



LOYOLA SCHOOLS
GRADUATE
STUDENT EXCHANGE PROGRAM

INFORMATION FACT SHEET SY 2022-2023



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS INFORMATION FACT SHEET SPRING 2023

Graduate Student Exchange Program

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*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
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Loyola Heights 1108, Quezon
City, Philippines
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Email: oir@ateneo.edu
Website: <https://global.ateneo.edu>

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APPLICATION REQUIREMENTS: GRADUATE STUDENT EXCHANGE PROGRAM

To apply for admission in the graduate 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 (computer written & saved in EXCEL file)
3. ****CERTIFIED by the university:**
 - A. **Bachelor’s Degree Transcript of Records in native language (1 copy) and in English translation (1 copy)**
 - B. **Certificate of Graduation/Diploma in native language (1 copy) and in English translation (1 copy)**
4. ****Current Masters / Graduate Transcript of records native language (1 copy) and in English translation (1 copy)**
5. Scanned copy of the biographical page of passport
6. Letter of Endorsement from your university mobility coordinator
7. 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: 80
IELTS minimum score: 6.5
8. Health Certificate in **English Language** (Certificate from a medical doctor that applicant is fit to travel and study abroad)
9. International Covid 19 Vaccination Certificate
10. 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 upload them to the Google Folder to be shared to your coordinators.

IMPORTANT:

** For documents number 3 & 4, kindly ask your university to provide official documents.

It could be any of the following:

- A. Original physical copy to be sent directly to:
Office of the Registrar
Ateneo de Manila University
Loyola Schools
G/F Social Sciences Bldg,
Katipunan Ave, Loyola Heights,
1108 Quezon City, Philippines
- B. Official electronic copy emailed directly by the partner school to the Office of the Registrar through registrar1.ls@ateneo.edu
- C. Certified true copy (Transcript of Records) to be sent directly to the Office of the Registrar or emailed by the school.

Deadline of submission:

September 30, 2022 – 2nd Semester/Spring

Note: Please make sure to upload the ten (10) document files on or before the deadline. Incomplete application documents will cause delays in releasing the Certificate of Eligibility to Study (COES). **(Please save each document in separate PDF files.)**

IMPORTANT DATES FOR SPRING 2023

SECOND SEMESTER (SPRING) CALENDAR

| | |
|--|---|
| Semester 2 – Spring Semester | January 16 – May 20, 2023 |
| Nomination Deadline | September 15, 2022 |
| Application Submission Deadline | September 30, 2022 |
| Notice of Acceptance | October 30, 2022 |
| | The Certificate of Eligibility to Study (COES) will only be issued to the student once complete application requirements are submitted via email and deemed acceptable. |
| Mandatory Orientation & Registration Period | January 4-13, 2023 |
| | 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. Will our students be able to choose classes to enroll in?

Yes. Students will be given a list of available courses for Spring Semester 2023 and the Course Preference Form (CPF). Students will be asked to choose 10 subjects that they would want to enroll in. Please note that most courses have 3 credits. International

exchange students must take a minimum of 12 units per semester. Maximum is 15-18 units.

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 | <p>All courses will be finalized only by early August for the first semester and late December for the second semester.</p> <p>List of course offerings will be made available on this link: http://aisisonline.ateneo.edu/class_schedule.php</p> <p>Course descriptions (based on Loyola Schools Bulletin of Information 2014) are also available here: https://sites.google.com/ateneo.edu/oadaa/undergraduate-bulletin-of-information</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|--|------------------------------|-------------|---|------|-----------------------|----|------|-----------------------|----|------|------------------|---|------|--------------------------|---|------|---|---|------|--|---|---|--|-----|---|---|----|---|--|-----|------------------|-------|
| Allowable number of units | <p>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.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course Restrictions | <p>Undergraduate exchange students are <u>NOT</u> allowed to take graduate- level courses. However, graduate exchange students are allowed to take undergraduate-level courses.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit and Grading System | <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: center;">Letter Mark</th> <th style="text-align: center;">Grade Point Equivalent (GPE)</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">4.00</td> <td>Excellent performance</td> </tr> <tr> <td style="text-align: center;">A-</td> <td style="text-align: center;">3.67</td> <td>Very good performance</td> </tr> <tr> <td style="text-align: center;">B+</td> <td style="text-align: center;">3.33</td> <td>Good performance</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">3.00</td> <td>Satisfactory performance</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">2.00</td> <td>Unsatisfactory performance (This grade does not entitle students to any graduate credit for the course)</td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">0.00</td> <td>Failure due to academic deficiency. ((This grade does not entitle credit for the course)</td> </tr> <tr> <td style="text-align: center;">W</td> <td style="text-align: center;">-</td> <td>Number of allowable cuts for a graduate course exceeded.</td> </tr> <tr> <td style="text-align: center;">INC</td> <td style="text-align: center;">-</td> <td>Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements</td> </tr> <tr> <td style="text-align: center;">WP</td> <td style="text-align: center;">-</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 style="text-align: center;">AUD</td> <td style="text-align: center;">No quality point</td> <td>Audit</td> </tr> </tbody> </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 credit for the course) | W | - | Number of allowable cuts for a graduate course exceeded. | INC | - | Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements | WP | - | Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar. | AUD | No quality point | Audit |
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| <p>Academic Transcripts of Records (TOR) of exchange students</p> | <p>Transcript of Records (TOR) will be available 1.5 months after the exchange period.</p> <p>Scanned copy of TOR will be sent to the student, and the university coordinator's e-mail.</p> <p>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.</p> |
| <p>Preparatory English Language Course for Incoming Students</p> | <p>Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC).</p> <p>Queries may be e-mailed directly to: allc.soh@ateneo.edu</p> |

Please expect an email from us by October 30, 2022 regarding post-admission requirements.