGTALAS
Visa Processing Assistant
(+632) 8426 6001 ext 4042
visa.oir@ateneo.edu



CLARICE JULIANNE P. IRA
Program Associate
(+632) 8426 6001 ext 4037
oir@ateneo.edu



PAOLO M. BERDOS
Visa Liaison Officer
(+632) 8426 6001 ext 4040
rberdos@ateneo.edu

APPLICATION REQUIREMENTS: UNDERGRADUATE STUDENT EXCHANGE PROGRAM

To apply for admission in the undergraduate student exchange program of the Ateneo de Manila University, the student must submit the following documentary requirements:

1. **IXS Application Form**
(digitally filled out in PDF file)
2. **IS Information Sheet – Undergraduate**
(digitally filled out & saved in EXCEL file)
3. **Original Transcript of Records (TOR).**
If the TOR is not in English, please provide English translation that is certified by the home university's Registrar.
4. **Scanned copy of the biographical page of the passport**
5. **Letter of Endorsement from your university mobility coordinator**
6. **Certificate of English Language Proficiency** (*For those whose mother-tongue is not English*)

Any of the following is valid:
TOEFL (Paper based test)
minimum score: 550
TOEFL (Internet Based Test)
minimum score: 79
IELTS minimum score: 6.0
7. **Health Certificate in English Language**
(Certificate from a medical doctor that applicant is fit to travel and study abroad)
8. **International Vaccination Certificate**
9. **Passport size (35 x 45 mm) Photo in JPEG format, no less than 500KB in size**

INSTRUCTIONS:

Scan all documents in **SEPARATE PDF files and JPEG (for the photo)** and email them to:
inbound.oir@ateneo.edu

Deadline of submission:
April 30, 2022 – 1st Semester/Fall

Note: Please make sure to send all nine (9) document files on or before the deadline. Incomplete application documents may cause delays in releasing the Acceptance Letter. **(Please save each document in separate PDF files.)**

IMPORTANT DATES FOR FALL 2022

SECOND SEMESTER (FALL) CALENDAR

Semester 1 – Fall Semester	August – December, 2022 <i>(subject to change depending on Covid situation)</i>
Nomination Deadline	April 15 2022
Application Submission Deadline	30 April 2022
Notice of Acceptance	May 2022 <i>(exact date TBA)</i>
	The Acceptance Letter will only be issued to the student once complete application requirements are submitted via email and deemed acceptable.
Mandatory Orientation & Registration Period	August 10 - 21, 2022
	All students are REQUIRED to participate in the orientation days, and individually register for their classes. (A separate email will be sent for online registration instructions)

DELIVERY OF ACADEMIC COURSES

As a response to the challenges of the pandemic, Ateneo updated the international academic experience through its Online Learning Exchange Program (OLEP), eliminating the risks of travel abroad. For the past 2 years, our university has offered OLEP and hosted students from partner universities. Then, on 25 January 2022, we are happy to share that our Loyola Schools campus in Quezon City was issued a Safety Seal to certify its compliance with standards for face-to-face (F2F) classes. Now, in this recovery period, we synergize on-site exchanges with the convenience of virtual programs through our new learning models of **limited F2F classes**.

In the **Flex** learning model, students choose to participate on-site or remain online. This will be done through a rotation of student batches, wherein certain batches of students (16 at most) will be allowed to be on-site, while others will remain online at a given time. Learning activities in a Flex class can be synchronous or asynchronous depending on the strategies used by the teacher.

In the **Online+** learning model, courses are still primarily online. However, specific scheduled on-site activities, such as laboratory work, are made available to address an added pedagogical and/or formative value. The

schedule for the on-site activities will be pre-determined and announced to the class. In case some students cannot join the on-site activities, an alternative online activity will be provided for them.

In the **Hybrid** model, the whole class will either be online or on-site, depending on the teacher's design of the course. Courses offered in this model will have a smaller class size which will be kept within the maximum classroom capacity allowed (16 students), following social distancing measures.

Each course is expected to hold at least one synchronous session per week, however the nature of some courses may call for supplementary or alternative arrangements. When necessary, classes can be reverted to a fully online mode.

Learning Management System (LMS)

Upon the recommendation of Ateneo's IT Advisory Council, Ateneo has opted to offer only one LMS primarily in response to feedback from our students. Canvas is largely implemented in Loyola Schools and parts of the Ateneo Professional Schools. **Canvas** LMS from instructure is a cloud-based learning management system (LMS) specifically designed for K-5 on up through higher education institutions. Canvas LMS is a scalable platform that can be used to serve education organizations of all sizes and types, from individual classrooms to large universities, and from blended to fully virtual learning.

Blue Pass

Blue Pass is the system that Ateneo community members, including inbound exchange students, will use to complete requirements for entering the campus. It includes an individual's health record (including health declaration form, vaccination card and status, and lab results). It acts as a digital ID for buildings/facilities they have been approved to access. The system can also be used for contact tracing and booking clinic services. It will generate a Blue Pass (QR code) which the regular student will scan in designated screening areas.

Frequently Asked Questions (FAQs)

1. Can any student attend the limited F2F classes?

Students who wish to participate in the limited F2F classes must comply with certain requirements, foremost of which is that they must be fully vaccinated. Students must also complete their student electronic health record via the Blue Pass system. This serves as the student's digital ID, access key to the campus, and a tool for contact tracing.

2. For the online courses that you will offer, will they be content on documentation, a fixed-time online class or a mix of the two?

The key shifts due to AteneoBlueCloud will be the following: from teacher lectures to student tasks and from taught/contact time to learning hours.

3. Will online courses be synchronous or asynchronous?

The courses will be delivered mainly asynchronously for the benefit of students from a wide range of time zones. However, occasional synchronous classes may be held as needed. In which case, classes will follow the Philippine Standard Time (GMT/UHT+8). Students are advised to check the time difference when they choose the courses and class schedule.

4. Will courses be in English?

Yes, 99% of courses will be taught in English.

5. Will there be an “online orientation program”, where students will be informed about all relevant matters?

Yes, please refer to the schedule above.

6. Aside from the academic classes, will there be online activities for exchange students to participate in?

Yes. The Office of International Relations (OIR) together with the Ateneo Student Exchange Council (ASEC), student arm of the OIR, will facilitate online activities such as Cultural Sensitivity talks, virtual interaction and discussion, and virtual immersion activities.

A student buddy will also be assigned to an exchange student to assist during enlistment, load revision and other school related activities.

7. Is the campus open for other activities?

Outside of classes, students may visit the Rizal Library, use laboratories, and, if urgent, go to the Office of Guidance and Counseling for psychosocial needs. Availment of campus resources must be pre-approved during this time. Students must secure approval from their teachers, counselors, or the library to enter the campus for these activities. Medical and psychosocial consultation may also be scheduled online.

Note: Border and campus access and course modalities are subject to change. We will keep you updated on any future changes.

ACADEMIC AND COURSE-RELATED INFORMATION

Course Information	All courses will be finalized only by early August for the first semester and late December for the second semester. List of course offerings will be made available on this link: http://aisisonline.ateneo.edu/class_schedule.php Course descriptions (based on Loyola Schools Bulletin of Information 2014) are also available here: http://www.ateneo.edu/lis/lis/loyola-schools-bulletin-information																														
Allowable number of units	Exchange students are required to take a minimum of 12 units and a maximum of 18 units. Most subjects have 3 (American) credits or 6 ECTS.																														
Course Restrictions	Undergraduate exchange students are <u>NOT</u> allowed to take graduate- level courses. However, graduate exchange students are allowed to take undergraduate-level courses.																														
Credit and Grading System	The Ateneo de Manila University uses the American Credit System. One subject usually carries 3 credit units. One unit of credit is equal to one hour lecture or two to four hours of laboratory per week for the period of a complete semester. <table><tr><th>Letter Mark</th><th>Grade Point Equivalent (GPE)</th><th>Description</th></tr><tr><td>A</td><td>4.00</td><td>Excellent Performance</td></tr><tr><td>A-</td><td>3.67</td><td>Very Good Performance</td></tr><tr><td>B+</td><td>3.33</td><td>Good Performance</td></tr><tr><td>B</td><td>3.00</td><td>Satisfactory Performance</td></tr><tr><td>C</td><td>2.00</td><td>Unsatisfactory Performance (This grade does not entitle students to any graduate credit for the course)</td></tr><tr><td>F</td><td>0.00</td><td>Failure due to academic deficiency (This grade does not entitle students to any graduate credit for the course)</td></tr><tr><td>WP</td><td>-</td><td>Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar</td></tr><tr><td>INC</td><td>-</td><td>Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements.</td></tr><tr><td>WP</td><td>-</td><td>Number of allowable cuts for a graduate course exceeded (This grade does not entitle students to any graduate credit for the course)</td></tr></table>	Letter Mark	Grade Point Equivalent (GPE)	Description	A	4.00	Excellent Performance	A-	3.67	Very Good Performance	B+	3.33	Good Performance	B	3.00	Satisfactory Performance	C	2.00	Unsatisfactory Performance (This grade does not entitle students to any graduate credit for the course)	F	0.00	Failure due to academic deficiency (This grade does not entitle students to any graduate credit for the course)	WP	-	Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar	INC	-	Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements.	WP	-	Number of allowable cuts for a graduate course exceeded (This grade does not entitle students to any graduate credit for the course)
Letter Mark	Grade Point Equivalent (GPE)	Description																													
A	4.00	Excellent Performance																													
A-	3.67	Very Good Performance																													
B+	3.33	Good Performance																													
B	3.00	Satisfactory Performance																													
C	2.00	Unsatisfactory Performance (This grade does not entitle students to any graduate credit for the course)																													
F	0.00	Failure due to academic deficiency (This grade does not entitle students to any graduate credit for the course)																													
WP	-	Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar																													
INC	-	Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements.																													
WP	-	Number of allowable cuts for a graduate course exceeded (This grade does not entitle students to any graduate credit for the course)																													

Academic Transcripts of Records (TOR) of exchange students	Transcript of Records (TOR) will be available 1.5 months after the exchange period. Scanned copy of TOR will be sent to the student, and the university coordinator's e-mail. Should the university require a copy with a wet-ink signature, please let us know in advance and we will send one via courier. Students who need extra copies of their TOR may request via e-mail to registrar.ls@ateneo.edu and must pay for the required fees.
Preparatory English Language Course for Incoming Students	Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC). Queries may be e-mailed directly to: allc.soh@ateneo.edu

Please expect an email from us by May 2022 regarding post-admission requirements.