STUDENT RULES AND REGULATIONS

The student rules and regulations are the product of serious and mature deliberation reinforced by compilations from a number of authoritative sources. They have been adopted in the firm belief that they will promote the welfare of all concerned, particularly the student population.

Education, it must be admitted, is a cooperative enterprise of both the teacher and the learner. Education requires a mutual and coordinated effort on the part of both. For Mapúa, to achieve its desired educational goals, it is imperative for the entire academic community to subscribe and adhere not only to the fundamental objectives of effective learning but also to the development of moral character expected of enlightened men and women.

All students and faculty members are therefore enjoined to abide by and observe the rules and regulations herein set forth. They are urged to refrain from committing any offense which is inimical to the good of the students in particular and the whole academic community in general.

The 2012 Student Discipline Handbook revises the existing policies of the Institute on student discipline and supersedes all previously issued Student Handbooks. It applies to all current students of Mapúa regardless of year of entry to the Institute. The revisions take effect on January 1, 2012.

The Student Discipline Handbook is subject to periodic reviews and modifications as may be recommended by the Office of the Vice President for Academic Affairs (OEVPA) and approved by the Office of the President (OP).

RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM

Both freedom to teach and freedom to learn should flourish in the classroom. The manner and conduct of classes is the primary responsibility of the professor, in the discharge of which he shall encourage maximum participation among his students.

a. The data or views presented by the professor may be reasonably assumed as the truth as it is known and documented at the time of their expression. Students are free to take exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

b. Students are responsible for meeting the standards of performance established for each course in which they are enrolled. Performance in the course shall be the sole criterion in passing or failing students.
CODE OF CONDUCT FOR STUDENTS IN THE CAMPUS

RATIONALE

A student enrolling in the Institute assumes an obligation to conduct himself in a proper and irreproachable manner as a bona fide member of the academic community and should not hamper the Institute from the discharge of its educational functions. He must accept the rules and regulations which the Institute prescribes for the members of the academic community to enable it to fulfill effectively its educational mission.

The right of the Institute to impose sanctions against improper student conduct is derived from, and is inherent in, its primary obligations to:

a. exemplify moral values, ethics, and ideals;

b. protect its property and the property of the members of the community;

c. protect the health of persons in the academic community and ensure their safety;

d. preserve peace and ensure orderly procedures;

e. protect its good name as an educational institution;

f. respect human rights; and

g. maintain and strengthen student morale.

The students of the Institute shall at all times abide by all the laws of the land, all memoranda issued by the Commission on Higher Education (CHED), and all rules and regulations of the Institute.

POWER OF THE PREFECT

The power of the Prefect depends on the gravity and complexity of the case.

I. The Prefect has the authority to decide and impose sanctions on minor offenses. He has the same authority with respect to major offenses where the imposable penalty is suspension of less than one (1) term, provided that appropriate notices are sent to the OEVPA and the Legal Counsel when such penalty is imposed.”

II. The Prefect shall secure the prior written approval of the OEVPA for the disposition of cases involving major offenses where the recommended sanctions are equal to suspension of one (1) term or greater.

III. The Prefect may, at his discretion, recommend to the OEVPA the creation of a Committee on Decorum and Investigation (CDI). Once constituted by authority of the OEVPA, the CDI shall then have jurisdiction to handle cases involving major offenses as defined in this Handbook.

The CDI is ideally composed of, but not limited to, the following:

a) Prefect;

b) Legal Counsel;

c) Director for Guidance and Counseling;

d) Faculty Member;

e) Non-teaching Employee; or

f) Student Council Officer or student leader.
TYPES OF MISCONDUCT

Acts of misconduct are categorized as major or minor offenses.

MAJOR OFFENSES

Any of the following sanctions may be imposed on any student who is found guilty of committing a major offense:

- a. Suspension for a period of less than one term, with or without community service;
- b. Suspension for one (1) term, with or without community service;
- c. Suspension for two (2) terms or more, with or without community service;
- d. Dismissal (Exclusion) from the institute;
- e. Expulsion.

In order for the students to understand the gravity of their misdemeanor, the office of the Prefect of Discipline (OPD) can require them to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the head of the Center for Guidance and Counseling.

List of Major Offenses and Corresponding Sanctions:

<table>
<thead>
<tr>
<th>MAJOR OFFENSE</th>
<th>Occurrence and Sanction</th>
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<tr>
<td></td>
<td>1st</td>
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<tr>
<td>1. Acts of Cheating such as but not limited to the following:</td>
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<td>1.1. Unauthorized possession of notes or any materials relevant to the examination;</td>
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<td>1.2. Copying or allowing another student to copy from one’s examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials;</td>
<td>a</td>
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<tr>
<td>1.3. Communicating with another student during examination, without permission from the professor or proctor;</td>
<td>a</td>
</tr>
<tr>
<td>1.4. Passing or communicating information through cell phones or other similar communication gadgets during examination;</td>
<td>a</td>
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<tr>
<td>1.5. Plagiarism, or submitting another person’s work as one’s own;</td>
<td>c</td>
</tr>
<tr>
<td>1.6. Taking an examination for another student, in which case both parties shall be liable</td>
<td>d</td>
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<tr>
<td>1.7. Other forms of dishonesty during examination, in passing of homework or assigned projects or any other academic work.</td>
<td>a</td>
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<td>2. Physical assault upon or any threat to any member of the faculty, administration, staff; or any student, personnel, or visitor of the Institute.</td>
<td>c/d/e</td>
</tr>
<tr>
<td>3. Defamation, abusive behavior, or discourtesy committed against any student, professor, or any official of the Institute or his authorized representative.</td>
<td>a</td>
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</table>
4. Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside the Mapúa premises.

5. Illegal possession or use of explosives, incendiary devices, or other deadly weapons.

6. Dishonesty, lending or borrowing of school ID, official receipt, certificate of matriculation, or other official documents and presenting another person’s documents as one’s own; tampering of school ID and using it to gain entry into the Institute.

7. Forcible entry into Mapúa

8. Unauthorized use of Mapúa’s facilities and services such as but not limited to the following:

   a. Unauthorized use of rooms
   b. Tampering with or misuse of computer applications, software, programs, and other IT systems of the Institute, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in computer security breach.

9. Forgery and acts of alteration, namely:

   a. Alteration or misuse of school documents in connection with official matters;
   b. Alteration or misuse of school records or credentials;
   c. Knowingly furnishing false or fraudulent information and/or documents to the Institute in connection with official matters;
   d. Making, publishing or circularizing false information about the school administration, its officials, faculty members, or students; and
   e. Other similar acts of forgery or alteration

10. Bribing or attempting to influence a faculty member or personnel by giving gifts, money or favors to get the undeserved grade in the course.

11. Stealing or attempting to steal.

12. Vandalism, or the willful or negligent destruction of any property of the Institute which includes, but is not limited to such acts as tearing off or defacing any library book, magazine or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices or contrivances; unauthorized removal of official notices and posters from bulletin boards and other similar acts, or causing other damage to any property of the Institute.
<table>
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<th>Description</th>
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<tr>
<td>13.</td>
<td>Hazing or the infliction of any physical or mental harm or ordeal on any person, which act injures, degrades, or disgraces, or that tends to injure, degrade, or disgrace any fellow student or any person in the Institute.</td>
<td>d/e</td>
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<td>14.</td>
<td>Illegal possession, use, sale, disposal, or distribution of prohibited drugs or chemicals or other banned substances such as LSD, marijuana, heroin, shabu, cannabis, amphetamines, barbiturates or opiates in any form within the premises or immediate vicinity of the Institute.</td>
<td>d/e</td>
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<td>15.</td>
<td>Drinking of alcoholic beverages within the premises of the Institute whether or not in connection with an official school activity approved by the Office of Student Activities; drinking outside the premises of the Institute in connection with an official school activity approved by the Office of the Student Activities; or entering the campus under the influence of alcohol.</td>
<td>b  c  d</td>
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<tr>
<td>16.</td>
<td>Public display of intimacy which offends or tends to offend the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive.</td>
<td>a  b  c  d</td>
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<td>17.</td>
<td>Engaging in lewd, obscene, or immoral conduct within the Mapúa premises.</td>
<td>d</td>
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<td>18.</td>
<td>Engaging in any form of gambling within the premises of the Institute.</td>
<td>a  b  c  d</td>
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<tr>
<td>19.</td>
<td>Smoking at anytime within the school premises.</td>
<td>a  b  c  d</td>
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<td>20.</td>
<td>All forms of student protests whose distinctive characteristics are physical force, violence, threat and intimidation.</td>
<td>c  d</td>
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<tr>
<td>21.</td>
<td>Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Office of the Student Activities.</td>
<td>a  b  c  d</td>
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<tr>
<td>22.</td>
<td>Organizing, participating in and/or supporting any activity inside or outside the school campus, without approval from the Office of Student Activities or appropriate school authorities.</td>
<td>a  b  c  d</td>
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<td>23.</td>
<td>Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.</td>
<td>c  d</td>
</tr>
<tr>
<td>24.</td>
<td>Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of Student Activities or not listed in the official list of organizations.</td>
<td>d</td>
</tr>
<tr>
<td>25.</td>
<td>Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the Institute.</td>
<td>c  d</td>
</tr>
<tr>
<td>26.</td>
<td>Embezzlement of funds of a student organization or student council.</td>
<td>c  d/e</td>
</tr>
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### MINOR OFFENSES.

Any of the following sanctions may be imposed on students found guilty of committing a minor offense:

1. **1st Offense**: Oral or written notice of warning;
2. **2nd Offense**: Oral and written notice of warning, with community service; or
3. **3rd Offense**: Suspension for a period of less than one term, with or without community service;

List of Minor Offenses:

1. Disrupting or disturbing classes or making excessive noise within the premises of the Institute;
2. Not complying with the policy on wearing of proper ID;
3. Spitting, or littering;
4. Loitering in corridors during class sessions;
5. Eating and/or drinking inside the classrooms, laboratories, or other designated places within the Institute where eating and/or drinking is prohibited;
6. Disruptive use of mobile phones, pagers, or other similar communication devices during classes
7. Use of mobile phones, pagers, or other similar communication devices during an examination;
8. Wearing of inappropriate campus attire;
9. Violation of parking regulations;
10. Misbehavior during school programs, activities, or competitions;
11. Disrespect for national symbols;
12. Improper use of lavatories and washrooms.

An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense and is punishable with sanction (b).

When the need arises, the Institute shall require the members of its Security Department to conduct searches on all persons and vehicles entering the school premises to prevent transport of deadly weapons, explosives, incendiary devices, prohibited drugs, and other illegal materials, and for other purposes as may be determined by the Institute. Likewise, the Institute may, whenever it deems necessary for security and safety reasons, require its Security Department to conduct searches on all
persons and vehicles exiting the school premises. Any student who refuses to cooperate in this respect or in any other emergency measures, or who shall hamper the search in any manner, shall be refused entry to or exit from the Institute.

ADMINISTRATION OF STUDENT DISCIPLINE

DISCIPLINE PROCEDURE

a. Formal complaints against students should be submitted to the OPD; complaints may come from faculty members, school officials, non-teaching employees, students, or other persons not connected with the Institute (on a case to case basis, as the Prefect may deem appropriate).
b. The Prefect of Discipline shall then conduct a preliminary investigation and shall gather all evidence including documents and materials as he may deem relevant. The school ID of the concerned students shall be submitted to the OPD for safekeeping while the case is still active.
c. Upon receipt of all relevant documents, materials, and other evidence including the names of witnesses, the Prefect shall assess the gravity and complexity of the case, and proceed to handle the same in accordance with the provisions of “Power of the Prefect” as stated above. The Prefect shall have authority to dismiss any complaint which to his opinion is devoid of merit with the written approval of the OEVPAA.

PROCEDURES APPLICABLE TO CASES INVOLVING MAJOR OFFENSES OR COMPLEX CASES

I. SHOW-CAUSE NOTICE

The Prefect shall serve a show-cause notice to the student/s involved informing them of the offense charged and the imposable sanctions, and requiring them to submit a written reply within 72 hours from receipt.

II. NOTICE OF HEARING

a. A written notice shall be served by the Prefect or the CDI, as the case maybe, at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the schedule and/or proceedings of the hearing.
b. Refusal of the respondent/s to acknowledge receipt of the notice of hearing shall not hamper the proceedings.

III. HEARING

a. The Prefect or the CDI, as the case may be, shall ensure that due process is duly satisfied.
b. The Prefect or the CDI, as the case may be, shall ensure that the respondent/s are duly informed in writing of the nature and cause of the complaint, the sanctions involved. The respondent shall be given an opportunity to answer the charges filed against him.
c. The Prefect or the CDI, as the case may be, shall likewise ensure that a respondent is given an opportunity to face the accuser/s, examine the evidence presented against him, defend himself and present witnesses if he so desires.

d. The absence of the respondent at the initial hearing after due notice shall be noted and the Prefect or the CDI shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted and no further hearing is required under the circumstances, the Prefect or the CDI shall submit its recommendations to the OEVPAA based on the merits of the evidence(s) presented and admitted.

e. The respondent shall be informed in the event that additional evidence is submitted and shall have the right to adduce the evidence on his behalf.

f. The official hearings shall be held continually. Any delay shall not be allowed except for justifiable reasons as may be determined by the Prefect or the CDI.

g. During the hearing, the complainant and the respondent shall each present evidence(s) and witnesses, unless otherwise waived. Witnesses shall testify under oath; complainant shall be the first to do so, followed by the respondent.

h. After all parties have presented their evidence(s), the Prefect or the CDI shall proceed to evaluate the evidence(s) presented and admitted.

i. The Prefect or the Chair of the CDI, as the case may be, shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process.

j. Should a respondent admit to the charges against him, he shall be required to execute a written admission or confession of guilt under oath and shall be made to appear before the Prefect or the CDI in order to affirm the written admission or confession. Sanctions shall be enforced immediately but may be lowered at the discretion of the Institute acting through the Prefect or the CDI.

IV. RESOLUTION

a. The Prefect or the CDI, as the case may be, shall resolve a case within a reasonable time from the last hearing date.

b. Where the sanction recommended is equivalent to suspension of 1 term or higher, the Prefect or the CDI, as the case may be, shall endorse the findings and recommendations to the OEVPAA for final decision. The EVPAA may accept or reverse the recommendation of CDI. Should the EVPAA find the respondent not guilty of the offense(s), the charge(s) shall be erased from the respondent’s record and his rights restored.

c. The Office of the President, Office of the Registrar, the Security Office, the Dean, the faculty member(s) concerned, the student(s) concerned and the student’s parents, shall be given copies of the decision.

d. Should the respondent find the decision unfavorable, he may file an appeal to the Office of the President within ten (10) days from the receipt of the decision. If the appeal is not filed within the indicated time period, the decision of the EVPAA shall be rendered final and executory.

e. Where the offense involved is a minor offense, or a major offense where the sanction deemed imposable after hearing and notice by the Prefect is suspension of less than 1 term or lower, the respondent may file an appeal to the OEVPAA within ten (10) days from receipt of the decision. If the appeal is not filed within the prescribed period, the decision of the Prefect shall be deemed final and immediately executory.
STUDENT DISCIPLINE HANDBOOK

STANDARD ATTIRE IN THE CAMPUS

GENERAL CONSIDERATION

No official school uniform has been prescribed by the Institute. Students are enjoined to improve their personal appearance through neatness, simplicity, and decency of attire.

RECOMMENDED ATTIRE FOR MALE STUDENTS

a. Short-sleeved shirts
b. Long-sleeved shirts
c. T-shirts with sleeves but without patches or indecent letterings or pictures or symbols/logos of unrecognized student organizations like fraternities.
d. All custom-made pants except those that are torn, unstitched or with untrimmed edges. Wearing of walking shorts is allowed with length of 2 inches at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are not allowed.
e. Well-polished shoes (leather or other materials) or washed rubber shoes.
f. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. is not allowed.
g. Cross-dressing is not allowed.

RECOMMENDED ATTIRE FOR FEMALE STUDENTS

a. Simple dresses
b. Blouses except those with bare-midriff or spaghetti straps
c. T-shirts without patches or indecent letterings or pictures or symbols/logos of unrecognized student organizations like fraternities.
d. Skirts or custom-made pants except those that are torn, unstitched or with untrimmed edges. Wearing of walking shorts is allowed with length of 2 inches at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are not allowed.
e. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. is not allowed.

Schools may still impose uniform especially if it is required in their program or course.
ON DAMAGED OR LOST ID

The Mapúa student ID (Cardinal Plus) can be used for any official transaction inside the Institute within a valid period. However, if the ID is damaged, faded, or lost, only the enrolled student can apply for a new one to replace it. The staff and personnel at the Office of the Prefect of Discipline (OPD) shall guide the student in the following procedure on replacing a lost or damaged ID:

PROCEDURE

1. In the case of lost ID, the student should apply for an “affidavit of loss” at the OPD as soon as the Mapúa ID is confirmed lost. In the case of damaged ID, the student should proceed directly to the DO-IT for checking or repairing of the damage and for possible billing.

2. Bring the affidavit of loss to any legitimate Notary Public office and have it notarized.

3. Bring back the notarized affidavit at the OPD for clearance.

4. Go to the DO-IT for billing (4th floor, Main Building)

5. Bring the billing form to the Treasurer’s Office, and pay for the required amount.

6. Go back to DO-IT for the photo session, and present the official receipt for notation on the date of ID release.

7. Get a temporary student ID from the Security Office for the immediate or current transactions. The temporary ID is valid until a new ID is released to the student.

8. The release of ID will be at the Security Office. Once the new student ID is activated electronically, the temporary ID becomes officially invalid, and this temporary ID should be surrendered to the Security Office.
APPENDICES
ON HAZING

REPUBLIC ACT 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREOF

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled.

SEC. 1. Hazing as used in this act is an initiation rite or practice as a pre-requisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to menial, silly, foolish and similar tasks or activities otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club of the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen’s Military Training, or Citizen’s Army Training. The physical, mental and psychological testing and training procedures and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of the National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for purposes of this act.

SEC 2. No hazing or initiation rites in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SEC 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school organization, as the case may be, to be present during the initiation. It is duty of such representative to see it to that no physical harm or any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. the penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom;
2. the penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind;
3. the penalty of reclusion temporal in its medium period if in consequence of the hazing of the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member or shall have become incapacitated for the activity or work in which he was habitually engaged:

4. the penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days;

5. the penalty of prison mayor in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days;

6. the penalty of prison mayor in its medium period if in consequence of the hazing of the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period;

7. the penalty of prison mayor its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period; and

8. the penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen’s army training organization may impose the appropriate sanctions on the person or persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

c. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, through force, violence, threat or intimidation;

d. When the hazing is committed outside the school or institution; or;

e. When the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where hazing is conducted shall be liable as an compliance, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.
The school authorities including faculty members who consent the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, the former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officer or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by introducing the victim to be present thereat shall be liable as principals. A fraternity or sorority’s adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the act punishable herein.

Any person charged under this provision shall be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

This section shall apply to the president manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SEC. 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SEC. 6. All laws, orders rules or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.

SEC. 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspaper of general circulation.
Appendix B

ON FRATERNITIES

COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT

CHED Order
No. 4, 1995

PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.

2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exit to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.

3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students’ dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.

4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions or higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
   1.1. monthly meetings of heads of fraternities in a Council of Equals;
   1.2. regular gatherings of fraternities members through sports, cultural events and joint community projects where there are cross membership;
   1.3. reporting a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart;
   1.4. internal policing by the fraternities themselves;
   1.5. long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
   1.6. more interaction between the School Administration and the fraternities;
   1.7. informing parents about the participation of their children in fraternities;
   1.8. use of the fraternity alumni members to counsel resident members;
   1.9. oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.

5. In order to deter violence among fraternities the following sanctions shall be strictly carried out:
5.1 Automatic expulsion of any fraternity member for:
   a. starting or taking the offensive action that clearly provokes violence;
   b. carrying knives, sticks, pipes, guns, and other deadly weapons in schools; and
   c. extortion.
5.2 60 days suspension of all officers of a fraternity found guilty of acting that will provoke violence; and
5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

6. Higher Education institution must fully assume authority and responsibility in dealing with fraternities and other student aggregations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.

7. Immediate dissemination for this order is desired.
ON SEXUAL HARASSMENT

REPUBLIC ACT 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and the House of Representative of the Philippines in Congress assembled:

Section 1. Title - This Act shall be known as the “Anti-SexualHarassment Act of 1995”

Section 2. Declaration of Policy – The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect of human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Section 3. Work, Education or Training Harassment Defined – Work education or training related to sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, or any other person, who, having authority influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request,, require for submission is a accepted by the object of said Act.

(a) In a work-related environment or employment, sexual harassment is committed when:

(1) the sexual favor is made as a condition in the hiring or in the employment re-employment or continued employment of said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
(2) the above acts impair the employee’s rights or privilege under existing labor laws; or
(3) the above acts result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) against one who is under the care, custody or supervision of the offender:
(2) against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
(3) when the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarship or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
(4) when the sexual advances result in intimidating, hostile or offensive environment for the student, trainee or apprentice.
Appendix C

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

Section 4. Duty of the Employer or Head of Office in a Work-related Education or Training Environment – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement of prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanction therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with the officers and employees, teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged case constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution – The employer of head of office, educational or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party no immediate action is taken thereon.
Section 6. Independent Action for Damages – Nothing in this Act shall prelude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. Penalties – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months, or a fine or not less than ten thousand pesos (10,000) or more than twenty thousand (20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

Section 8. Separability Clause – If any portion or provisions of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. Repealing Clause – All laws, decrees, orders, rules and regulation, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. Effectivity Clause – This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.
All work submitted—homework assignments, papers, examinations—is expected to be the student’s own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated.

A student who reiterates or draws on ideas or facts used in another paper that he or she is writing, or has written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is, like a paper, expected to be original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

A student’s papers and other work are expected to be submitted to only one course. If the same or similar work is to be submitted to any other course, the prior written permission of the instructor must be obtained.