# TABLE OF CONTENTS

ACADEMIC CALENDAR FOR SCHOOL YEAR 2018-2019  
MESSAGE FROM THE PRESIDENT  
MAPUA TIMELINE  
MAPUA MAPS  

## PART A: INTRODUCTION

| VISION, MISSION AND CORE VALUES | 1 |
| HISTOR Y | 2 |
| CQI INITIATIVES | 4 |
| ABET Accreditation |  |
| PTC-ACBET and PICAB Accreditation |  |
| PACUCOA Accreditation |  |
| CHED Center of Excellence for Information Technology Education |  |
| CHED Center of Development/Center of Excellence for Engineering |  |
| University Status and Certification |  |

## PART B: ACADEMIC POLICIES AND GENERAL INFORMATION ON UNDERGRADUATE PROGRAM OFFERINGS

### SECTION I: GENERAL INFORMATION

- Educational Philosophy  
- Objectives  
- Mapúa Institutional Learning Outcomes (MILOs)

### SECTION II: UNDERGRADUATE PROGRAM OFFERINGS

1. Titles and Codes of Undergraduate Program Offerings  
2. PROGRAMS OFFERED BY THE SCHOOL OF ARCHITECTURE AND PLANNING, INDUSTRIAL DESIGN, AND THE BUILT ENVIRONMENT (ARIDBE)  
   2.1 Bachelor of Science in Architecture  
   2.2 Bachelor of Science in Industrial Design  
   2.3 Bachelor of Science in Interior Design

3. PROGRAMS OFFERED BY THE SCHOOL OF CHEMICAL, BIOLOGICAL, AND MATERIALS ENGINEERING AND SCIENCES (CBMES)  
   3.1 Bachelor of Science in Biological Engineering  
   3.2 Bachelor of Science in Chemical Engineering  
   3.3 Bachelor of Science in Chemistry  
   3.4 Bachelor of Science in Materials Science and Engineering  
   3.5 Bachelor of Science in Chemical Engineering and Chemistry (Double-Degree Program)

4. PROGRAMS OFFERED BY THE SCHOOL OF CIVIL ENGINEERING, ENVIRONMENTAL AND SANITARY ENGINEERING, AND GEOLOGICAL ENGINEERING (CEGE)  
   4.1 Bachelor of Science in Civil Engineering  
   4.2 Bachelor of Science in Environmental and Sanitary Engineering  
   4.3 Bachelor of Science in Civil Engineering and Environmental and Sanitary Engineering (Double-Degree Program)  
   4.4 Bachelor of Science in Construction Engineering and Management  
   4.5 Bachelor of Science in Geology  
   4.6 Bachelor of Science in Geological Science and Engineering
5. PROGRAMS OFFERED BY THE SCHOOL OF ELECTRICAL, ELECTRONICS, AND COMPUTER ENGINEERING (EECE)
   5.1 Bachelor of Science in Computer Engineering 18
   5.2 Bachelor of Science in Electrical Engineering 18
   5.3 Bachelor of Science in Electronics Engineering 19

6. PROGRAMS OFFERED BY THE SCHOOL OF INDUSTRIAL ENGINEERING AND ENGINEERING MANAGEMENT (IEMG)
   6.1 Bachelor of Science in Industrial Engineering 20
   6.2 Bachelor of Science in Service Engineering and Management 21

7. PROGRAMS OFFERED BY THE SCHOOL OF INFORMATION TECHNOLOGY (SOIT)
   7.1 Bachelor of Science in Computer Science 22
   7.2 Bachelor of Science in Information Technology 22
   7.3 Bachelor of Science in Information Systems 23
   7.4 Bachelor of Science in Entertainment and Multimedia Computing 24

8. PROGRAMS OFFERED BY THE SCHOOL OF MECHANICAL AND MANUFACTURING ENGINEERING (MME)
   8.1 Bachelor of Science in Mechanical Engineering 25
   8.2 Bachelor of Science in Manufacturing Engineering 25

9. PROGRAMS OFFERED BY THE SCHOOL OF MEDIA STUDIES (SMS)
   9.1 Bachelor of Arts in Digital Film 26
   9.2 Bachelor of Arts in Multimedia Arts 27

10. PROGRAMS OFFERED BY THE SCHOOL OF SOCIAL SCIENCE AND EDUCATION (SSE)
    10.1 Bachelor of Arts in Psychology 27
    10.2 Bachelor of Science in Psychology 28
    10.3 Bachelor of Science in Educational Technology 29

11. PROGRAMS OFFERED BY THE E.T. YUCHENGCO SCHOOL OF BUSINESS AND MANAGEMENT (ETYSBM)
    11.1 Bachelor of Science in Accountancy 29
    11.2 Bachelor of Science in Business Administration 30
    11.3 Bachelor of Science in Entrepreneurship 30
    11.4 Bachelor of Science in Hospitality Management 30

12. PROGRAM OFFERED BY THE DEPARTMENT OF ARTS AND LETTERS (DAL)
    12.1 Bachelor of Science in Technical Communication 31

13. PROGRAM OFFERED BY THE DEPARTMENT OF PHYSICAL EDUCATION
    13.1 Bachelor of Physical Education 32

14. PROGRAMS OFFERED BY THE DEPARTMENT OF PHYSICS
    14.1 Bachelor of Science in Physics 33
    14.2 Bachelor of Science in Physics and Electronics Engineering (Double-Degree Program) 34
    14.3 Bachelor of Science in Physics and Electrical Engineering (Double-Degree Program) 34
    14.4 Bachelor of Science in Physics and Materials Science and Engineering (Double-Degree Program) 34

SECTION III: POLICIES AND GUIDELINES ON ADMISSION

1. Policies and Guidelines on Admission of Freshmen 35
2. Policies and Guidelines on Admission of Transferees 36
3. Policies and Guidelines on Admission of Graduates and Undergraduates of Associate Programs 37
4. Policies and Guidelines on Admission of Degree Holders from Other Schools 37
5. Policies and Guidelines on Admission of International Students 38
6. Requirements for Mapua Scholastic Aptitude Test (MSAE) Application 38
7. Guidelines on Application for Conversion of Student Visa 39
SECTION IV: ACADEMIC POLICIES AND GUIDELINES

1. Definition of Terms 40
2. Official Conduct of Academic Activity 40
3. Policies on Attendance 41
4. Policies on Examination 41
5. Critical Course Series 42
6. Supercritical Courses 42
7. Grading System 45
8. Academic Scholarships 47
9. Awards and Academic Honors 47
10. Policies and Guidelines on Graduation 49
11. Review of Academic Status 49
12. Policies on Shifting to Another Program 51
13. Policies on Cancellation of Enrollment 55
14. Policies on Maximum Residency Rule (MRR) 55
15. Policies on Student Leave of Absence 55
16. Policies on Reactivation 55
17. Policies on Applying for Second Baccalaureate Degree 56

PART C: ACADEMIC POLICIES AND GENERAL INFORMATION ON GRADUATE PROGRAM OFFERINGS

SECTION 1: GENERAL INFORMATION

1. Program Educational Objectives of Graduate Program Offerings 57

SECTION 2: GRADUATE PROGRAM OFFERINGS

1. Titles and Codes of Graduate Program Offerings 58
2. Post-Graduate Diploma Program 60
3. Bachelor of Science - Master of Science (BS-MS) Joint Degree Programs 60
4. Masteral Degree Programs 61
5. Doctoral Degree Programs 66
6. Dual-Degree Graduate Programs 67

SECTION III: POLICIES AND GUIDELINES ON ADMISSION

1. Policies and Guidelines on Admission in Graduate Degree Programs 68

SECTION IV: ACADEMIC POLICIES AND GUIDELINES

1. Definition of Terms 70
2. Policies on Attendance 70
3. Grading System 70
4. Policies on Residency 71
5. Policies on Retention 72
6. Policies and Guidelines on Graduation 72
7. Academic Scholarships 74
8. Policies on Student Leave of Absence 75
9. Policies on Cancellation of Enrollment 75
PART D: CONTINUING EDUCATION AND SPECIAL COMPETENCIES

SECTION I: INTRODUCTION

SECTION II: CCESC OFFERINGS

1. Short Courses
2. Review Courses
3. Multi-Disciplinary Courses
4. Training Courses with Academic Credits
5. Foreign Language Proficiency Program
6. Specialty Courses
7. Risk Control Development Center Courses
8. Certification Programs

PART E: STUDENT AFFAIRS

SECTION I: INTRODUCTION

SECTION II: OFFICE OF STUDENT ACTIVITIES (OSA)

1. Functions and Responsibilities of OSA
2. Units under OSA
   2.1 Center for Cultural Development
   2.2 The New Builder/Cardinal and Gold
   2.3 Campus Ministry
   2.4 Radio Cardinals
   2.5 Leadership and Service Awards
3. Guidelines for Holding Activities Within or Outside the Campus
4. Rules and Regulations Governing Student Organizations
5. Rules and Regulations Governing School Student Councils

SECTION III: OFFICE OF THE PREFECT OF DISCIPLINE (OPD)

SECTION IV: CENTER FOR STUDENT ADVISING AND COUNSELING

1. Center for Guidance and Counseling
   1.1 CGC Services
   1.2 Other CGC Services
2. Center for Student Advising

SECTION V: OFFICE OF INTERNATIONAL PROGRAMS AND CAREER SERVICES

1. International Programs
2. Career Services
3. Center for International Students

SECTION VI: CENTER FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE

1. Scholarships Sponsored by Mapua
2. Scholarships Sponsored by Alumni and Alumni Associations
3. Scholarships Sponsored by Private Agencies
4. Scholarships Sponsored by the Government
5. Financial Assistance Programs
PART F: STUDENT SERVICES AND FACILITIES

SECTION I: MAPUA LIBRARY
Major Service Functions
Branch Libraries
Library Services
Library Facilities
Policies and Regulations
Loan Policies

SECTION II: INSTITUTIONAL LABORATORY MANAGEMENT OFFICE
Policies on Reservation
Guidelines for Reservation

SECTION III: DEVELOPMENT OFFICE FOR INFORMATION TECHNOLOGY
Introduction
MyMapúa
Cardinal Plus
Internet Bandwidth Increase
Management Information Systems
Network and Systems Infrastructure
The Official Website of The Mapúa University
Parent Portal

SECTION IV: OFFICE OF THE REGISTRAR
Request for Correction of Name, Date, or Place of Birth
Request for Diploma
Request for Transcript of Records (TOR)
Request for CHED Certification, Authentication and Verification (CAV)
Request for Diploma/Transcript of Records Authentication (Local)
Request for Other Certifications
Request for Transfer Credentials (Honorable Dismissal)

SECTION V: HEALTH SERVICES DEPARTMENT
Medical Services
Dental Health Services

SECTION VI: CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE
Functions of the Campus Development and Maintenance Office (CDMO)
Guidelines for the Use of the Audio-Visual Rooms
Guidelines for Parking

SECTION VII: SECURITY OFFICE

SECTION VIII: MAPUA BOOKSTORE

SECTION IX: MAPUA CANTEEN
# MAPÚA UNIVERSITY
**Manila, Philippines**

## CALENDAR FOR ACADEMIC YEAR 2018-2019

### 2018

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>FIRST QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>Registration - July 31 – Aug 3</td>
</tr>
<tr>
<td></td>
<td>Classes start - Aug 6</td>
</tr>
<tr>
<td></td>
<td>Classes end - Oct 20</td>
</tr>
<tr>
<td></td>
<td>Midterm - Sep 10 – 15</td>
</tr>
<tr>
<td></td>
<td>Finals - Oct 15 – 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>SECOND QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>Registration - Oct 23 – 26</td>
</tr>
<tr>
<td></td>
<td>Classes start - Nov 5</td>
</tr>
<tr>
<td></td>
<td>Classes end - Feb 2</td>
</tr>
<tr>
<td></td>
<td>Midterm - Dec 10 – 15</td>
</tr>
<tr>
<td></td>
<td>Finals - Jan 28 – Feb 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>THIRD QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>Registration - Feb 5 - 8</td>
</tr>
<tr>
<td></td>
<td>Classes start - Feb. 11</td>
</tr>
<tr>
<td></td>
<td>Classes end - May 4</td>
</tr>
<tr>
<td></td>
<td>Midterm - Mar 18 – 23</td>
</tr>
<tr>
<td></td>
<td>Finals - Apr 29 – May 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>FOURTH QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>Registration - May 14 – 17</td>
</tr>
<tr>
<td></td>
<td>Classes start - May 20</td>
</tr>
<tr>
<td></td>
<td>Classes end - Aug 3</td>
</tr>
<tr>
<td></td>
<td>Midterm - Jun 24 – 29</td>
</tr>
<tr>
<td></td>
<td>Finals - Jul 29 – Aug 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th>REGULAR HOLIDAYS 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>Bonifacio Day - Nov. 30</td>
</tr>
<tr>
<td></td>
<td>Christmas Day - Dec. 25</td>
</tr>
<tr>
<td></td>
<td>Rizal Day - Dec. 30</td>
</tr>
</tbody>
</table>

### 2019

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>SPECIAL NON-WORKING HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>All Saints’ Day - Nov. 1</td>
</tr>
<tr>
<td></td>
<td>Last day of the year - Dec. 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>REGULAR HOLIDAYS 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>New Year’s Day - Jan. 1</td>
</tr>
<tr>
<td></td>
<td>Araw ng Kagitingan - April 9</td>
</tr>
<tr>
<td></td>
<td>Holy Thursday - April 18</td>
</tr>
<tr>
<td></td>
<td>Good Friday - April 19</td>
</tr>
<tr>
<td></td>
<td>Labor Day - May 1</td>
</tr>
<tr>
<td></td>
<td>Independence Day - June 12</td>
</tr>
<tr>
<td></td>
<td>Christmas Break - Dec 23 – Jan 6</td>
</tr>
<tr>
<td></td>
<td>Summer Break - May 5-19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH</th>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>S M T W TH F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td></td>
<td>7 8 9 10 11 12</td>
</tr>
<tr>
<td>14 15 16 17 18 19 20</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>28 29 30 31</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W TH F S</td>
<td>S M T W TH F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td></td>
<td>7 8 9 10 11 12</td>
</tr>
<tr>
<td>14 15 16 17 18 19 20</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>28 29 30 31</td>
<td>30</td>
</tr>
</tbody>
</table>
MESSAGE OF THE
PRESIDENT

Dear Freshmen,

Welcome to Mapúa University.

You now embark on a journey of several years that will prepare you for your life as a professional or an entrepreneur. College is where you will broaden your intellectual horizons, sharpen your mind, gain competencies in your chosen field of study and, perhaps, even find your life’s passion.

The world has gone global. We have tried to distill the competencies needed to be a successful practitioner on the international stage and made these the educational objectives and desired learning outcomes of our various degree programs. In some professions - such as engineering, computing and architecture – there are internationally accepted standard competencies. We have subscribed to these standards and had ourselves internationally accredited in order to be officially declared as having the processes and resources to achieve these standards. These seals of accreditation should later on facilitate your entry into and progress in your practice of profession.

The world has also gone digital, and so has Mapúa. With our learning management system (LMS), we are capable of blending digital with face-to-face approaches in individual classes, offering fully digital courses and even entire degree programs. We hope that these technologies will enrich your learning experience during your years at Mapúa.

This university has a long tradition of academic excellence that you will soon experience and be called upon to uphold. But all the academic preparation in the world can come to naught if one did not have the good values to go with it. Therefore, development of character is every bit as important as development of the mind.

University is an exciting time for life and learning experiences. You are here not just to pass subjects but more so to learn and grow. We hope that here at Mapúa you will have a wonderful, if mostly challenging, time that you can cherish for the rest of your life.

Dr. Reynaldo B. Vea
President
MAPÚA THROUGH TIME

For more than nine decades, Mapúa University has been known for its commitment in delivering topnotch engineering and technological education.

1925
The Mapúa Institute of Technology was established by Don Tomas Mapúa with Architecture (AR) and Civil Engineering (CE) as its initial programs.

1928
Mapúa opened the doors of its high school department.

1929
The University had its first licensed Civil Engineers, earning a passing rate of 92%.

1926
- Enrollment in the institution increased to thrice the total number of its student pioneers.
- MIT moved to a new location at 931 Hidalgo Street in Quiapo, Manila.
- The Philippine Government recognized Mapúa as a legitimate learning institution.
1930s
- The Doroteo Jose campus was constructed housing new classrooms, drafting rooms, laboratories and other facilities.
- New programs were offered in Mapúa. Student population increased to a total of 2,000 college students and 900 high school students.
- Mapúa became the first private institution to offer electrical engineering and mechanical engineering in the country.
- Civil engineering graduates topped the board examinations solidifying Mapúa's claim of being a premier engineering and technological school in the Philippines.
- Mapúa joined the National Collegiate Athletics Association (NCAA).

1941
- MIT had its first high school graduates.

1950s
- Don Oscar B. Mapúa, son of Don Tomas, became the executive Vice President of Mapúa. He approved the purchase of reference books for faculty members taking up graduate studies in mathematics and physics.

1953
- The institution expanded to Intramuros with the intention of housing the school of Architecture and Planning.
- Don Tomas designed the J. Mapúa Memorial Hall.

1958
- A completely equipped hydraulics laboratory and a mechanical and textile engineering pilot plants were featured in the institution’s buildings.

1960s
- From 75 students and 15 college instructors in 1925, MIT now has 15,713 students and 336 instructors.

1963
- Foreign students came to study in Mapúa.

1967
- Don Oscar Mapúa became the institution's second President.
- Mapúa used computers for its administrative and management operations. It became one of the few institutions to acquire this academic advancement.
- Student population grew to about 21,000 during Don Oscar’s early years in office.

1968-1989
- Engineering testing services were first offered.
- MIT continued to display its remarkable performance with Mapúans bagging the number one spot in Engineering board examinations.
- Continuing education short courses were first held.
- Mapúa offered Master of Science in Chemistry, its first graduate program.

1990-1996
- Guam recognized Mapúa as one of the finest institutions of engineering and architecture in the Philippines.
- Mapúa was granted Level 1 accreditation by the Philippine Association of Colleges and Universities Committee on Accreditation (PACUCOA).
- The institution published its first two SCOPUS-indexed papers.
2000
- The Yuchengco Group of Companies, headed by Ambassador Alfonso T. Yuchengco, took over the ownership of MIT.
- Dr. Reynaldo B. Vea assumed office as the third President of Mapúa.
- Curricular programs were strengthened for students to become globally competitive.
- Graduate courses were offered.

2001-2003
- Mapúa was granted full autonomous status byCHED for its high-quality education.
- Consultancy services were first offered through Mapúa TechServe.

2006
- Mapúa opened its subsidiary schools, the Malayang Colleges Laguna and the Malayang High School of Science in Pandacan, Manila.
- The institution adopted the Outcomes-Based Education (OBE) in its programs' curricula.

2010
- MIT became the first school in East Asia to receive accreditation from the Engineering Accreditation Commission of ABET for its Electronics, Electrical, and Computer Engineering programs.

2011
- ABET granted accreditation to five more engineering programs and two computing programs.

2012
- Patenting services were started.

2014
- Mapúa received the highest level of accreditation from the Philippine Technological Council (PTC), for its Industrial, Civil, Electrical, and Electronics Engineering programs.

2015
- MIT opened its Research Center Building to internationalize Mapúa's education and research.

2016
- Four more programs of MIT were granted PTC accreditation, namely, Chemical, Computer, Mechanical, and Environmental and Sanitary Engineering.
- Mapúa's Senior High School was opened in support of the K to 12 system of basic education.

2017
- Mapúa Institute of Technology became Mapúa University.
- The University became the first entity in the Philippines with 11 ABET accredited Engineering programs.
- All three Computing programs of the University also received ABET accreditation.
- Mapúa was awarded an overall rating of three stars by the Quacquarelli Symonds (QS) of the United Kingdom.
- CHED recognized Mapúa's seven Engineering programs as Centers of Excellence (COE), namely, Civil, Chemical, Computer, Electrical, Electronics, Mechanical, and Environmental and Sanitary Engineering. The Industrial Engineering program was also tagged as a Center of Development (COD).
- Mapúa moved to transform the university into a Digital, Research Driven, Outcomes Based, International, Domain (D.R.O.I.D.).

2018
- Mapúa University was granted an ISO certification on environmental management systems. The University has also upgraded its ISO certification on quality management systems, from 9001:2008 to 9001:2015.
MAPÚA IN INTRAMUROS

MAPÚA UNIVERSITY

658 Muralia St., Intramuros, Manila, 1002 Philippines

333 Sen. Gil Puyat Ave., Makati City, 1200 Philippines

MAPÚA IN MAKATI

MAPÚA UNIVERSITY
VISION, MISSION AND CORE VALUES

Vision

Mapúa shall be among the best universities in the world.

Mission

The University shall provide a learning environment in order for its students to acquire the attributes that will make them globally competitive.

The University shall engage in economically viable research, development, and innovation.

The University shall provide state-of-the-art solutions to problems of industries and communities.

Core Values

MAPÚA UNIVERSITY aims at the empowerment of the youth by providing education grounded on academic excellence and strength of character. Students are expected to develop the passion for mental knowledge and meritorious performance as well as the recognition of moral values as essential to growth of character. The integration of the humanities and the social sciences into the technical curriculum has paved the way to the achievement of this goal.

MAPÚA upholds the reinforcement of time-honored values learned in school and at home directed towards the development in the student of a strong moral fiber that will contribute to his/her personal well-being as well as that of other members of society.

MAPÚA emphasizes the importance of the following core values:

DISCIPLINE
EXCELLENCE
COMMITMENT
INTEGRITY
RELEVANCE

By ensuring that these core values are learned in the classroom and outside, MAPÚA shall have done its share in producing men and women who live fulfilled and meaningful lives.

The MAPÚA core values are congruent with the core values of the YGC group of companies, which are:

Passion for Excellence
Sense of Urgency
Professional Discipline
Teamwork
Loyalty
HISTORY

Mapúa University, then called Mapúa Institute of Technology, opened on January 20, 1925 as a night school offering complete four-year programs on architecture and civil engineering and a special two-year program leading to a Certificate of Proficiency in Architecture. It initially had 75 students mentored by 15 teachers—including Don Tomas Mapúa himself, the school’s founder—in a rented portion of a building in Carriedo Street, Quiapo, Manila. In 1926, the Philippine government recognized Mapúa as a legitimate learning institution.

During the 1930s, the school began its expansion starting with the offering of mining and chemical engineering programs and became the first private institution in the Philippines to offer electrical engineering and mechanical engineering. At the same time, the annex building was constructed in Doroteo Jose and Misericordia Streets (now Don Tomas Mapúa Street) that housed new classrooms, drafting rooms, laboratories, and other facilities.

However, the Second World War did not spare the school from destruction. The results of the damage on the buildings and equipment in the Institute halted operations in its collegiate department. Seniors were automatically graduated even before the second semester began. When American planes bombed Manila, the Mapúa campus was razed to the ground. Mapúa opened its doors again in 1946 and began extensive reconstruction of its buildings; lectures were held in improvised classrooms.

Don Tomas’ son Don Oscar B. Mapúa became the executive vice president in the 1950s. Soon after, Don Tomas relinquished active management to Don Oscar. December 22, 1965, was a sad day for the school when Don Tomas passed away.

During his stint as second president, Don Oscar continued the vision of his father of Mapúa being the Philippines’ foremost technological institution. Under Don Oscar’s helm, Mapúa was brought back to its old form despite encountering a rough-sailing transformation.

On March 17, 1998, Mapúa’s second president passed away, leaving his son, Architect Oscar B. Mapúa Jr., at the helm as executive vice president until December 1999, when the Yuchengco Group of Companies (YGC), headed by Ambassador Alfonso T. Yuchengco, took over the ownership of Mapúa.

Ambassador Yuchengco believes that in order to achieve economic progress, educational institutions should help address the demands of the new millennium for quality professionals. Ambassador Yuchengco intended to develop Mapúa into an international center of excellence in engineering, architecture, information technology (IT), business, and social sciences. He envisioned it to be the leader in producing local graduates who offer world-class professional services in the global, knowledge-based, and technology-driven economy of today.

In response, the third and present president of Mapúa, Dr. Reynaldo B. Vea, who assumed office on January 16, 2000, has placed the strengthening of the curricular programs on top of his agenda. Through his leadership, Mapúa has been producing countless graduates at par with their foreign counterparts and equipped with world-class knowledge and technical skills.

In 2010, under Dr. Vea’s leadership, Mapúa blazed the trail and became the first school in East Asia to receive accreditation from the US-based Engineering Accreditation Commission of ABET (www.abet.org) for its Electronics, Electrical, and Computer Engineering programs. The following year, 2011, EAC-ABET granted accreditations to five more engineering programs: Chemical Engineering, Civil Engineering, Environmental and Sanitary Engineering, Industrial Engineering, and Mechanical Engineering. Two of the Institute’s computing programs were also granted accreditation by the Computing Accreditation Commission of ABET – Computer Science and Information Technology – that same year. Mapúa now has a total of 13 programs accredited by the two commissions of ABET. Mapúa now holds the most number of accredited programs by any single entity in the country.

Further elevating the quality of engineering education in the country, Mapúa closed 2014 with another accreditation by the Philippine Technological Council – Accreditation and Certification Board for Engineering and Technology (PTC-ACBET), the representative of the Philippines in the Washington Accord. PTC-ACBET awarded its highest level of accreditation to Mapúa’s Industrial Engineering, Civil Engineering, Electrical Engineering, and Electronics Engineering programs. On February 2016, four more programs of the Institute were granted PTC accreditation, namely, Chemical Engineering, Computer Engineering, Environmental and Sanitary Engineering, and Mechanical Engineering.
These accreditations were made possible when Mapúa adopted the Outcomes-Based Education (OBE) approach in 2006. OBE is a rigorous learner-centered approach to education that focuses on outcomes, which are abilities and competencies that students acquire by the time of their graduation.

The Commission on Higher Education also recognizes Mapúa’s Civil Engineering, Chemical Engineering, Computer Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering, Environmental and Sanitary Engineering, and Information Technology as Centers of Excellence (COE) while its Industrial Engineering program is recognized as a Center of Development (COD), the most number among all Philippine engineering schools.

In 2016, Mapúa, in line with the country’s transition to a K to 12 system of basic education, opened its doors to Senior High School students, applying the same high quality of education that the Institute is known for. It offers all the four strands of the Academic Track – Science, Technology, Engineering, and Mathematics Strand (STEM); Accountancy and Business Management Strand (ABM); Humanities and Social Sciences Strand (HUMSS); and General Academic Strand (GAS).

Mapúa has also gained recognition in terms of its research capabilities, having research projects that aim to solve problems of industries and communities worldwide. With this, the number of research publications in reputable and internationally refereed journals has increased, a significant criterion for the university status grant.

Mapúa University

On May 18, 2017, the Commission on Higher Education (CHED) granted a university status to Mapúa pursuant to CHED Memorandum Order No. 46, series of 2012 “Policy-standard to Enhance Quality Assurance (QA) in Philippine Higher Education through an Outcomes-based and Typology-based QA.”

The grant of university status is a result of a “protracted process of quality enhancement in Mapúa education of research capacity building.”

With the grant, Mapúa commits itself to deliver the high quality of education it is known for through the years and produce more competent and skillful graduates that will introduce and spread the Mapúan’s tradition of excellence across the globe.

DROID

Mapúa University faces the coming years with a strategic objective of transforming itself fully into a Digital, Research-driven, Outcomes-based and International Domain (DROID). This is hinged on its vision to firmly and formally join the ranks of the world’s best universities. With a long tradition of excellence and continuous improvement the vision could well be within reach.
CONTINUOUS QUALITY IMPROVEMENT INITIATIVES

To complement the outcomes-based approach to education adopted by Mapúa in 2004, the Continuous Quality Improvement Office (CQIO) was created in the same year. The office has the mandate to consistently move the school toward higher levels of attainment of the program educational objectives and program outcomes of the university’s academic programs. In doing so, it ensures that the P-D-C-A (Plan-Do-Check-Act) approach to continuous quality improvement is strictly implemented by the schools and academic departments for purposes of academic program improvement. It conducts internal quality audits to check compliance with mandatory, statutory, and regulatory requirements. CQIO also manages and coordinates all activities relevant to the accreditation of academic programs by both local and foreign accrediting bodies.

CQI Initiatives

1. ABET Accreditation

As a move toward realizing its vision to be an international center of excellence in education, Mapúa has been determinedly pursuing the accreditation of its academic programs by the Accreditation Board for Engineering and Technology, Inc. (ABET). ABET is the recognized accrediting agency for US college and university programs in applied science, computing, engineering, and technology. An ABET accreditation is an assurance that a college or university program meets the quality of standards established for the profession for which it prepares its students. To date, Mapúa has 14 accredited programs.

The following Mapua Engineering Programs are accredited by the Engineering Accreditation Commission (EAC) of ABET:
- Electrical Engineering
- Electronics Engineering
- Computer Engineering
- Civil Engineering
- Chemical Engineering
- Environmental and Sanitary Engineering
- Industrial Engineering
- Mechanical Engineering
- Biological Engineering
- Manufacturing Engineering
- Materials Science and Engineering

The following Mapua IT Programs are accredited by the Computing Accreditation Commission (CAC) of ABET:
- Computer Science
- Information Technology
- Information Systems

2. PTC-ACBET and PICAB Accreditation

CQIO also supervises and monitors the preparedness, the systematic and organized compilation of required documentation, and the maintenance of the accredited status of engineering programs by the Philippine Technological Council – Accreditation and Certification Board for Engineering and Technology (PTC-ACBET) and computing programs by the Philippine Computer Society Information and Computing Accreditation Board (PICAB).

The following Mapua programs are accredited by PTC-ACBET:
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Electronics Engineering
- Environmental & Sanitary Engineering
- Industrial Engineering
- Mechanical Engineering
The following Mapua programs are accredited by PICAB:
   Computer Science
   Information Technology
   Information Systems

3. PACUCOA Accreditation

CQIO oversees and monitors preparations for the PACUCOA (Philippine Association of Colleges and Universities Commission on Accreditation) accreditation of Mapúa academic programs. Relative to this, it checks the readiness of an academic program for an accreditation visit by ensuring that all accreditation requirements are fully met. To date, 15 academic programs of the university have been accredited by PACUCOA.

4. CHED Center of Excellence for Information Technology Education

CQIO spearheads the preparations and the compilation of exhibits for use in the evaluation of computing programs as Center of Development (COD)/Center of Excellence (COE) by the Commission on Higher Education (CHED). Currently, Mapúa has three computing programs that are recognized by CHED as Centers of Excellence for IT education, namely Computer Science, Information Technology, and Information Systems.

5. CHED Center of Development/Center of Excellence for Engineering

The academic program Chemical Engineering was the first engineering program at Mapúa to be recognized by CHED as a Center of Development (COD) from 2000 to 2003. In 2008, the Commission recognized seven engineering programs of Mapúa as CODs for Engineering:

   Chemical Engineering
   Environmental and Sanitary Engineering
   Electrical Engineering
   Electronics Engineering
   Computer Engineering
   Industrial Engineering
   Mechanical Engineering

In 2016, the Commission recognized eight (8) programs as Centers of Excellence (COEs) and one program as COD.

   COEs
   Chemical Engineering
   Computer Engineering
   Information Technology Education
   Civil Engineering
   Electrical Engineering
   Electronics Engineering
   Mechanical Engineering
   Environmental and Sanitary Engineering

   COD
   Industrial Engineering – Center of Development

6. University Status and Certification

CQIO ensures that all required documentations and mandatory/statutory and regulatory requirements are fully met for the following:

   University status of Mapua
   Autonomous status of the university
PART B

ACADEMIC POLICIES AND GENERAL INFORMATION ON UNDERGRADUATE PROGRAM OFFERINGS
Section I: GENERAL INFORMATION

1. Educational Philosophy

(a) The MAPÚA UNIVERSITY offers its students professional and advanced scientific and engineering education with a healthy dose of the arts, letters, philosophy, and social sciences to form men and women who shall possess not only technological expertise but also the human values and the perspectives that promote moral development.

(b) Mapúa provides quality academic curricula that are current in content and state-of-the-art in delivery.

(c) Mapúa provides a learning environment that encourages the exercise of creativity and the experience of discovery.

(d) Mapúa captures the full synergy among instruction, research and extension work to heighten the learning experience of its students.

(e) Mapúa builds linkages with industry and government in order to maintain the relevance of its academic programs and to engage in collaborative research.

2. Objectives

The MAPÚA UNIVERSITY seeks to become an international center of excellence in integrated engineering, architecture, and IT education. Mapúa seeks to:

(a) Develop young Filipinos into highly competent professionals in order to meet local and global human resource requirements.

(b) Generate new knowledge to heighten the nation’s competitiveness in today’s knowledge-based and global economy.

(c) Apply knowledge in order to make the world a better place for Filipinos and humankind.

(d) Develop in students quality values and attitudes needed to produce moral and ethical professionals.

(e) Provide opportunities to develop critical thinking and sound judgment essential in the practice of one’s profession.

(f) Foster strong ties among the faculty, students and alumni.

(g) Facilitate and provide “on-the-job” trainings for graduating students and industry immersion for faculty members.

(h) Develop workable technologies that could tap the potentials of the country’s resources.

3. Mapúa Institutional Learning Outcomes (MILOs)

The Mapúa Institutional Learning Outcomes are the knowledge, skills, abilities, and attitudes that students are expected to acquire from their overall experience in Mapúa University.

Upon graduation from Mapúa University, students of any program shall be able to demonstrate:

(a) Competence in their field of study.

(b) The ability to articulate and discuss the latest developments in the specific field of practice. (PQF level 6 descriptor)

(c) The ability to think critically and creatively in solving complex problems.

(d) The ability to communicate effectively.

(e) The ability to act in recognition of professional, social, and ethical responsibility.

(f) The ability to work effectively and independently in multi-disciplinary and multi-cultural teams. (PQF level 6 descriptor).

(g) The ability to preserve and promote “Filipino Historical and Cultural Heritage” (based on RA 7722).

(h) The ability to participate in the generation of new knowledge or in research and development projects.

(i) The ability to engage in lifelong learning.

(j) The core values of Mapúa: Discipline, Excellence, Commitment, Integrity, and Relevance (DECIR).
Section II: UNDERGRADUATE PROGRAM OFFERINGS

1. Titles and Codes of Undergraduate Program Offerings

Mapua University offers the following undergraduate programs:

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>BACHELOR OF SCIENCE IN ACCOUNTANCY</td>
</tr>
<tr>
<td>AR</td>
<td>BACHELOR OF SCIENCE IN ARCHITECTURE</td>
</tr>
<tr>
<td>BA</td>
<td>BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION</td>
</tr>
<tr>
<td>BE</td>
<td>BACHELOR OF SCIENCE IN BIOLOGICAL ENGINEERING</td>
</tr>
<tr>
<td>BMMA</td>
<td>BACHELOR OF ARTS IN MULTIMEDIA ARTS</td>
</tr>
<tr>
<td>BPE</td>
<td>BACHELOR IN PHYSICAL EDUCATION MAJOR IN SPORTS AND WELLNESS MANAGEMENT</td>
</tr>
<tr>
<td>CCE</td>
<td>BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING AND CHEMISTRY (DOUBLE DEGREE)</td>
</tr>
<tr>
<td>CE</td>
<td>BACHELOR OF SCIENCE IN CIVIL ENGINEERING</td>
</tr>
<tr>
<td>CEM</td>
<td>BACHELOR OF SCIENCE IN CONSTRUCTION ENGINEERING AND MANAGEMENT</td>
</tr>
<tr>
<td>CESE</td>
<td>BACHELOR OF SCIENCE IN CIVIL ENGINEERING AND ENVIRONMENTAL AND SANITARY ENGINEERING</td>
</tr>
<tr>
<td>CHE</td>
<td>BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>CHM</td>
<td>BACHELOR OF SCIENCE IN CHEMISTRY</td>
</tr>
<tr>
<td>CPE</td>
<td>BACHELOR OF SCIENCE IN COMPUTER ENGINEERING</td>
</tr>
<tr>
<td>CS</td>
<td>BACHELOR OF SCIENCE IN COMPUTER SCIENCE</td>
</tr>
<tr>
<td>DF</td>
<td>BACHELOR OF ARTS IN DIGITAL FILM</td>
</tr>
<tr>
<td>ECE</td>
<td>BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>EE</td>
<td>BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>EMC</td>
<td>BACHELOR OF SCIENCE IN ENTERTAINMENT AND MULTIMEDIA COMPUTING</td>
</tr>
<tr>
<td>ESE</td>
<td>BACHELOR OF SCIENCE IN ENVIRONMENTAL AND SANITARY ENGINEERING</td>
</tr>
<tr>
<td>GEO</td>
<td>BACHELOR OF SCIENCE IN GEOLOGY</td>
</tr>
<tr>
<td>GSE</td>
<td>BACHELOR OF SCIENCE IN GEOLOGICAL SCIENCE AND ENGINEERING</td>
</tr>
<tr>
<td>ID</td>
<td>BACHELOR OF SCIENCE IN INDUSTRIAL DESIGN</td>
</tr>
<tr>
<td>IE</td>
<td>BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING</td>
</tr>
<tr>
<td>INT</td>
<td>BACHELOR OF SCIENCE IN INTERIOR DESIGN</td>
</tr>
<tr>
<td>IS</td>
<td>BACHELOR OF SCIENCE IN INFORMATION SYSTEMS</td>
</tr>
<tr>
<td>IT</td>
<td>BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>ME</td>
<td>BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING</td>
</tr>
<tr>
<td>MFGE</td>
<td>BACHELOR OF SCIENCE IN MANUFACTURING ENGINEERING</td>
</tr>
<tr>
<td>MSE</td>
<td>BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
<tr>
<td>PHEC</td>
<td>BACHELOR OF SCIENCE IN PHYSICS - BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>PHEE</td>
<td>BACHELOR OF SCIENCE IN PHYSICS - BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>PHMS</td>
<td>BACHELOR OF SCIENCE IN PHYSICS - BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
<tr>
<td>PHY</td>
<td>BACHELOR OF SCIENCE IN PHYSICS</td>
</tr>
<tr>
<td>PSYA</td>
<td>BACHELOR OF ARTS IN PSYCHOLOGY</td>
</tr>
<tr>
<td>PSYB</td>
<td>BACHELOR OF SCIENCE IN PSYCHOLOGY</td>
</tr>
</tbody>
</table>
2. PROGRAMS OFFERED BY THE SCHOOL OF ARCHITECTURE AND PLANNING, INDUSTRIAL DESIGN AND THE BUILT ENVIRONMENT (ARIDBE)

2.1 BACHELOR OF SCIENCE IN ARCHITECTURE

The Architecture program is designed to guide students in progressively assimilating the technical aspects of Architecture while developing in them the sensitivity to their rich cultural heritage.

The program also aims to develop students into well-rounded individuals prepared to meet the challenges and dynamics of the profession.

Toward these ends, the training combines theoretical and practical aspects with emphasis on the optimum development of the students’ analytical and creative skills. In addition, they are trained in the use of information technology and electronic media to enhance research and communication capabilities. While emphasis is on the widest possible latitude for individual solutions, team approach to problem-seeking and problem-solving is also encouraged especially in the senior years. This is essential in developing group interaction and collaborative techniques that enrich the learning process.

2.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Architecture program shall have:

- Mastery of comprehensive architectural knowledge, both in theory and practice and proficiency in technical skills necessary in the global practice of architecture.
- High standard of professional ethics, values, attitudes and sense of responsibility.
- Keen sense of history and culture in line with preservation of the architectural heritage of the country.
- Designed the built environment in the context of ecological balance and sustainable development.
- Architectural practitioners that could initiate and conduct architectural research and development for the advancement of the profession.

2.1.2 PROGRAM OUTCOMES

A. Ability to produce and present architectural solutions applying knowledge in history, theory, building technology and utilities and structural concepts and professional practice
B. Ability to produce and present planning solutions in the context of ecological balance and sustainable development
C. Ability to apply concepts from allied disciplines into various design projects
D. Ability to prepare contract documents, technical reports and other legal documents
E. Ability to apply concepts, principles, methods and laws regarding conservation of historical and cultural heritage
F. Ability to interpret and apply architectural and planning laws, rules and regulations and standards of professional practice
G. Ability to apply research or appropriate data gathering methodology
H. Ability to apply various information communication technology (ICT) media for different architectural solutions and presentations
I. An ability to function on multidisciplinary teams
J. An understanding of professional and ethical responsibility
K. An ability to communicate effectively
L. A recognition of the need for, and an ability to engage in lifelong learning
M. A knowledge of contemporary issues

2.2 BACHELOR OF SCIENCE IN INDUSTRIAL DESIGN

The Industrial Design program is formulated to develop a special type of designer-technologist for the industry. The program prepares students for a broad range of design situations – from product design and research and development to graphic and visual communications. Training combines theoretical and analytical aspects of product engineering and creative skills in communications and aesthetics.

The senior year includes individual assessment of the students’ residency leading to a works portfolio and the development of an undergraduate thesis.
2.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Industrial Design program shall have:

- Analytical abilities and methodologies to design products and services that are innovative, useful, safe, aesthetically appropriate, culturally acceptable, ecologically sound and socially beneficial to serve the needs of society, consumers, manufacturers and the environment.
- Creative visualization and presentation skills as well as techniques in various forms of ICT media for design concept presentations, preparation of technical drawings and models.
- Design practitioners who promote the highest ethical standards of the profession.

2.2.2 PROGRAM OUTCOMES

A. Ability to envision and design products and services that are innovative, useful, safe, aesthetically appropriate, culturally acceptable, ecologically sound and socially beneficial to serve the needs of society, consumers, manufacturers and the environment.
B. Ability to apply a comprehensive body of technical knowledge involving historical sources, tools, techniques, and materials.
C. Ability to use a rigorously analytical, speculative and creative design process to develop products and services.
D. Ability to identify, evaluate and respond to the physical and psychological needs of users.
E. A practical knowledge of manufacturing processes, sustainability, and ergonomics.
F. Attainment of the requisite level of skill to express visual ideas with clarity.
G. Ability to adapt successfully to the varying demands imposed on their work by economic, social, environmental and psychological factors.
H. Ability to serve as bridge between product users, industries, the general public and issues at large.
I. Developed entrepreneurial skills needed to excel in a competitive and complex business environment.
J. An ability to function on multidisciplinary teams.
K. An understanding of professional and ethical responsibility.
L. An ability to communicate effectively.
M. Ability to develop an independent lifelong learning attitude.

2.3 BACHELOR OF SCIENCE IN INTERIOR DESIGN

The Interior Design program focuses on the functional and aesthetic enhancement of the built interior environment. Its curriculum aims to guide students in the different aspects of design practice from conceptualization to project delivery by providing training in interior design specifications, budget estimates and cost control, and project administration. Ten sequential interior design courses terminate in an exhibition and a works portfolio project. Electives in the third and fourth years provide an opportunity for students to supplement their experience with specialized courses.

2.3.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Interior Design program shall have:

- Applied design, construction, management and business principles in handling a wide range of professional practice such as interior design, furniture and accessories design, visual merchandising, production design, exhibition design, interior landscaping design, and lighting design.
- Been well-rounded and culturally sensitive professionals prepared to meet the challenges as well as the environmental concerns with regards to the dynamics of interior design practice.
- Set good example of high ethical standard and adherence to safety, health, environmental concerns and public welfare through compliance with required codes and laws.

2.3.2 PROGRAM OUTCOMES

A. Ability to identify key issues in design problems.
B. Ability to understand the design parameters.
C. Ability to formulate design concepts, strategies and approaches.
D. Ability to function and assimilate well within the multi-disciplinary environment.
E. Ability to apply knowledge and new technology in interior design
F. Ability to design, innovate and implement to meet the requirements of the problem
G. Ability to convey design proposals through visual, oral and written communication
H. Ability to instill the need for appropriate ethical values
I. Ability to be well-informed with contemporary interior design philosophy, theories and issues
J. Ability to understand the global competitiveness of interior design practice
K. An ability to communicate effectively
L. Ability to develop an independent lifelong learning attitude

3. PROGRAMS OFFERED BY THE SCHOOL OF CHEMICAL, BIOLOGICAL AND MATERIALS ENGINEERING AND SCIENCES (CBMES)

3.1 BACHELOR OF SCIENCE IN BIOLOGICAL ENGINEERING

The B.S. Biological Engineering program provides students with a strong foundation in various areas of Molecular Biosciences such as Molecular Biology, Biochemistry and Microbiology, Bioinformatics, Molecular Genetics and Biochemical Engineering. The program offers hands-on experiences on various macroscopic and microscopic biological systems, product identification and purification and downstream processing. The program also provides proper training for employment in bio-industries.

The program offers various elective courses for specialization in the biotechnology program which includes Environmental Biotechnology, Molecular Biophysics, Cell and Tissue Culture, Immunotechnology, Molecular Genetics, Marine Biotechnology and Bioinformatics.

Graduates of this program may engage in the following professions: research on and development of food, pharmaceutical products, nutraceuticals, and biomaterials; validation of operations and processes in bio-industries; design and engineering of fermentation systems. They may also pursue graduate programs in Bioinformatics, Molecular Biology and Biotechnology, Biochemistry or Biochemical Engineering or a degree in Medicine.

3.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Biological Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.

3.1.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve engineering problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern engineering tools necessary for engineering practice
3.2 BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING

The Chemical Engineering Program has a curriculum that is designed to provide a strong foundation on mathematics, chemistry, physical sciences, information technology, mass and energy balances, transport process, thermodynamics, reaction engineering and process control in order to understand chemical processes and unit operations.

The program provides knowledge and training in research, process and product development, and operations in such industries as food and food preparations, pharmaceuticals, semiconductors, soaps and detergents, building materials, metal products, fermentation, textiles, petroleum and petroleum products, polymers, biotechnology, and the like. It also covers design of pilot-scale operations and scale-up of laboratory conversions into larger scales.

Graduates of this program are expected to be involved in the preservation and improvement of society, in the areas of process development in energy generation and utilization, food production, resource management, and specification and design of pollution control processes.

The program may also serve as a springboard for other relevant fields such as biotechnology and biochemical engineering, environmental technology and management, materials science and engineering, and industrial engineering and management.

3.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Chemical Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.

3.2.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve engineering problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern engineering tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments

3.3 BACHELOR OF SCIENCE IN CHEMISTRY

The Chemistry Program provides a strong foundation not only on the core sub-disciplines of chemistry namely, organic, inorganic, analytical, and physical chemistry, but also on emerging sub-disciplines like environmental chemistry, biochemistry, materials chemistry, computational chemistry and food chemistry.
The program provides knowledge of and develops skills in such undertakings as composition analysis and testing of different materials and products, discovery of new pharmaceutical products and materials for construction, development of methods of pollution control and prevention, and formulations for consumer products and others.

Graduates of the program may engage in one or more of the following activities: research and development, laboratory analysis and testing, quality control, production, environmental pollution control, technical sales and services, and market research and analysis.

3.3.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Chemistry program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex Chemistry problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in Chemistry practice.
- Initiated and implemented actions toward the improvement of Chemistry practice.

3.3.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and applied sciences
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice

3.4 BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING

The Materials Science and Engineering program aims to meet the demand for graduates of such industries as mineral, metal fabrication, foundry, semiconductor, ceramic and other related industries. It highlights courses in physical and engineering properties of materials, analytical techniques, and material processing technologies. In addition, the program is complemented with courses in computer programming, waste recycling and biotechnology. Students may specialize in any of the two (2) areas such as Semiconductors and Electronic Materials, and Metallurgy.

3.4.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Materials Science and Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.
### 3.4.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve engineering problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments

### 3.5 BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING AND CHEMISTRY (DOUBLE-DEGREE PROGRAM)

For students who desire to complete both B.S. Chemistry and B.S. Chemical Engineering degrees, MAPÚA offers a double degree program. Under this program, the student will complete two (2) degrees and will receive two (2) diplomas.

The program provides a strong foundation on core courses in both Chemistry and Chemical Engineering. It complies with the required course offerings prescribed by the Technical Panel for Engineering and Technology and Architecture and the Technical Panel for Science and Mathematics of the Commission on Higher Education for the Chemical Engineering and the Chemistry programs. A graduate of this program may take either the Philippine Board Examination for Chemical Engineers, or the Philippine Board Examination for Chemists, or both.

### 4. PROGRAMS OFFERED BY THE SCHOOL OF CIVIL ENGINEERING, ENVIRONMENTAL AND SANITARY ENGINEERING AND GEOLOGICAL ENGINEERING (CEGE)

#### 4.1 BACHELOR OF SCIENCE IN CIVIL ENGINEERING

The Civil Engineering program aims to provide the highest quality, broad-based technical, scientific, and liberal education to enable students to qualify for graduate or advanced education and professional work in a wide range of civil engineering activities. It adopts an outcomes-based learning experience program covering structural engineering, geotechnical engineering, transportation engineering, water resources engineering, construction engineering and management, and environmental engineering.

The program’s thrust is to create and maintain an outcomes-based educational environment that shall enable graduates to practice as successful civil engineers for the advancement of society, and to promote professionalism in engineering practice.

#### 4.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Civil Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.

#### 4.1.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and applied sciences
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments

4.2 BACHELOR OF SCIENCE IN ENVIRONMENTAL AND SANITARY ENGINEERING

The Environmental and Sanitary Engineering program combines the discipline of civil engineering and the principles of ecology, chemistry, and microbiology covering the applications of engineering to promote hygiene, sanitation and public health, and to protect and conserve the environment.

The program’s thrust is to create and maintain an educational environment that shall enable graduates to practice as successful environmental and sanitary engineers for the advancement of society, and to promote professionalism in engineering practice.

4.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Environmental and Sanitary Engineering program shall have:
• Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
• Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
• Demonstrated professional success via promotions and/or positions of increasing responsibility.
• Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
• Exhibited professional behavior and attitude in engineering practice.
• Initiated and implemented actions toward the improvement of engineering practice.

4.2.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and applied sciences
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments
4.3 BACHELOR OF SCIENCE IN CIVILENGINEERING and ENVIRONMENTAL AND SANITARY ENGINEERING (DOUBLE DEGREE)

The BS Civil, Environmental and Sanitary Engineering (BSCESE) is a double-degree program that aims to produce graduates with the skill in civil engineering - making designs and building construction that embraces sustainable development, environmental sustainability, and green research. The graduates have high opportunity to have two (2) licenses for engineering practice; and opportunities for advanced studies in engineering and management. This program provides graduates wide avenues in a global environment.

The program’s thrust is to create and maintain an educational environment that shall enable graduates to practice as successful civil, environmental, and sanitary engineers for sustainable development and advancement of society, and to promote professionalism in practice. Graduates of this program may practice both civil engineering, and environmental and sanitary engineering profession.

4.4 BACHELOR OF SCIENCE IN CONSTRUCTION ENGINEERING AND MANAGEMENT

This program is a combined study of basic civil engineering and construction management courses. Graduates shall be knowledgeable on the fundamentals of structural and construction engineering like design and analysis, material testing and quality assurance, building systems, construction technologies, and surveying. Graduates shall demonstrate deep understanding of management principles and its applications that are essential in construction projects, such as economics, business, accounting, law, statistics, ethics, leadership, decision making and optimization methods, process analysis and design, safety, and cost engineering.

The program’s thrust is to create and maintain an educational environment that shall enable graduates to practice as successful construction engineers and managers for the advancement of society and to promote professionalism in practice. Graduates of this program may practice as project managers, construction engineers, contract administrators, field supervisors, and building contractors in the private and public sectors.

4.4.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Construction Engineering and Management program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering and management problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering and management practice.
- Initiated and implemented actions toward the improvement of engineering and management practice.

4.4.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and applied sciences
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of solutions in the global and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments
4.5 BACHELOR OF SCIENCE IN GEOLOGY

The Bachelor of Science in Geology program is designed for students who intend to become professional geologists and/or those who plan to attend graduate studies in geosciences. The coursework is aimed to provide students with firm foundations on the various geological concepts and theories. Proficiency in interpreting geologic data are gained through work in the classroom, laboratory, and in the field. The conduct of fieldwork in many courses provides excellent opportunities for students to acquire field skills, and to apply classroom knowledge in field situations.

4.5.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Geology program shall have:

- Undertaken, singly or in teams, projects that shows ability to solve complex Geology problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in Geology practice.
- Initiated and implemented actions toward the improvement of professional practice.

4.5.2 PROGRAM OUTCOMES

A. Engage in lifelong learning and understanding of the need to keep abreast of the developments in the specific field of practice
B. Communicate effectively thru oral and in writing using both English and Filipino
C. Perform effectively and independently in multi-disciplinary and multi-cultural teams
D. Recognize professional, social, and ethical responsibility
E. Appreciate the “Filipino historical and cultural heritage”
F. Demonstrate broad and coherent knowledge and understanding in the core areas of earth science
G. Apply analytical, critical and problem solving skills using the scientific method
H. Gather and interpret relevant scientific data and make judgments that include reflection on relevant scientific and ethical issues
I. Carry out basic mathematical and statistical computations and use appropriate technologies in (1) the analysis of data; and (2) in pattern recognition, generalization, abstraction, critical analysis and problem solving
J. Communicate information, ideas problems and solutions both, orally and in writing, to other scientists, decision makers and the public
K. Connect science and mathematics to the other disciplines
L. Design and perform techniques and procedures following safe and responsible laboratory or field practices
M. Accept and critically evaluate input from others
N. Appreciate the limitations and implications of science in everyday life
O. Commitment to the integrity of data
P. Observe and record important geological features as well as the small, subtle and seemingly unimportant details
Q. Analyze and interpret observations and provide solutions to applied geologic problems
R. Incorporate geologic principles in the evaluation, analysis and interpretation of data
S. Visualize and draw geologic structures/features in multi-dimensions
T. Write and communicate geological ideas to other scientists and the public
U. Adhere to the Code of Ethics of Geologists
V. Design and manage geology-related projects
4.6 BACHELOR OF SCIENCE IN GEOLOGICAL SCIENCE AND ENGINEERING

Geological Science and Engineering is an interdisciplinary degree program that applies physics, chemistry, hydrology, geology, and engineering in order to devise engineering solutions to geological problems faced by society. It encompasses diverse fields with many specialized areas such as site investigation, foundation and slope design, environmental site characterization and planning, exploration and development of geothermal, oil, gas and mineral deposits, hydrogeology and groundwater studies, natural and man-made hazard investigation, geomechanics, and excavation engineering, among others.

4.6.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Geological Science and Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.

4.6.2 PROGRAM OUTCOMES

A. Engage in lifelong learning and understanding of the need to keep abreast of the developments in the specific field of practice
B. Communicate effectively thru oral and in writing using both English and Filipino
C. Perform effectively and independently in multi-disciplinary and multi-cultural teams
D. Recognize professional, social, and ethical responsibility
E. Appreciate the “Filipino historical and cultural heritage”
F. Demonstrate broad and coherent knowledge and understanding in the core areas of earth science
G. Apply analytical, critical and problem solving skills using the scientific method
H. Gather and interpret relevant scientific data and make judgments that include reflection on relevant scientific and ethical issues
I. Carry out basic mathematical and statistical computations and use appropriate technologies in (1) the analysis of data; and (2) in pattern recognition, generalization, abstraction, critical analysis and problem solving
J. Communicate information, ideas problems and solutions both, orally and in writing, to other scientists, decision makers and the public
K. Connect science and mathematics to the other disciplines
L. Design and perform techniques and procedures following safe and responsible laboratory or field practices
M. Accept and critically evaluate input from others
N. Appreciate the limitations and implications of science in everyday life
O. Commitment to the integrity of data
P. Observe and record important geological features as well as the small, subtle and seemingly unimportant details
Q. Analyze and interpret observations and provide solutions to applied geologic problems
R. Incorporate geologic principles in the evaluation, analysis and interpretation of data
S. Visualize and draw geologic structures/features in multi-dimensions
T. Write and communicate geological ideas to other scientists and the public
U. Adhere to the Code of Ethics of Geologists
V. Design and manage geology-related projects
5. PROGRAMS OFFERED BY THE SCHOOL OF ELECTRICAL, ELECTRONICS, AND COMPUTER ENGINEERING (EECE)

5.1 BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

The Computer Engineering program provides students with the required skills and competencies needed in the field of computer, communication, and information technology. The program will help develop fundamental understanding of computer engineering, its applications, and its underlying concepts.

Graduates are expected to understand computer hardware and software, and their interdependencies as computer engineering focuses on the areas of digital systems, computer architecture, microprocessors, computer programming using machine level and high-level languages, data communications, computer networks, and operating systems, among others.

5.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Computer Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Demonstrated technical expertise, professionalism, and ethics in ICT, computer hardware and software systems development, entrepreneurship or other related fields in the practice of computer engineering for the advancement of industry and society.

5.1.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret from data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability, in accordance with standards
D. An ability to function on multidisciplinary teams
E. An ability to identify, formulate, and solve engineering problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in the global, economic, environmental and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment
M. Understand at least one specialized field of computer engineering practice.

5.2 BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING

The Electrical Engineering program deals with the study and use of technology and applied science involving electrical phenomena. It involves the application of the basic theories in the design, installation, operation, and maintenance of electrical apparatuses and systems as they are used in the generation, transmission, distribution, and utilization of electrical energy for various commercial, industrial, and other purposes. It also includes courses in power electronics, industrial automation, principles of communications, electromagnetics, entrepreneurship, with actual extensive use of computer applications in power systems such as load flow, short circuits, and dynamic solutions, to name a few.

It is important that the student builds a good foundation in the areas of mathematics and physical science. It is oriented towards the understanding of the basic theory and concepts needed for entry into any of the many activities in the profession including but not limited to design, operations and management, teaching, sales, and consulting.
Laboratory experience is emphasized to provide familiarity with electrical, electronic, and computing equipment and with experimental techniques. Modern tools and laboratory equipment are available for electrical and electronic circuits, machines, power systems, and computer applications.

5.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Electrical Engineering program shall have:
- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Demonstrated technical expertise, professionalism, and ethics in power, energy, entrepreneurship or other related fields in the practice of electrical engineering for the advancement of industry and society.

5.2.2 PROGRAM OUTCOMES

A. Apply knowledge of mathematics and sciences to solve complex engineering problems
B. Develop and conduct appropriate experimentation, analyze and interpret data
C. Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability, in accordance with standards
D. Function effectively on multi-disciplinary and multi-cultural teams that establish goals, plan tasks, and meet deadlines (based on PQF Level 6 descriptor)
E. Identify, formulate and solve complex problems in electrical engineering
F. Recognize ethical and professional responsibilities in engineering practice
G. Communicate effectively with a range of audiences
H. Understand the impact of engineering solutions in a global, economic, environmental, and societal context
I. Recognize the need for additional knowledge and engage in lifelong learning
J. Articulate and discuss the latest developments in the field of electrical engineering (PQF Level 6 descriptor)
K. Apply techniques, skills, and modern engineering tools necessary for electrical engineering practice
L. Demonstrate knowledge and understanding of engineering and management principles as a member and/or leader in a team to manage projects in multidisciplinary environments
M. Understand at least one specialized field of electrical engineering practice

5.3 BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING

The Electronics Engineering program provides an infrastructure that will allow the full development of the student in preparation for professional life as an electronics and communications engineer. Its curriculum provides diverse activities and opportunities in the fields of telecommunications and electronics engineering. This program includes such topics as device physics, device operation, design of integrated circuits, communications and network systems, audio and video processing, robotics, electromagnetics and antenna systems, and electronic materials to name a few.

Instructional facilities enable students to obtain hands-on experience in a variety of courses including electronic circuits, control systems, digital signal processing, microprocessors, and broadcasting and communication systems.

5.3.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Electronics Engineering program shall have:
- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
5.3.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret from data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability, in accordance with standards
D. An ability to function on multidisciplinary teams
E. An ability to identify, formulate, and solve engineering problems
F. An ability to apply professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in the global, economic, environmental and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment
M. An understanding at least one specialized field of electronics engineering practice

6. PROGRAMS OFFERED BY THE SCHOOL OF INDUSTRIAL ENGINEERING AND ENGINEERING MANAGEMENT (IEMG)

6.1 BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING

The Industrial Engineering program deals with the design, improvement and installation of integrated systems of people, materials, information, equipment, and energy. The program draws upon specialized knowledge and skills in the principles and methods of engineering analysis and design, to specify, to predict, and to evaluate the results obtained from such systems.

The program provides a strong foundation in mathematics, physical sciences, information technology, methods improvement programs, work measurement, optimization, quality engineering, systems engineering, ergonomics, logistics and supply chain, and production systems. In the final year of the program, the student may choose electives in any of the following tracks: Ergonomics, Organization and Decision Making, and Production Systems.

Ergonomics is concerned with fitting the tasks to man including the design of facilities to enhance their operational use in improving the quality of work. Organization and Decision Making involves allocation of limited resources to organized systems using the theory and methods of statistics, mathematical modeling, and optimization. Production Systems focuses on the analysis, design, installation and maintenance of operational and management systems or subsystems in the production and distribution of goods and services.

6.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Industrial Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.
6.1.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and engineering
B. An ability to design and conduct experiments as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function on multi-disciplinary teams
E. An ability to identify, formulate, and solve engineering problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environments

6.2 BACHELOR OF SCIENCE IN SERVICE ENGINEERING AND MANAGEMENT

The Service Engineering and Management program is designed to provide knowledge to and develop skills of students necessary to manage organizations and engineering activities in the areas of planning, organizing, controlling, communicating, coordinating activities of people and systems, leading and motivating people, and effective decision-making.

The program provides a strong foundation in mathematics, physical sciences, information technology, economics, financial management, human resources management, management science, decision-making, project management, and business planning.

6.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Service Engineering and Management program shall have:

• Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
• Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
• Demonstrated professional success via promotions and/or positions of increasing responsibility.
• Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
• Exhibited professional behavior and attitude in engineering practice.
• Initiated and implemented actions toward the improvement of engineering practice.

6.2.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments

7. PROGRAMS OFFERED BY THE SCHOOL OF INFORMATION TECHNOLOGY (SOIT)

7.1 BACHELOR OF SCIENCE IN COMPUTER SCIENCE

The BS Computer Science Program includes the study of computing concepts and theories, algorithmic foundations, and new development in computing. The program prepares students to design and create algorithmically complex software and develop new and effective algorithms for solving computing problems.

The program also includes the study of the standards and practices in Software Engineering. It prepares students to acquire skills and disciplines required for designing, writing, and modifying software components, modules, and applications that comprise software solutions.

7.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within the five years after graduation, the graduates of BS Computer Science program shall have:
- Undertaken projects that show ability to solve complex technical problems and to work in teams on problems whose solutions lead to significant societal benefits.
- Demonstrated professional computing success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development or computing related training courses and certifications.
- Undertaken projects that take into consideration safety, health, environmental concerns and the public welfare, through adherence to required codes and laws.
- Exhibited high standards of professional behaviour and attitude.
- Applied personal standards to achieve excellence.

7.1.2 PROGRAM OUTCOMES

A. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
B. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program’s discipline
C. Communicate effectively in a variety of professional contexts
D. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
E. Function effectively as a member or leader of a team engaged in activities appropriate to the program’s discipline
F. Apply computer science theory and software development fundamentals to produce computing-based solutions

7.2 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The BS Information Technology Program includes the study of the utilization of both hardware and software technologies involving planning, installing, customizing, operating, managing and administering, and maintaining information technology infrastructure that provides computing solutions to address the needs of an organization.

The program prepares graduates to address various user needs involving the selection, development, application, integration, and management of computing technologies within an organization.

7.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within the five years after graduation, the graduates of BS Information Technology program shall have:
- Undertaken projects that show ability to solve complex technical problems and to work in teams on problems whose solutions lead to significant societal benefits.
- Demonstrated professional computing success via promotions and/or positions of increasing responsibility.
• Demonstrated life-long learning via progress toward completion of an advanced degree, professional development or computing related training courses and certifications.
• Undertaken projects that take into consideration safety, health, environmental concerns and the public welfare, through adherence to required codes and laws.
• Exhibited high standards of professional behaviour and attitude.
• Applied personal standards to achieve excellence.

7.2.2 PROGRAM OUTCOMES

A. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
B. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program’s discipline
C. Communicate effectively in a variety of professional contexts
D. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
E. Function effectively as a member or leader of a team engaged in activities appropriate to the program’s discipline
F. Identify and analyse user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems

7.3 BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

The BS Information Systems program includes the study of application and effect of information technology in organizations. Graduates of the program should be able to implement an information systems, which considers complex technological and organizational factors affecting it. These include components, tools, techniques, strategies, methodologies, etc.

Graduates are able to help an organization determine how technology-enabled business process can be used as strategic tool to achieve a competitive advantage. As a result, IS professionals require a sound understanding of organizational principles and IT practices so that they can serve as an effective bridge between the technical and management/users communities within an organization. This enables them to ensure that the organization has the information and the system it needs to support its goals and operational requirements.

7.3.1 PROGRAM EDUCATIONAL OBJECTIVES

Within the five years after graduation, the graduates of BS Information Systems program shall have:
• Undertaken projects that show ability to solve complex technical problems and to work in teams on problems whose solutions lead to significant societal benefits.
• Demonstrated professional computing success via promotions and/or positions of increasing responsibility.
• Demonstrated life-long learning via progress toward completion of an advanced degree, professional development or computing related training courses and certification/s.
• Undertaken projects that take into consideration safety, health, environmental concerns and the public welfare, through adherence to required codes and laws.
• Exhibited high standards of professional behaviour and attitude.
• Applied personal standards to achieve excellence.

7.3.2 PROGRAM OUTCOMES

A. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
B. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program’s discipline
C. Communicate effectively in a variety of professional contexts
D. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
E. Function effectively as a member or leader of a team engaged in activities appropriate to the program’s discipline
F. Support the delivery, use, and management of information systems within an information systems environment

7.4 BACHELOR OF SCIENCE IN ENTERTAINMENT AND MULTIMEDIA COMPUTING

Entertainment and Multimedia Computing is the study and use of concepts, principles, and techniques of computing in the design and development of multimedia products and solutions. It includes various applications in science, entertainment, education, simulations, and advertising.

The program enables the students to be knowledgeable in the whole pipeline of Game Development. The students will acquire the independence and creative competencies to articulate project design and requirements of a new project, not necessarily based on standard templates.

One of the fields of specialization in EMC is Game Development. Game Development is the study and application of fundamental and advance theories in game design, scientific simulations, use and development of gaming technology and tools, and production of commercially acceptable digital games and viable solutions for use in entertainment and scientific applications. The objective of Game Development is to prepare the student to be game development professionals with specialized knowledge, competencies and values in designing, developing, and producing digital games and/or tools, and in managing game development projects for various applications.

7.4.1 PROGRAM EDUCATIONAL OBJECTIVES

Within the five years after graduation, the graduates of BS Entertainment and Multimedia Computing program shall have:

- Undertaken projects that show ability to solve complex technical problems and to work in teams on problems whose solutions lead to significant societal benefits.
- Demonstrated professional computing success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development or computing related training courses and certifications.
- Undertaken projects that take into consideration safety, health, environmental concerns and the public welfare, through adherence to required codes and laws.
- Exhibited high standards of professional behaviour and attitude.
- Applied personal standards to achieve excellence.

7.4.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, physical sciences, computing sciences to the practice of being an entertainment and multimedia computing professional
B. Specialized computing knowledge in each applicable field, and the ability to apply such knowledge to provide solutions to actual problems
C. A knowledge of contemporary issues
D. An ability to analyze project requirements and to design and implement project prototypes
E. An ability to recognize, formulate and solve computing problems
F. An ability to design, build, improve, and deploy products that meet client need with realistic constraints
G. An ability to use the appropriate techniques, skills and modern computing tools necessary for the practice of being a professional game developer or animator
H. An ability to work effectively in multi-disciplinary and multi-cultural teams
I. An ability to effectively communicate orally and in writing using English language
J. An ability to understand and assess local and global impacts of computing on society relevant to professional computing practice and subscription to accepted industry standards
K. An understanding of the effects and impacts of entertainment and multimedia computing projects on nature and society, and of their social and ethical responsibilities
L. An ability to create or use modified artifacts in consideration of intellectual property rights of the author
M. An ability to engage in life-long learning and an acceptance of the need to keep current of the development in the specific field of specialization
N. An ability to demonstrate original creative outputs
O. An ability to demonstrate innovativeness in their outputs
P. An ability to demonstrate client-centric service

8. PROGRAMS OFFERED BY THE SCHOOL OF MECHANICAL AND MANUFACTURING ENGINEERING (MME)

8.1 BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

The Mechanical Engineering program draws upon a number of basic and applied sciences to design, build, and improve devices, machines, processes, and systems that involve mechanical forces, work, and energy. It emphasizes the study of the efficient transformation of energy from one form to another and the behavior of solids, liquids, and gases.

The program includes the design and manufacture of structures used in industrial, biomedical, instrumentation, and transportation systems. It also includes converting thermal and chemical energy into mechanical work through engines and power plants; transporting energy via devices like heat exchangers, pipelines, gears, and linkages; and utilizing energy, forces, and structures to perform a variety of tasks. Since all manufactured products contain parts that transmit forces, mechanical engineering is considered vital in designing and selecting materials that will ensure the structural integrity of almost every product.

8.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Mechanical Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.

8.1.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and engineering
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments

8.2 BACHELOR OF SCIENCE IN MANUFACTURING ENGINEERING

The Bachelor of Science in Manufacturing Engineering program is designed to prepare students to practice as engineers who are experts in the production process, from design through manufacturing. It is concerned with the application of basic scientific and engineering knowledge to the development, manufacture, and distribution of products of all types. Being a multidisciplinary program (mechanical, electronics, industrial, management, and material science), it covers areas as diverse as the design and operation of factories, the economic analysis of projects, computer simulation of manufacturing systems, the use of robots in manufacturing, the design of materials handling systems, and the design of systems for controlling production.
Graduates of this program have a good preparation for career options in numerous industries such as electronics, energy, food processing, and manufacturing. Possible positions in companies include design engineer, manufacturing engineer or manager, process engineer or manager, and more. Graduates are also well prepared for a successful graduate study.

8.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Manufacturing Engineering program shall have:

- Undertaken, singly or in teams, projects that show ability to solve complex engineering problems.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Demonstrated life-long learning via progress toward completion of an advanced degree, professional development/continuing education courses, or industrial training courses.
- Exhibited professional behavior and attitude in engineering practice.
- Initiated and implemented actions toward the improvement of engineering practice.

8.2.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics, science, and applied sciences
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
D. An ability to function in multidisciplinary teams
E. An ability to identify, formulate, and solve applied science problems
F. An understanding of professional and ethical responsibility
G. An ability to communicate effectively
H. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
I. A recognition of the need for, and an ability to engage in life-long learning
J. A knowledge of contemporary issues
K. An ability to use techniques, skills, and modern scientific tools necessary for engineering practice
L. Knowledge and understanding of engineering and management principles, as a member and leader in a team, to manage projects in multidisciplinary environments

9. PROGRAMS OFFERED BY THE SCHOOL OF MEDIA STUDIES (SMS)

9.1 BACHELOR OF ARTS IN DIGITAL FILM

Bachelor of Arts in Digital Film centers on film production process from pre-production to post-production. It deals with professional and skills development courses like directing, production design, cinematography, acting, screenwriting, sound and music, and film editing. This program covers narrative featured film, documentary film, and experimental film.

9.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Digital Film program shall have:

- Been equipped with the initiative, passion, diversity, and creativity to contribute in the promulgation of Philippine cinema.
- Preserved the historical and cultural proponents and conventions of Philippine cinema.
- Demonstrated life-long learning via progress toward completion of an advanced degree in film arts, or professional skills development in digital filmmaking.

9.1.2 PROGRAM OUTCOMES

A. An understanding of the history of film and digital cinema in the context of their time
B. An understanding of the terms, concepts and theories of film relevant to classic and contemporary cinema and in the production of digital cinema projects
C. An ability to review, critique, analyze, and interpret creative works in cinema
D. An ability to articulate information and concepts effectively through reviews, scripts, projects and scholarly works for global and societal context
E. An ability to demonstrate proficiency in using appropriate and current technologies, tools, techniques, and skills necessary for digital cinema practice and production
F. An ability to apply diverse concepts and theories in digital cinema development and processes in relation to allied fields
G. An ability to work independently and/or in teams in multi-disciplinary and multi-cultural settings
H. An ability to demonstrate professional and social ethics
I. An ability to communicate orally and in writing using both English and Filipino
J. An ability to engage in life-long learning and to be updated on current trends and developments in digital cinema
K. An appreciation of Filipino historical and cultural heritage

9.2 BACHELOR OF ARTS IN MULTIMEDIA ARTS

Bachelor of Arts in Multimedia Arts focuses on the in-depth technical process of concept design, visual development, and art execution through 2D and 3D animation, graphic design, and video production. This program introduces the visual development stage in producing an animation which is an essential part of animated film. This also includes the creative production of corporate videos, digital marketing, social video, or client/customer information videos. At the same time, it introduces both hand-skills and digital-skills to complete most projects.

9.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Bachelor of Multimedia Arts program shall have:

- Equipped themselves with industry standards, and specialized skills in creating in-depth solutions through multimedia outputs such as video, graphics, animation, or mixed media.
- Practiced ethical and professional multimedia standards needed in society and global industry.
- Demonstrated life-long learning via progress toward completion of an advanced degree in multimedia arts, or professional skills development in various digital media platforms.

9.2.2 PROGRAM OUTCOMES

A. Ability to design and communicate effectively across different media platforms based on knowledge of multimedia theories, principles and approaches
B. Ability to evaluate and articulate the societal, aesthetic, communicative and ethical value of a multimedia product based on global trends and issues in multimedia technologies, design and practice
C. Ability to recognize the need for and to demonstrate the ability to engage in lifelong learning
D. Ability to demonstrate proficiency in the traditional visual arts required in the production of multimedia content
E. Ability to demonstrate technical proficiency in the use of the appropriate technologies required in the production of multimedia content
F. Ability to exhibit creativity and innovative thinking in the design and production of multimedia content and applications
G. Ability to demonstrate professionalism and ethical behavior in the practice of multimedia in the creative industries and other community contexts
H. Ability to communicate effectively in written and oral forms
I. Ability to collaborate effectively in multi-disciplinary teams
J. Ability to demonstrate entrepreneurial competencies

10. PROGRAMS OFFERED BY THE SCHOOL OF SOCIAL SCIENCE AND EDUCATION (SSSE)

10.1 BACHELOR OF ARTS IN PSYCHOLOGY

This program aims to provide undergraduate students with solid basic foundation in the major areas of psychology, which may also be used as preparation for further studies and training in particular specializations of psychology or other professions, such as education, law, and business management. The program is designed to effectively prepare students in employing systematic methods
of inquiry in the study of human behavior. It aims to develop competencies in research and practice with special emphasis on the application of psychology in various relevant settings.

With further specialized training, graduates of this program may pursue career paths in major sectors of society such as the helping professions (psychotherapy, medicine), education (teaching, research), business and government institutions (human resource selection, training and development), and civil society (community development).

10.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of AB Psychology program shall have:

- Demonstrated technical competency in the field. This includes having the ability to carry out psychological protocols in diagnosis, assessment, and intervention involving clients in various fields of psychological practice such as in the industrial, clinical, and educational settings.
- Applied their knowledge and skills in a chosen profession across wide facets of psychological practice including marketing, teaching, community development, research, and other relevant professional areas where psychology practitioners are considered necessary.
- Demonstrated an understanding of ethical, societal, and professional responsibilities as practitioners.
- Recognized the confines of their knowledge and actively seek out autonomous learning opportunities.

10.1.2 PROGRAM OUTCOMES

A. Ability to demonstrate theoretical knowledge in Psychology
B. An ability to demonstrate knowledge of Psychological Inquiry
C. Demonstrate motivation to undertake further training for developing existing skills and acquiring higher level competencies either through formal graduate education or in an employment context
D. An ability to function on multidisciplinary teams
E. An understanding of professional and ethical responsibility
F. An ability to communicate effectively
G. A recognition of the need for, and an ability to engage in life-long learning
H. A knowledge of contemporary issues

10.2 BACHELOR OF SCIENCE IN PSYCHOLOGY

This program aims to provide undergraduate students with solid basic foundation on the major areas of psychology which may also be used as preparation for further studies and training in particular specializations of psychology or other professions such as education, law, and business management. The program is designed to provide training in the employment of systematic methods of inquiry in the study of human behavior. It functions as a training ground for students who want to deepen their knowledge of human behavior and psycho-physiological systems by employing concepts of biology, chemistry, biochemistry, and cognitive science. The program may also serve as a preparation for further studies in medicine.

With further specialized training, graduates of this program may pursue career paths in major sectors of society such as the helping professions (psychotherapy, medicine), education (teaching, research), business and government institutions (human resource selection, training and development), and civil society (community development).

10.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of BS Psychology program shall have:

- Demonstrated technical competency in the field. This includes having the ability to carry out psychological protocols in diagnosis, assessment, and intervention involving clients in various fields of psychological practice such as in the industrial, clinical, and educational settings.
- Applied their knowledge and skills in a chosen profession across wide facets of psychological practice including marketing, teaching, community development, research, and other relevant professional areas where psychology practitioners are considered necessary.
- Demonstrated an understanding of ethical, societal, and professional responsibilities as practitioners.
- Recognized the confines of their knowledge and actively seek out autonomous learning opportunities.
10.2.2 PROGRAM OUTCOMES

A. Ability to demonstrate theoretical knowledge in Psychology
B. An ability to demonstrate knowledge of Psychological Inquiry
C. Demonstrate motivation to undertake further training for developing existing skills and acquiring higher level competencies either through formal graduate education or in an employment context
D. An ability to function on multidisciplinary teams
E. An understanding of professional and ethical responsibility
F. An ability to communicate effectively
G. A recognition of the need for, and an ability to engage in life-long learning
H. A knowledge of contemporary issues

10.3 BACHELOR OF SCIENCE IN EDUCATIONAL TECHNOLOGY

This program provides undergraduate students with a solid grounding on the dynamic relationship between technology and education, and on the potent role of technology in enriching teaching and learning processes.

Graduates of this program are primarily geared towards becoming vital members of the educational field as Instructional Designers, Technology Support Specialist, Web/Multimedia Designers, Distance Learning Developer, E-Learning Consultants, and Education and Technology Researchers. The program aims to produce competent members of the academe who are flexible in the present-day set-up, so that through their foundation on technology and groundwork in educational principles they can become effective academic-support specialists in today's fast paced and technology driven academic world.

10.3.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of BS Educational Technology program shall have:

- Practiced as successful educational technologist for the advancement of the profession of educators and the society as a whole.
- Promoted professionalism in educational technology practice.

10.3.2 PROGRAM OUTCOMES

A. An ability to design, develop, implement, analyze and evaluate processes and tools to enhance learning and performance
B. An ability to design and implement blended (technology mediated) teaching-learning environment
C. An ability to function on multidisciplinary teams
D. An understanding of professional and ethical responsibility
E. An ability to communicate effectively
F. A recognition of the need for, and an ability to engage in life-long learning
G. A knowledge of contemporary issues

11. PROGRAMS OFFERED BY THE E.T. YUCHENGCO SCHOOL OF BUSINESS AND MANAGEMENT (ETYSBM)

11.1 BACHELOR OF SCIENCE IN ACCOUNTANCY

The program facilitates the mastery of management theories and concepts of accountancy that are relevant to the current global and local needs of the business community and the public. It is designed to prepare the student for a rewarding career in accountancy, whether in private or public practice, through a holistic education that combines theory and practice. The program equips the future accountant with the knowledge, proficiency, and intellectual abilities to provide services of the minimum scope and quality which the public needs and has a right to expect from an entry-level professional accountant. The program also aims to instill in students such professional ethics as integrity, objectivity, professional competence and due care, and confidentiality.

11.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Accountancy program shall have:

- Practiced as successful accountants for the advancement of society.
- Promoted professionalism in accounting practice.
11.1.2 PROGRAM OUTCOMES

A. Develop leadership and management skills through group cooperation
B. An ability to apply knowledge of accountancy
C. Display openness to new ideas and opportunities
D. Develop active listening and effective interviewing technique
E. Understands the importance of continuous improvement process
F. Produce student with an experiential learning opportunity at various levels of responsibility
G. Describe career opportunities in the accounting profession
H. Apply advanced accounting concepts and theory by conducting research on accounting topics
I. Comply with accounting regulations

11.2 BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The program is designed to equip students with the conceptual, technical, and human skills, and values-driven character to excel as a business professional and/or entrepreneur. It is technology-oriented and steeped in humanitarian values. After completing the program, the student is expected to be adept in seeking business opportunities, skilled in effectively and efficiently managing tasks, people, and applying quantitative techniques that will achieve their organization’s goals.

11.2.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Business Administration program shall have:
- Practiced as successful business executives for the advancement of society.
- Promoted professionalism in their respective marketing, operations, sales, and general management fields.

11.2.2 PROGRAM OUTCOMES

A. Research and evaluate information from a variety of sources and perspectives and draw appropriate conclusions
B. Apply innovative and critical thinking to solving problems
C. Identify, evaluate, and recommend solutions to unstructured, multifaceted problems
D. Apply the principles of lifelong learning
E. Set high personal standards of delivery and monitor personal performance, through feedback from others and through reflection
F. Evaluate professional commitments and manage time and resources for their achievement
G. Promote cooperation and teamwork, working towards organizational goals
H. Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations, both in writing and orally
I. Undertake work assignments in accordance with established methodologies and within the prescribed deadlines
J. Use effective people management skills to motivate and develop others
K. Demonstrate effective leadership skills
L. Apply appropriate technology to work tasks

11.3 BACHELOR OF SCIENCE IN ENTREPRENEURSHIP

This program develops entrepreneurs who are driven to seek opportunities in their internal and external environments, creating value for society by producing innovative and excellent products and services. The graduates are especially trained with the business skills and management competencies to start and grow successful ventures that will compete in the local and global marketplace.

11.3.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Entrepreneurship program shall have:
- Practiced as successful entrepreneurs for the advancement of society and contributed to economic development.
- Promoted professionalism and the highest standard of ethics in their respective entrepreneurial ventures.
11.3.2 PROGRAM OUTCOMES

A. Develop leadership and management skills through group cooperation
B. An ability to apply knowledge of computing and mathematics appropriate to the discipline
C. Display openness to new ideas and opportunities
D. Develop active listening and effective interviewing technique
E. Understands the importance of continuous improvement process
F. Produce student with an experiential learning opportunity at various levels of responsibility
G. Demonstrate a fundamental comprehension of business opportunity evaluation, from the perspective of a prospective investor
H. Identify the most recognized sources of potential funding and financing for business start-ups and/or expansion

11.4 BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

Bachelor of Science in Hospitality Management (BSHM) is a four-year degree program that covers the process of conception, planning, development, and human resource and management of the different aspects of hotel, restaurant, and resort operations. It provides students with technical skills, as well as knowledge in marketing, finance, budgeting, staffing, and other fields of business. The program also aims to teach entrepreneurship skills.

11.4.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Hospitality Management program shall have:

- Obtained a theoretical knowledge and practical skills in hospitality management to prepare them as responsible leaders in the hospitality industry.
- Developed employability skills required of hospitality management and culinary professionals through the use of a competency-based program.
- Gained relevant hands-on operational experience in specific facets of the hospitality industry.
- Gained exposure to being an entrepreneur or an intrapreneur within the hospitality industry.

11.4.2 PROGRAM OUTCOMES

A. An ability produce food products and services complying with enterprise standards
B. An ability to apply management skills in F and B service and operations
C. An ability to perform and provide full guest cycle service for front office
D. An ability to perform and maintain various housekeeping services for guest and facility operations
E. An ability to plan and implement a risk management program for a safe and secure workplace
F. An ability to provide food and beverage service and manage the operation seamlessly based on industry standards
G. An ability to demonstrate administrative and managerial skills in a service oriented business organization
H. An ability to utilize information technology applications for tourism and hospitality

12. PROGRAM OFFERED BY THE DEPARTMENT OF ARTS AND LETTERS

12.1 BACHELOR OF SCIENCE IN TECHNICAL COMMUNICATION

The program provides students with a strong foundation in liberal education to prime them for the core of the program: the integration of communication principles and practices with the concepts in the sciences, in business, and in information and engineering technology. It develops in the students the ability to think clearly and analytically so that they can communicate technical and scientific information to a wide audience range – from experts to lay. Moreover, students enjoy the flexibility of choosing electives in areas they want to focus on.

Graduates of Technical Communication enjoy a host of career possibilities in a number of industries. They may be hired as technical writers; copywriters; designers and editors of newsletters, brochures, manuals, and websites; designers of sales, marketing, and advertising campaigns; instructional materials developers; usability testers, information specialists; creative directors; public relations specialists; lay-out artists; researchers; and trainers. With the high premium most industries put on excellent communication skills, the technical communication career landscape is immense.
12.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Technical Communications program shall have:
- Demonstrated excellent communication skills and good grasp of science, business, and information and engineering technology concepts enable them to effectively design, disseminate, and assess technical and scientific information and materials.
- Promoted the professionalization of technical communication as a field.

12.1.2 PROGRAM OBJECTIVES

A. Ability to produce a variety of communication materials for a range of industries, businesses, and audiences
B. Ability to work with engineers, scientists, researchers, educators, media practitioners in various communication projects
C. Versatility in using various media and technology to address communication needs and situations
D. Ability to develop and conduct training programs
E. A clear grasp of and the stable disposition in using legal and ethical means to address communication needs
F. Ability to work alone or in teams and always with a strong sense of responsibility and professionalism
G. Knowledge of contemporary communication issues, trends, and practices
H. Recognition of the need for, and an ability to engage in life-long learning
I. Ability to lead and manage interdisciplinary and multicultural teams

13. PROGRAM OFFERED BY THE DEPARTMENT OF PHYSICAL EDUCATION

13.1 BACHELOR OF PHYSICAL EDUCATION

The Bachelor of Physical Education Program has a curriculum that is designed to provide the students with a primary goal of providing the students with a broadly based understanding of the discipline through theoretical and practical courses in physical education and sports management. This program allows maximum opportunity for students to pursue various combinations of courses in teaching, coaching, programming and administration and within their particular areas of interest.

The program provides knowledge and training that caters to the need of the corporate industry focused on the sports and wellness course.

Graduates of this program may have a good preparation for career options in the corporate industry such as Fitness and Wellness Supervisors, Gym Managers, Recreation Directors, Corporate Wellness Trainers, Supervisors and Managers, Sports Complex Administrators, Events/Tournament Coordinators and Directors, Corporate Human Resource Development Officers, Sports Tourism Officers, Sports and Wellness Facilities Managers.

13.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Bachelor of Physical education program shall have:
- Practiced as competent and successful Sports Wellness and Management Specialists.
- Become professional and morally upright practitioners of Sports Wellness and Management.

13.1.2 PROGRAM OUTCOMES

A. Understand sports history, foundation of physical education and sports, and the essentials of fitness and wellness, analyze scientifically and understand the body parts and how it functions in various physical movement and activities
B. Define the importance of physical education, lifelong sports, fitness and exercise and recite and relate sports historical accounts in relation to present-day and cultural activities and trends
C. Demonstrate proficiency and efficiency in all movement forms
D. Apply movement concepts and principles to the learning and development of physical/motor activities
E. Exhibit moral and ethical standards in social and physical activities
F. An understanding of professional and ethical responsibility
G. Exhibit and promote active and healthy lifestyle, value of fitness and experience lifelong activity
H. Conduct research and prepare technical reports on sports and physical education studies and related fields
I. Present feasible and workable plan for organization, supervision and management of physical education, sports competition leagues and other related activities
J. Organize and supervise programs and activities for physical education fitness, sports, tourism and cultural programs
K. Understand legal and professional administrative, supervisory and managerial functions and programs
L. Develop an assessment and evaluation tools in the planning and preparation of physical education activities, sports and wellness program
M. Develop and maintain optimal individual muscular strength, endurance and cardiovascular fitness
N. Demonstrate interest in variety of wholesome recreational as a release from mental and emotional pressures and strains
O. Exhibit marketing and industrial economic skills in sports, fitness and wellness activities
P. Demonstrate management capabilities and techniques in dealing sports tourism activities and marketing promotions
Q. Develop proficiency in verbal and written communication skills via reports, presentations, and work outputs in various physical, sports activities and as research produce
R. Practice theories and principles in dealing with emergencies and natural disaster preparedness in workplace, school setting, recreational and sports facilities
S. Apply principles of food and nutrition in practicum setting for athletic program, wellness and fitness centers, nutritional supplementation and ergogenic

14. PROGRAMS OFFERED BY THE DEPARTMENT OF PHYSICS

14.1 BACHELOR OF SCIENCE IN PHYSICS

The program leading to the degree of BS Physics shall provide the students with a comprehensive and rigorous training in physics education and research as a foundation for careers in pure and applied physics or interdisciplinary sciences. The students will receive thorough instruction on the fundamentals of physics and advanced physics courses, such as mathematical physics, theoretical mechanics, electrodynamics, quantum mechanics, thermal and statistical mechanics, solid state physics, photonics, computational physics, among others.

The program would be sufficient to enable the students to pursue areas such as:

- Advanced physics research
- University physics teaching
- Graduate studies
- Employment in physics-related jobs in business, industry or the government

Physics is closely related to the fields of engineering (electrical, mechanical, chemical), materials science, mathematics, physical chemistry, data science, meteorology, biophysics, among others.

14.1.1 PROGRAM EDUCATIONAL OBJECTIVES

Within five years after graduation, the graduates of Bachelor of Science in Physics shall have:

- Undertaken, singly or in teams, projects or researches that shows ability to solve problems in Physics and/or other related fields.
- Demonstrated professional success via promotions and/or positions of increasing responsibility.
- Had substantial involvement in projects that take into consideration safety, health, environmental concerns and the public welfare, partly through adherence to required codes and laws.
- Demonstrated life-long learning with progress towards fellowship to any accredited Physics or Science Societies, locally or abroad.
- Exhibited professional behavior and attitude in the practice.
- Initiated and implemented actions toward the improvement of science, Physics in particular.

14.1.2 PROGRAM OUTCOMES

A. An ability to apply knowledge of mathematics and science to solve physics problems
B. An ability to design and conduct experiments, as well as to analyze and interpret data
C. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, and sustainability in accordance with standards
D. An ability to function on multi-disciplinary teams
E. An ability to identify, formulate, and solve problems related to the practice of research, physics and science
F. Attain an understanding of professional and ethical responsibility
G. An ability to effectively communicate mathematical ideas orally and in writing using clear and precise language
H. Acquire at greater depths the knowledge and skills necessary to understand the impact of physics solutions in a global and societal context
I. A recognition of the need for, and an ability to engage in lifelong learning
J. Attain a knowledge of contemporary issues pertinent to the field of physics and science.
K. An ability to use the techniques, skills, and mathematical tools necessary for the practice of physics and science

14.2 BACHELOR OF SCIENCE IN PHYSICS AND ELECTRONICS ENGINEERING (DOUBLE DEGREE PROGRAM)

For students who desire to complete both BS Physics and BS Electronics Engineering degrees, Mapua offers a double degree program. Under this program, the student will complete two degrees and will receive two (2) diplomas.

The said double degree program shall provide the students with a comprehensive and rigorous training in physics as a foundation for careers in electronics engineering while having the advantage of having deeper understanding in pure physics and interdisciplinary sciences which could be applied in the field. The program is adequate to enable the students to take the electronics engineering professional licensure examination.

The program would also be sufficient to enable the students to pursue areas such as advanced physics and electronics engineering research, university physics and electronics engineering teaching, graduate studies, and employment in electronics engineering and physics-related jobs in business, industry or the government.

14.3 BACHELOR OF SCIENCE IN PHYSICS AND ELECTRICAL ENGINEERING (DOUBLE DEGREE PROGRAM)

For students who desire to complete both BS Physics and BS Electrical Engineering degrees, Mapua offers a double degree program. Under this program, the student will complete two (2) degrees and will receive two (2) diplomas.

The said double degree program shall provide the students with a comprehensive and rigorous training in physics as a foundation for careers in electrical engineering while having the advantage of having deeper understanding in pure physics and interdisciplinary sciences which could be applied in the field. The program is adequate to enable the students to take the electrical engineering professional licensure examination.

The program would also be sufficient to enable the students to pursue areas such as advanced physics and electrical engineering research, university physics and electrical engineering teaching, graduate studies, employment in electrical engineering and physics-related jobs in business, industry or the government.

14.4 BACHELOR OF SCIENCE IN PHYSICS AND MATERIALS SCIENCE AND ENGINEERING (DOUBLE DEGREE PROGRAM)

For students who desire to complete both BS Physics and BS Materials Science and Engineering degrees, Mapua offers a double degree program. Under this program, the student will complete two (2) degrees and will receive two (2) diplomas.

The said double degree program shall provide the students with a comprehensive and rigorous training in physics as a foundation for careers in materials science and engineering while having the advantage of having deeper understanding in pure physics and interdisciplinary sciences which could be applied in the field.

The program would also be sufficient to enable the students to pursue areas such as advanced physics and materials science and engineering research, university physics and materials science and engineering teaching, graduate studies, employment in materials science and engineering, and physics-related jobs in business, industry, or the government.
Section III: POLICIES AND GUIDELINES ON ADMISSION

1. POLICIES AND GUIDELINES ON ADMISSION OF FRESHMEN

1.1 Except those who graduated from Mapua Senior High School, all freshmen applicants are required to take the Mapua Scholastic Aptitude Examination (MSAE) which covers the areas of Verbal and Numerical aptitude. Subject tests covering specific areas of Biology, Chemistry, Physics and Computer are also given. Further assessment may be required for some programs as considered necessary.

1.2 Applications are accepted starting August of each school year and the MSAE is administered from September to April. Applicants will be informed of the scheduled date and time of the examination upon their application either online through the Mapúa website or walk-in at the Admissions Office.

1.3 Examination results, with the date of and requirements for enrollment (for successful examinees), are mailed to applicants. Results are likewise published in the Mapua website.

1.4 An eligible applicant may defer enrollment to the succeeding academic year, provided that he/she has a valid reason for doing so, and that he/she still has his/her original high school credentials with him/her.

1.5 The following documents must be presented to the Admissions Office for enrollment:
   1.5.1 Mapúa Examination Permit or Examination Result Letter or Notice of Results
   1.5.2 Original 4th year HS Report Card (Form 138) with the applicant’s eligibility for admission to college duly signed by the school principal
   1.5.3 Fully accomplished Student Data Sheet / enrolment form
   1.5.4 Original Birth Certificate printed on Philippine Statistics Authority (PSA) paper
   1.5.5 Original certificate of good moral character (recently issued) from the high school (with school seal)
   1.5.6 1 pc. ID picture (plain background), size 1½” x 1½”
   1.5.7 For Valedictorians and Salutatorians of duly accredited Philippine high schools with at least 60 graduating students: A certification of honors, indicating the total number of graduates, (one (1) original copy and two (2) photocopies) signed by the high school principal (with school seal)
   1.5.8 For foreign nationals: Alien Certificate of Registration (ACR) or Special Study Permit
   1.5.9 For enrollees coming from schools abroad, except Filipino schools under DepEd: Original certificate of completion of secondary education (high school or its equivalent)

1.6 Freshmen applicants with non-aligned Senior High School track/strand are required to take the Enhancement Program.

ENHANCEMENT PROGRAM

A. Non-Aligned Track

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Enhancement Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Track; Arts and Design Track; Tech-Voc Track</td>
<td>Engineering and Sciences; Information Technology</td>
<td>Introduction to Calculus; General Physics (Lec and Lab); General Chemistry (Lec and Lab); General Biology (Lec and Lab)</td>
</tr>
<tr>
<td></td>
<td>Architecture and Industrial Design</td>
<td>Introduction to Calculus; General Physics (Lec and Lab); Introduction to Professional English; ICT for Professional Track (Lec and Lab)</td>
</tr>
<tr>
<td>*Business Administration; Entrepreneurship; Hospitality Management; Tourism Management; Accountancy</td>
<td>*Business, Accountancy, HM, TM &amp; Entrepreneurship enhancement courses to be taken in Mapúa – Makati</td>
<td></td>
</tr>
<tr>
<td>Psychology; Educational Technology; Interior Design; Physical Education; Multimedia Arts; Digital Film</td>
<td>Fundamentals of Accountancy, Business and Management; Organization and Management; Applied Economics; Business Finance</td>
<td>Introduction to Professional English; ICT for Professional Track (Lec and Lab)</td>
</tr>
</tbody>
</table>
B. Non-Aligned Strand

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Enhancement Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM; HUMSS; GAS</td>
<td>Engineering and Sciences; Information Technology</td>
<td>Introduction to Calculus; General Physics (Lec and Lab); General Chemistry (Lec and Lab); General Biology (Lec and Lab)</td>
</tr>
<tr>
<td></td>
<td>Architecture and Industrial Design</td>
<td>Introduction to Calculus; General Physics (Lec and Lab)</td>
</tr>
<tr>
<td>STEM, HUMSS and GAS</td>
<td>*Business Administration; Entrepreneurship; Hospitality Management; Tourism Management; Accountancy</td>
<td>Fundamentals of Accountancy, Business and Management; Organization and Management; Applied Economics; Business Finance</td>
</tr>
</tbody>
</table>

*Business, Accountancy, HM, TM & Entrepreneurship enhancement courses to be taken in Mapúa – Makati

2. POLICIES AND GUIDELINES ON ADMISSION OF TRANSFEEES

2.1 Transferees from other school will only be accepted during the first quarter of every academic year or in special case, on the most appropriate quarter to be determined by the Registrar.

2.2 Transferees must have no failing grade and must have a weighted average of at least 2.00 or its equivalent, excluding Religion, Physical Education (PE), and National Service Training Program (NSTP).

2.3 Transferees applying for Engineering and Science Programs are subject to take the Mapúa Scholastic Aptitude Examination for Math.

2.4 Applicants applying for Architecture, Industrial Design, Interior Design and Multimedia Arts & Sciences are required to take the Skills Test as an additional examination.

2.5 Transferees may be admitted to a degree program provided that:
   2.5.1 They would complete in Mapúa at least 60% of the units required for the degree program.
   2.5.2 The maximum number of students quota set by the School and the Registrar for the degree program to which admission is sought has not yet been filled up.
   2.5.3 They have accomplished and submitted the Fraternity Contract (form issued by the Registrar’s Office during enrollment).

2.6 The admission of transferees shall be on probationary basis until all courses taken outside Mapúa, which are required for the degree program, have been validated or repeated.

2.7 Social Sciences, Filipino, PE, and NSTP are the only subjects that shall be credited without a validation examination. For other courses (i.e., English, Mathematics, Chemistry, Drawing and Physics), applicants must take the validation examinations to be given one (1) month before the enrollment period for a fee. Otherwise, the applicant shall repeat the courses. Only courses in the basic program may be credited. However, no validation examinations shall be given to applicants who came from higher educational institution with status of full autonomy (granted by the Commission on Higher Education) provided that the course description for the courses to be credited are equivalent to Mapúa’s course description.

2.8 All students applying to transfer to Mapua University are required to submit the following requirements:
   2.8.1 Original transcript of records
   2.8.2 Original certificate of good moral character issued by the college Student Affairs Office (with school seal)
   2.8.3 Letter of Intent addressed to the Executive Vice President for Academic Affairs (EVPAA). In the letter, state the program applied for.

2.9 Upon the approval of transfer application by the Executive Vice President for Academic Affairs (EVPAA), the applicant must submit the following requirements.
   2.9.1 Honorable dismissal/Certificate of Transfer Credential
   2.9.2 Original or certified true copy of detailed course (subject) descriptions
   2.9.3 Original birth certificate printed on Philippine Statistics Authority (PSA) paper
   2.9.4 Two (2) identical pictures (plain background), size “1 ½” x “1 ½”
3. POLICIES AND GUIDELINES ON ADMISSION OF GRADUATES AND UNDERGRADUATES OF ASSOCIATE PROGRAMS

3.1 Graduates and undergraduates of associate programs from other school will only be accepted during the first quarter of every academic year or in special case, on the most appropriate quarter to be determined by the Registrar.

3.2 Graduates of vocational programs are required to take the Mapua Scholastic Aptitude Examination, and will be considered as freshmen students. No credit shall be given to courses completed in another school except PE and NSTP.

3.3 Applicants applying for Architecture, Industrial Design, Interior Design and Multimedia Arts & Sciences are required to take the Skills Test as an additional examination.

3.4 The general weighted average of applicants will be reviewed. Approval of applications will be on a case-to-case basis.

3.5 All applicants must submit the following requirements:
   3.5.1 Original transcript of records
   3.5.2 Original certificate of good moral character issued by the vocational school (with school seal)
   3.5.4 Original copy of Honorable Dismissal/Certificate of Transfer Credential
   3.5.5 Two (2) identical pictures (plain background), size “1½” x “1½”
   3.5.6 Original copy of birth certificate printed on Philippine Statistics Authority (PSA) paper
   3.5.7 Photocopy of Alien Certificate of Registration (ACR) for foreign nationals
   3.5.8 Official Results of Basic Medical Laboratory Work-up (CBC, Urinalysis, Chest X-Ray: PA View) from any major hospitals/clinics
   3.5.9 Application Fee

4. POLICIES AND GUIDELINES ON ADMISSION OF DEGREE HOLDERS FROM OTHER SCHOOLS

4.1 Degree holders from other school applying for a second undergraduate degree will only be accepted during the first quarter of every academic year or in special case, on the most appropriate quarter to be determined by the Registrar.

4.2 Applicants must have no failing grade.

4.3 The general weighted average of applicants will be reviewed. Approval of applications will be on a case-to-case basis.

4.4 All applicants are required to take the Mapúa Scholastic Aptitude Examination for another degree.

4.5 Applicants applying for Architecture, Industrial Design, Interior Design and Multimedia Arts & Sciences are required to take the Skills Test as an additional examination.

4.6 Graduates of Mapúa who wish to earn another degree must submit one (1) picture (plain background), size “1½” x “1½”, to the Office of the Registrar.

4.7 Applicants must submit the following requirements:
   4.7.1 Original transcript of records
   4.7.2 Two (2) recommendation letters from previous school (forms issued by the Admissions Office if grades are qualified)
   4.7.3 Original copy of Honorable Dismissal/Certificate of Transfer Credential
   4.7.4 Original or certified true copy of course (subject) descriptions
   4.7.5 Original certificate of good moral character issued by the college Student Affairs Office (with school seal)
   4.7.6 Two (2) identical pictures (plain background), size “1 ½” x “1 ½”
   4.7.7 Letter of intent addressed to the Executive Vice President for Academic Affairs
   4.7.8 Original copy of birth certificate printed on Philippine Statistics Authority (PSA) paper
   4.7.9 Photocopy of Alien Certificate of Registration (ACR) for foreign nationals
   4.7.10 Official Results of Basic Medical Laboratory Work-up (CBC, Urinalysis, Chest X-Ray: PA View) from any major hospitals/clinics
5. POLICIES AND GUIDELINES ON ADMISSION OF INTERNATIONAL STUDENTS

5.1 Applicants must be non-immigrants and have completed secondary education (high school or its equivalent).

5.2 Applicants must pass the Mapúa Scholastic Aptitude Examination (MSAE) or submit their Scholastic Aptitude Test (SAT) results with a score of at least 1600 before they become eligible for admission as first year students.

5.3 Crediting of advanced college units is on a case-by-case basis.

5.4 For non-native English speakers, applicants are required to take and pass the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Please refer to item No. 1e under Documentary Requirements.

5.5 An international student admitted into the Philippines under any visa category may apply at the Bureau of Immigration for the change/conversion of his admission status to that of a student under Section 9(f) of the Philippine Immigration Act of 1940, as amended pursuant to E.O. No. 285 subject to the guidelines provided in Section III, No. 7 of this Academic Handbook.

6. REQUIREMENTS FOR MAPUA SCHOLASTIC APTITUDE TEST (MSAE) APPLICATION

6.1 Accomplished Application Form

6.2 Two (2) pieces ID picture (plain background), size 1½” x 1½”

6.3 Photocopy of any of the following:

6.3.1 Grade 12 Report Card
6.3.2 Certificate of Good Moral Character (with school year)
6.3.4 Certificate of Enrollment
6.3.5 Current school ID with school year and grade level

6.4 Application fee (if applicable)

6.5 Additional Requirements:

6.5.1 For applicants from schools in the Philippines or schools abroad under DepEd and who did not enroll in any college/university after graduation

6.5.1.1 Original and photocopy of Grade 12 Report Card
6.5.1.2 Certification from the high school principal regarding the student’s F137-A. Certification must indicate that the student’s Form 137-A is still in the school file and that the student’s Form 137-A has not been forwarded to another college / university.

6.5.2 For foreign nationals

6.5.2.1 Alien Certificate of Registration (ACR) or Special Study Permit (SSP)
6.5.2.2 Original and photocopy of Passport

6.5.3 For graduates of Non-Formal Education Accreditation and Equivalency or graduates of Alternative Learning System Accreditation and Equivalency

6.5.3.1 Certificate of Rating (with passing remarks on all subjects)

6.5.4 For graduates of Associate Degree Programs

6.5.4.1 Transcript of Records
6.5.4.2 Honorable Dismissal/Certificate of Transfer Credential
6.5.4.3 Photocopy of PSA Birth Certificate
6.5.4.4 Photocopy of the Certificate of Good Moral Character

6.5.5 For applicants from schools abroad (except Filipino schools under DepEd)

6.5.5.1 Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant’s country of origin or legal residence
6.5.5.2 Certificate of completion of secondary education (senior high school / grade 12 or its equivalent)
6.5.5.3 Certificate of Good Moral Character or Recommendation from the School Guidance Counselor or Principal
6.5.5.4 For Filipino applicants

6.5.5.4.1 Birth certificate printed on PSA paper
6.5.5.4.2 Original and photocopy of Filipino passport

6.5.5.5 For foreign nationals

6.5.5.5.1 Alien Certificate of Registration (ACR) or Special Study Permit (SSP)
6.5.5.5.2 Original and photocopy of data page of the applicant’s passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
6.5.5.5.3 Five (5) copies of the Student’s Personal History Statement (PHS) duly signed by the applicant, both in English, and in his/her national alphabet accompanied by his/her personal seal, if any, and
6.5.5.4 A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student’s accommodation and subsistence, as well as school dues and other incidental expenses.

7. GUIDELINES ON APPLICATION FOR CONVERSION OF STUDENT VISIA

7.1 The applicant must submit the documentary requirements below to the Office of the Registrar for evaluation:

7.1.1 Scholastic records or Transcript of Records duly authenticated by the Philippine Embassy in the applicant’s country of origin or legal residence

7.1.2 Certification of Graduation or Certificate of Completion of Secondary Education duly authenticated by the Philippine Embassy in the applicant’s country of origin or legal residence

7.1.3 National Bureau of Investigation (NBI) clearance for applicant who resided in the Philippines for more than 59 days at the time he applies for the change/conversion of his admission status to that of a student;

7.1.4 Photocopy of applicant’s passport bio-page, latest admission and authorized stay.

7.1.5 If an applicant is not a native speaker of English, he has to submit his TOEFL/IELTS exam results with the following cut-off scores:

- **TOEFL:**
  - Internet-based test, score of at least 75
  - Paper and pencil-based test, score of at least 500
  - Computer-based test, score of at least 173

- **IELTS:** Overall band of 6.0, no single test score below 5.5

Note: If the applicant has not taken either TOEFL or IELTS upon application, he/she must pass the Mapúa English Language Test (MELT) to be given by the English Language Center (ELC).

7.2 After evaluation, the Office of the Registrar will recommend the applicant to take the Mapúa Scholastic Aptitude Examination (MSAE).

7.3 The applicant must pass the MSAE.

Note: In lieu of the MSAE, the applicant may instead submit his/her SAT (with a score of at least 1600) and TOEFL or IELTS exam results.

7.4 Once the applicant complies with all the above requirements, the Office of the Registrar will inform the student to prepare the following documentary requirements for submission to BI:

7.4.1 Duly notarized letter request from the applicant, with a statement that all documents submitted were legally obtained from the corresponding government agencies

7.4.2 Duly notarized General Application Form accomplished by the applicant (BI Form No. MCL-07-01)

7.4.3 Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school’s official dry seal or a duly notarized written endorsement from the school for the conversion of the applicant’s status signed by the school’s Registrar;

7.4.4 Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit

7.4.5 Photocopy of applicant’s passport showing its bio-page, latest admission and authorized stay of at least 20 days from the date of filing

7.5 Upon the submission of the above requirements, the Office of the Registrar will prepare the documents and will bill the student of the required fees.
SECTION IV: ACADEMIC POLICIES AND GUIDELINES

1. DEFINITION OF TERMS

1.1 FULL-TIME STUDENT. A full-time student carries a quarter’s load as prescribed in his curriculum of not less than 14 units. A graduating student who carries a load of less than 14 units is considered a full-time student.

1.2 PART-TIME STUDENT. A part-time student carries a load below 14 units.

1.3 MAXIMUM COURSE LOAD. The maximum course load per quarter is prescribed in the curriculum of the student. It should, however, not exceed 15.5 units. A student with a remaining load of 34 units are allowed to apply for an overload of four (4) units over the prescribed maximum load for the last two quarters (if there is no prerequisite violation and the number of laboratory/drafting units does not exceed two).

1.4 COURSE OVERLOAD. On a case-to-case basis, the Dean/Chair can allow a maximum overload of three (3) units to a student with GOOD ACADEMIC STATUS. A graduating and exchange student is allowed only four (4) units of course overload over the prescribed maximum load for the last two quarters.

1.5 COREQUISITE. A corequisite is a course that must be completed before, or enrolled concurrently with, the course for which it is prescribed.

1.6 PAIRED LECTURE AND LABORATORY/FIELD/DRAFTING COURSES. A lecture course and its corresponding lab/field/drafting (LFD) course (termed as “paired courses”) must be taken simultaneously and must both be completed before the next paired course can be taken up. A special course label "P" means that in addition to lecture, the course has one (1) unit LFD.

1.7 CRITICAL COURSE SERIES. A critical course series is a succession of courses interconnected by flow content. The content of a critical course series is part of the syllabus of a licensure examination.

1.8 SUPERCRITICAL COURSES. Supercritical courses are courses whose contents have great contribution and impact to the licensure examination. Final examination in all supercritical courses will have a weight of at least 40% of the final course rating.

1.9 SHIFTING. Shifting means transferring from one program to another program of the same or another program group.

1.10 SPECIAL CLASSES. Special classes are off-term courses with less than 15 enrollees. Special classes can only be requested by students with remaining units of 34 and below, and by a graduating student if there are no available courses that he may take and if all the sections available for a regular class are in conflict with his schedule. Except for students under Athletic Scholarship, a student on a scholarship requesting for a special class must pay the difference of the special fee and the regular class fee.

1.11 REVISION OF COURSE LOAD. Revision of course load may be allowed if a student has an erroneous course load, or is enrolled in an abolished section, and as long as it does not violate the following: prerequisite course regulation, corequisite course regulation, and paired lecture and lab/field/drafting course regulation. The period for revision of course load is set by the Office of the Registrar.

1.12 PREREQUISITE COURSE REGULATION. A student is given a structured program of study (curriculum) upon enrollment, which must be strictly followed each quarter, i.e. the student must complete the prescribed prerequisites before taking advanced courses. No advanced course can be taken if the student obtains a grade of “I” (INCOMPLETE) in a prerequisite course. A graduating student or a student with 34 units or less remaining may be allowed to waive the prerequisite and take the prerequisite and the advanced courses simultaneously.

2. OFFICIAL CONDUCT OF ACADEMIC ACTIVITY

2.1 Any academic activity (e.g. written and oral exams, completion of grades) involving a student is considered official only when the student is officially enrolled during a particular term.

2.2 When no particular course or courses are available for student registration, the student must apply for residency status. He must enroll and pay the corresponding residency fee.
2.3 The enrollment and payment of the residency fee may be accomplished at any time during the term but always prior to the scheduling of any academic activity involving the student.

2.4 A student who lacks the completion of a dissertation, a thesis, or research practicum to graduate from a program must pay the residency fee every quarter until he becomes eligible for graduation. This requirement, however, is waived once the student officially applies for leave of absence (LOA).

2.5 Prior to the issuance of a Completion Request Form to a student with an incomplete grade ("I"), the Office of the Registrar shall check if the student is officially enrolled during the term. If not, the student must first enroll and pay the corresponding residency fee.

2.6 Even if the student is only enrolled “in residency”, that quarter will be included in the computation of his or her total number of terms where he/she is in residence.

3. POLICIES ON ATTENDANCE

3.1 A student who enrolls in any course and who subsequently pays its corresponding fees shall, as a rule, report to and attend the class from the start of classes. Failure to do so shall mean a grade of “ABS” (ABSENT) in the course unless he officially withdraws it through the Office of the Registrar and merits a grade of “W” (OFFICIAL WITHDRAWAL).

3.2 No student shall be given credit in any course unless he is enrolled in the course and attends his classes regularly.

3.3 Based on the ruling of the Commission on Higher Education, a student who accumulates a number of absences equivalent to 20% of the prescribed number of school days in one quarter, shall automatically be given a final grade of “5” (FAILURE).

<table>
<thead>
<tr>
<th>NO. OF UNITS PER COURSE (Lecture or LFD*)</th>
<th>NO. OF ABSENCES Equivalent to 20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 absences</td>
</tr>
<tr>
<td>2</td>
<td>4 absences</td>
</tr>
<tr>
<td>3</td>
<td>7 absences</td>
</tr>
<tr>
<td>4</td>
<td>9 absences</td>
</tr>
<tr>
<td>5</td>
<td>11 absences</td>
</tr>
</tbody>
</table>

* LFD stands for Laboratory, Field or Drafting

3.4 In all cases of absences, the student concerned must present a written explanation to the instructors concerned for proper action. An excused absence, however, does not relieve the student from satisfactorily complying with all the requirements to pass the course.

4. POLICIES ON EXAMINATION

4.1 In addition to the regular quizzes required in the course syllabi, students are required to take the following examinations, if applicable, or if required in the program curriculum:
   4.1.1 Final examination
   4.1.2 Diagnostic examination in Mathematics
   4.1.3 Exit examination

4.2 Exemption from taking the final examination is not allowed.

4.3 A diagnostic examination covers the second course up to the terminal course in any critical course series. The scope of the diagnostic examination is cumulative up to the curricular content of the course immediately preceding the one during which the exam will be given.

4.4 The diagnostic examinations in mathematics are shown in the table below.

<table>
<thead>
<tr>
<th>Course in which Diagnostic Exam is given in Mathematics</th>
<th>Examination Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus 2</td>
<td>Calculus 1</td>
</tr>
<tr>
<td>Calculus 3</td>
<td>Calculus 1 and Calculus 2</td>
</tr>
</tbody>
</table>
4.5 The diagnostic examination is considered as one quiz.

4.6 The exit examination system is implemented in programs requiring a licensure examination.

4.7 All exit examinations will be administered twice during the term the terminal course in any course series is offered. The portion of the terminal course covered until the date of the exit examination and the whole curricular scope of the previous courses in the critical series will be the coverage of the exit examination.

4.8 The exit examination in mathematics is applicable to all science and engineering programs that require licensure examinations.

4.9 The exit examination in general chemistry is applicable only to programs where chemistry is an integral part of the licensure examination: BS Chemical Engineering; BS Chemistry; the double degree program in Chemical Engineering and Chemistry.

4.10 A special exit examination for a group of stand-alone courses will be given on the dates decided on by the caretaker school or department handling the stand-alone courses. The coverage of the special exit examination is the curricular scope of all the courses belonging to the group.

4.11 A student must get a score of at least 70% to pass an exit examination or special exit examination. Getting a passing mark in an exit examination is one of the prerequisites to enroll in some identified courses; getting a passing mark in all exit examinations, including the special exit exams, is a requirement for taking the mock board examination in the correlation course. There is no limit, however, as to the number of times a student can take an exit examination or special examination.

5. CRITICAL COURSE SERIES

5.1 The critical course series in mathematics in a science or engineering program requiring a licensure examination are schematically shown below.

5.1.1 Critical course series in Mathematics

![Diagram of critical course series in Mathematics]

6. SUPERCRITICAL COURSES

6.1 The tables below show the supercritical courses in programs with licensure examinations:

6.1.1 BS Architecture

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR154P</td>
<td>Building Utilities 2 – Mechanical, Electrical and Electronic Systems of Building</td>
</tr>
<tr>
<td>AR163-1P</td>
<td>Building Technology 3 - Construction Drawings in Steel Concrete and Masonry</td>
</tr>
<tr>
<td>AR171-1P</td>
<td>Planning 1 – Site Planning and Landscape Architecture</td>
</tr>
<tr>
<td>AR145-1</td>
<td>Architectural Design 5 - Space Planning</td>
</tr>
<tr>
<td>AR145-1S</td>
<td>Architectural Design 5 - Space Planning Studio</td>
</tr>
<tr>
<td>AR146-1</td>
<td>Architectural Design 6 - Site Development Planning and Landscaping</td>
</tr>
<tr>
<td>AR146-1S</td>
<td>Architectural Design 6 - Site Development Planning and Landscaping Studio</td>
</tr>
<tr>
<td>Codes</td>
<td>Course Titles</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>AR181-1</td>
<td>Professional Practice 1 - Laws Affecting the Practice of Architecture</td>
</tr>
<tr>
<td>AR182-1</td>
<td>Professional Practice 2 - Administering the Regular Services of the Architect</td>
</tr>
<tr>
<td>CE131P-2</td>
<td>Structural Theory</td>
</tr>
<tr>
<td>CE133P-2</td>
<td>Principles of Reinforced/Pre-stressed Concrete</td>
</tr>
</tbody>
</table>

### 6.1.2 B.S. Chemical Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH125P</td>
<td>Chemical Engineering Calculations</td>
</tr>
<tr>
<td>CH126P</td>
<td>Chemical Engineering Thermodynamics</td>
</tr>
<tr>
<td>CH128P</td>
<td>Introduction to Transport Phenomena</td>
</tr>
<tr>
<td>CH137P</td>
<td>Process Heat and Mass Transfer</td>
</tr>
<tr>
<td>CH138P</td>
<td>Separation Processes</td>
</tr>
<tr>
<td>CH146P</td>
<td>Chemical Reaction Engineering 1</td>
</tr>
</tbody>
</table>

### 6.1.3 BS Chemistry

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM123</td>
<td>Analytical Chemistry Lecture 1</td>
</tr>
<tr>
<td>CM124</td>
<td>Analytical Chemistry Lecture 2</td>
</tr>
<tr>
<td>CM125</td>
<td>Analytical Chemistry Lecture 3</td>
</tr>
<tr>
<td>CM133</td>
<td>Organic Chemistry Lecture 1</td>
</tr>
<tr>
<td>CM134P</td>
<td>Organic Chemistry Lecture 2</td>
</tr>
<tr>
<td>CM150</td>
<td>Physical Chemistry Lecture 1</td>
</tr>
<tr>
<td>CM151</td>
<td>Physical Chemistry Lecture 2</td>
</tr>
<tr>
<td>CM152</td>
<td>Physical Chemistry Lecture 3</td>
</tr>
<tr>
<td>CM162</td>
<td>Biochemistry Chemistry Lecture 1</td>
</tr>
<tr>
<td>CM163</td>
<td>Biochemistry Chemistry Lecture 2</td>
</tr>
<tr>
<td>CM176</td>
<td>Advanced Inorganic Chemistry 1</td>
</tr>
<tr>
<td>CM177</td>
<td>Advanced Inorganic Chemistry 2</td>
</tr>
</tbody>
</table>

### 6.1.4 B.S. Civil Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC32P-2</td>
<td>Mechanics of Deformable Bodies</td>
</tr>
<tr>
<td>CE120-02</td>
<td>Surveying 2 and Surveying 2 Field</td>
</tr>
<tr>
<td>CE120-02F</td>
<td>Surveying 2 and Surveying 2 Field</td>
</tr>
<tr>
<td>CE142P-2</td>
<td>Hydraulics</td>
</tr>
<tr>
<td>CE131P-2</td>
<td>Structural Theory</td>
</tr>
<tr>
<td>CE161P-2</td>
<td>Geotechnical Engineering 1: Soil Mechanics</td>
</tr>
</tbody>
</table>

### 6.1.5 B.S. Environmental and Sanitary Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC32P-2</td>
<td>Mechanics of Deformable Bodies</td>
</tr>
<tr>
<td>CE142P-2</td>
<td>Hydraulics</td>
</tr>
<tr>
<td>ESE144P-2</td>
<td>Water Purification Process Design</td>
</tr>
<tr>
<td>ESE156-2</td>
<td>Environmental Planning, Laws, and Impact Assessment</td>
</tr>
<tr>
<td>ESE122P-2</td>
<td>Sewage and Industrial Wastewater Treatment Processes and Design</td>
</tr>
</tbody>
</table>
### 6.1.6 BS Electronics Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECEA103</td>
<td>Electronics 3: Electronic Systems and Design</td>
</tr>
<tr>
<td>ECEA114</td>
<td>Transmission Media and Antenna System and Design</td>
</tr>
</tbody>
</table>

### 6.1.7 BS Electrical Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEA101</td>
<td>ELECTRICAL CIRCUITS 1</td>
</tr>
<tr>
<td>EEA102</td>
<td>ELECTRICAL CIRCUITS 2</td>
</tr>
<tr>
<td>EEA103</td>
<td>ENGINEERING MATHEMATICS FOR EE</td>
</tr>
<tr>
<td>EEA104P</td>
<td>ELECTRICAL MACHINES 1</td>
</tr>
<tr>
<td>EEA105</td>
<td>ELECTRICAL MACHINES 2</td>
</tr>
<tr>
<td>EEA107</td>
<td>ELECTRICAL APPARATUS AND DEVICES</td>
</tr>
<tr>
<td>EEA108</td>
<td>POWER SYSTEM ANALYSIS</td>
</tr>
<tr>
<td>EEA109</td>
<td>ENGINEERING ECONOMICS</td>
</tr>
<tr>
<td>EEA126</td>
<td>INSTRUMENTATION AND CONTROL</td>
</tr>
<tr>
<td>EEA112P</td>
<td>ILLUMINATION ENGINEERING DESIGN</td>
</tr>
<tr>
<td>EEA118</td>
<td>EE LAW, CODES, AND PROFESSIONAL ETHICS</td>
</tr>
<tr>
<td>EEA114P</td>
<td>ELECTRICAL SYSTEMS DESIGN</td>
</tr>
<tr>
<td>EEA111</td>
<td>DISTRIBUTION SYSTEMS AND SUBSTATION DESIGN</td>
</tr>
<tr>
<td>EEA115D</td>
<td>FUNDAMENTALS OF POWER PLANT ENGINEERING AND DESIGN</td>
</tr>
<tr>
<td>EEA116F</td>
<td>ELECTRICAL STANDARDS AND PRACTICES</td>
</tr>
</tbody>
</table>

### 6.1.8 BS Industrial Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE184</td>
<td>Operations Research 1</td>
</tr>
<tr>
<td>IE189P</td>
<td>Operations Research 2</td>
</tr>
</tbody>
</table>

### 6.1.9 B.S. Mechanical Engineering

<table>
<thead>
<tr>
<th>Codes</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME151-2</td>
<td>Machine Design 2</td>
</tr>
<tr>
<td>ME157P</td>
<td>Industrial Plant Engineering</td>
</tr>
<tr>
<td>ME152P-2</td>
<td>Power Plant Engineering with Renewable Energy Sources</td>
</tr>
</tbody>
</table>
7. GRADING SYSTEM

7.1 The final grade in a course that can be given to a student is shown in the Table of Grades.

7.1.1 Table of Grades

<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25</td>
<td>Highly Meritorious</td>
</tr>
<tr>
<td>1.50</td>
<td>Meritorious</td>
</tr>
<tr>
<td>1.75</td>
<td>Meritorious</td>
</tr>
<tr>
<td>2.00</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>2.25</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>2.50</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2.75</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.00</td>
<td>Lowest Passing Grade</td>
</tr>
<tr>
<td>5.00</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>ABS</td>
<td>Absent</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
</tr>
<tr>
<td>Au</td>
<td>Audit</td>
</tr>
</tbody>
</table>

7.2 The final grade in a course is based on quizzes and major exams, class standing, attendance, recitation, assignments, research work, projects, and final exams. The exact percentage distribution of each item is shown in the course syllabus of the program. This shall not apply to special courses that require a modified grading system determined by the dean or chair of the program.

7.3 The grade of “5.00” (FAILURE)

7.3.1 The grade of “5.00” is given to:
   7.3.1.1 A student whose performance is poor;
   7.3.1.2 A student who has stopped attending classes at any time without officially withdrawing his courses through the Office of the Registrar;
   7.3.1.3 A student who has accumulated a number of absences equivalent to 20% of the prescribed number of school days in one (1) quarter.

7.3.2 The grade of “5.00” for a course within the program of study shall disqualify a student from his academic scholarship.

7.4 The grade of “ABS” (ABSENT)

7.4.1 The grade of “ABS” is given to a student who is officially enrolled in a course but failed to report in his class even once since the beginning of the term.

7.4.2 The grade of “ABS” shall be considered as a grade of “5.00” in the computation of the weighted average for one (1) quarter.

7.4.3 The grade of “ABS” in a course within the program of study shall disqualify a student from his academic scholarship.

7.5 The grade of “I” (INCOMPLETE)

7.5.1 The grade of “I” is equivalent to an incomplete grade and is not a mark of conditional failure.

7.5.2 The grade of “I” should only be given under the following conditions:
   7.5.2.1 The student was not able to take the final examination because of justifiable reason, provided that his class standing is passing before the final examination;
   7.5.2.2 The student was not able to submit the terminal or capstone project in a design, feasibility study, or a similar course;
   7.5.2.3 In case of extraordinary or special circumstance, the Dean or Department Chair can approve the request, on a case-to-case basis, after weighing all factors and considerations which would properly justify the giving of a grade of “I”.

7.5.3 The grade of “I” for a course outside the program of study of a student shall not affect his/her scholarship privileges.
7.5.4 The grade of “I” for a course within the program of study shall disqualify a student from his/her academic scholarship.
7.5.5 The grade of “I” shall not be included in the computation of the general weighted average for a particular quarter.
7.5.6 No general weighted average shall be reflected in the grade report if all courses for a particular quarter are given the grade of “I”.
7.5.7 The grade of “I” must be completed within the next two (2) quarters for undergraduate programs. However, for Correlation Courses, the grade of “I” must be completed within the next four (4) terms. If the student fails to complete the requirements within the prescribed period, the grade of “I” lapses and the student shall be required to repeat the course. During the prescribed period of completion, the student may opt to re-enroll the course in lieu of completing the requirements; in such case, he will have to repeat the same course and satisfy all its requirements. The student shall inform his Section Chief at the Registrar’s Office of his intent to re-enroll the course and accomplish the necessary documentations.
7.5.8 Requirements for completion of a grade of “I”:
   7.5.8.1 Request to Complete Course Form (available at the Customer Service Section of the Office of the Registrar)
   7.5.8.2 Completion form signed by the professor and dean/department chair concerned
   7.5.8.3 Payment for completion of grade

7.6 The grade of “P” (PASSED)
7.6.1 The grade of “P” shall be given only for dissertation, thesis, or research practicum course.
7.6.2 The grade of “P” shall not be included in the computation of the general weighted average for a particular quarter.

7.7 The grade of “IP” (IN PROGRESS)
7.7.1 The grade of “IP” shall be given only for dissertation, thesis, or research practicum course which is not finished during the prescribed term.
7.7.2 The grade of “IP” shall be replaced by the final grade “P” or “F” once the course is completed.
7.7.3 The procedures for the completion of the grade of “IP” and the grade of “I” are the same.
7.7.4 The grade of “IP” shall always appear in the student’s course load enrolled every quarter until he completes the dissertation, thesis, or research practicum course, or until the grade of “IP” lapses.
7.7.5 While the student need not to pay the tuition fee for this course in this particular situation, the dissertation, thesis, or research practicum course units will be considered in the computation of the total units enrolled by the student for a particular term.
7.7.6 The grade of “IP” shall appear in the final grade report of the student every quarter until it is completed and given a final grade of “P” or “F”.
7.7.7 The grade of “IP” must be completed within one (1) year for undergraduate programs. After such period, the student must re-enroll the course.
7.7.8 The grade of “IP” shall not be included in the computation of the general weighted average for a particular term.
7.7.9 The grade of “IP” for a course within the program of study shall disqualify a student from his academic scholarship.

7.8 The grade of “F” (FAILED)
7.8.1 The grade of “F” shall be given only for dissertation, thesis, or research practicum course.
7.8.2 The grade of “F” shall be considered as a grade of “5.00” in the computation of the weighted average for the quarter.
7.8.3 The grade of “F” in a course within the program of study shall disqualify a student from his academic scholarship.

7.9 The grade of “Au” (AUDIT)
7.9.1 All students who would like to audit courses must seek the approval of the respective Dean or Chair and must pay the corresponding full tuition.
7.9.2 Audit courses will not be reflected in the student’s Transcript of Records (TOR).
7.9.3 All audit courses will be given a grade of “Au”.
7.9.4 The grade of “Au” will not be included in the computation of quarterly weighted average.

7.10 The grade of “W” (Official Withdrawal)
7.10.1 A student desiring to withdraw a course must do so not later than the deadline set by the Office of the Registrar.
7.10.2 Any student who is allowed by the Registrar to withdraw the course for justifiable reasons shall be given a grade of “W”.
7.10.3 A student wishing to withdraw a course must fill out the request form at the Customer Service Section of the Office of the Registrar.
7.10.4 A student caught cheating during the examination shall not be allowed to withdraw a course; he must be reported to the Office of the Prefect of Discipline (OPD) for proper action.

7.10.5 Students who intend to withdraw a course shall obtain clearance from the OPD and the Office of the Registrar.

7.10.6 A student may withdraw any course except PE and NSTP.

7.10.7 Request to withdraw the course should not violate the following:
   7.10.7.1 Prerequisite course regulation
   7.10.7.2 Paired lecture and laboratory/field/drafting courses regulation
   7.10.8 Withdrawal of a lecture course that is a corequisite of a laboratory course constitutes withdrawing both the lecture and the laboratory courses.
   7.10.9 The grade of “W” can neither be removed nor completed.

8. ACADEMIC SCHOLARSHIPS

After each quarter, a student may avail of a scholarship program at the Center for Scholarship and Financial Assistance (CSFA).

8.1 A student will be given full academic scholarship consisting of 100% tuition for one (1) quarter if he/she has a GOOD ACADEMIC STANDING; and has obtained a GWA of “1.00” to “1.50”, provided that the student carries an academic load of not less than ten (10) units, and has not obtained a grade of “I”, “IP” or any grade lower than “3.00” in any course.

8.2 A student will be given half academic scholarship consisting of 50% tuition fee for one (1) quarter if he/she has a GOOD ACADEMIC STANDING; and has obtained a GWA of “1.51” to “1.75”, provided that the student carries an academic load of not less than ten (10) units, and has not obtained a grade of “I”, “IP” or any grade lower than “3.00” in any course.

9. AWARDS AND ACADEMIC HONORS

9.1 Undergraduate Academic Awards

9.1.1 President’s List Award

The President’s List Award is given to all full-time undergraduate students who received the top 10 highest quarterly weighted averages (QWA’s) in a given quarter, provided that he/she:
   9.1.1.1 Had a QWA in the previous quarter equal to or higher than “2.00”;
   9.1.1.2 Had never received a failing mark (“5”, “ABS”, “F”);
   9.1.1.3 Did not withdraw any course in the previous quarter;
   9.1.1.4 Did not receive any incomplete grade (“I”) in the previous quarter;
   9.1.1.5 Was enrolled in at least 2/3 of the required curricular load in the previous quarter.

9.1.2 Dean’s List Award

The Dean’s List Award is given to all full-time undergraduate students who received the top 10 highest QWA’s in a particular program in a given quarter, provided that he/she:
   9.1.2.1 Had a QWA in the previous quarter equal to or higher than “2.25”;
   9.1.2.2 Had never received a failing mark (“5”, “ABS”, “F”);
   9.1.2.3 Did not withdraw any course in the previous quarter;
   9.1.2.4 Did not receive any incomplete grade (“I”) in the previous quarter;
   9.1.2.5 Was enrolled in at least 2/3 of the required curricular load in the previous quarter.

For a student enrolled in double or triple degree programs, his/her QWA in the previous quarter, notwithstanding the nature of courses taken, shall be considered in the determination of the Dean’s List Awards in all the programs he/she is officially enrolled in.

9.2 Baccalaureate Awards

9.2.1 The Baccalaureate Awards are subject to some or all of the following requirements:
   9.2.1.1 The student must not have obtained a failing grade in any academic course, including PE and NSTP.
   9.2.1.2 The student must have completed in the university a minimum of 75% of the total units required for the degree. The time of residency of a student is the number of elapsed quarters from first-time enrollment to graduation minus the quarters when he officially cancelled his enrollment or took an official leave of absence. His time of residency must be
no more than one quarter beyond the regular number of quarters indicated in his program of study. In the case of a
transferee, his program of study must be defined at the time of his admission to the university.

9.2.1.3 In the case of students doing international practicum or research, the number of quarters indicated in their contract
will be added as regular quarters in their program of study.

9.2.1.4 The student must not have/had a record of any disciplinary action meted out against him/her during his/her stay in
the university.

9.2.2 The Baccalaureate Awards are as follows:

9.2.2.1 The GOLD MEDAL AWARD is given to a student who has obtained the highest GWA in a program of study. In no case
should his/her GWA be lower than “2.00”. He/she must satisfy all the requirements stated in 9.2.1. If the student who
has obtained the highest GWA in a program of study does not satisfy any of the requirements stated in 9.2.1, no award
shall be given.

The GOLD MEDAL AWARD shall be named DON TOMAS MAPÚA MEMORIAL ACADEMIC AWARD for awardees from the
School of Architecture, Industrial Design and the Built Environment, the School of Information Technology, or from any
School of Engineering; GOLD MEDAL ACADEMIC AWARD for awardees from the School of Social Sciences and
Education; and ET YUCHENGCO GOLD ACADEMIC AWARD for awardees from the ET Yuchengco School of Business and
Management.

9.2.2.2 The SILVER MEDAL AWARD is given to a student who has obtained the second highest GWA in a program of study. In
no case should his/her GWA be lower than “2.00”. He/she must also satisfy all the requirements stated in item 9.2.1. If
the student who has obtained the second highest GWA in a program of study does not satisfy any of the requirements
stated in 9.2.1, no award shall be given.

The SILVER MEDAL AWARD shall be named PRESIDENT OSCAR B. MAPÚA MEMORIAL ACADEMIC AWARD for awardees from the
School of Architecture, Industrial Design and the Built Environment, the School of Information Technology, or from any
School of Engineering; SILVER MEDAL ACADEMIC AWARD for awardees from the School of Social Sciences and
Education; and ET YUCHENGCO SILVER ACADEMIC AWARD for awardees from the ET Yuchengco School of Business and
Management.

9.2.2.3 The DEAN’S AWARD for academic achievement is given to a graduating student who has a GWA higher than or equal to
“2.00” but lower than “1.75”; who is not a recipient of either a gold or a silver medal; and who satisfies all the
requirements stated in 9.2.1.

9.2.2.4 The ACADEMIC ACHIEVEMENT AWARD is given to a graduating student who satisfied all the requirements stated in 9.2.
1, except the residency requirement. The award shall be given only if the graduate does not exceed four (4) quarters
beyond the regular number of quarters indicated in his program of study.

9.2.2.5 A LATIN HONOR is awarded to a student based on the table below. In addition, the student must satisfy the
requirements stated in item 9.2.1 above. This award may be given to a student, in addition to the gold medal or silver
medal.

<table>
<thead>
<tr>
<th>General Weighted Average</th>
<th>Latin Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00 to 1.20</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>1.21 to 1.45</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>1.46 to 1.75</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>
10. POLICIES AND GUIDELINES ON GRADUATION

10.1 Formal ceremonies, referred to as the Commencement Exercises, are held as follows:

10.1.1 Graduates of the 1st Quarter December
10.1.2 Graduates of the 2nd Quarter March
10.1.3 Graduates of the 3rd Quarter June
10.1.4 Graduates of the 4th Quarter September

10.2 Upon satisfactory compliance with all requirements prescribed in the program, a student may be granted a degree subject to the recommendation of the Dean and the faculty members of the school/department under the following conditions:

10.2.1 The candidate must have completed the prescribed program, provided that the last academic year shall have been spent in residence in this university.
10.2.2 All requirements of the program shall have been submitted on or before the deadline set by the Office of the Registrar.
10.2.3 The candidate must have settled all obligations with the university.

11. REVIEW OF ACADEMIC STATUS

A student, on account of a failing weighted average, may be denied readmission subject to the SELECTIVE RETENTION AND READMISSION POLICIES of MAPÚA UNIVERSITY.

11.1 For students who entered Mapua by 1st Quarter of AY 2018-2019

The review of academic status of all students who entered the University by 1st quarter of AY 2018-2019 shall be done at the end of every academic year, at the end of every 4th quarter. This includes all students who filed Leave of Absence (LOA) during that particular academic year.

11.1.1 Students Enrolled in a Program with Licensure Examination

11.1.1.1 At the end of an academic year, end of 4th Quarter, the following students will be dismissed from the program and will not be re-admitted in the program:
(a) Those with a cumulative GWA of less than “3.50”.
(b) Those who got failed marks in more than 50% of the total number of units enrolled in that academic year.

11.1.1.2 In addition, the following program-specific rules shall apply:

11.1.1.2.1 BS Accountancy
To be retained in the ACT Program, a student must meet the following conditions pertaining to the (A) Minimum Grade Requirement and (B) Qualifying/Exit Exam at the end of the 4th term of the Freshman academic year.

(A) Minimum Grade Requirement – A student must have obtained a final grade of either:
(a) At least “2.25” in each of the introductory/basic and intermediate ACT courses specified herein below; or
(b) A general weighted average grade of “2.25” for all of the introductory and six (6) units of intermediate ACT courses specified herein below.

Introductory/Basic ACT Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Conceptual framework and Accounting Standards</td>
<td>3</td>
</tr>
<tr>
<td>ACC 103</td>
<td>Cost Accounting and Control</td>
<td>3</td>
</tr>
</tbody>
</table>
### Intermediate ACT Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 104</td>
<td>Intermediate Accounting 1</td>
<td>3</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Intermediate Accounting 2</td>
<td>3</td>
</tr>
</tbody>
</table>

(B) Qualifying/Exit Exam – A student must pass the ACT Program Qualifying/Exit Exam, the guidelines for which is indicated herein below.

(a) The Qualifying/Exit Exam is given to an ACT student after satisfactorily completing all Introductory/Basic ACT courses (i.e., ACC 101, ACC 102 and ACC 103) and six (6) units of Intermediate ACT courses (i.e., ACC 104 and ACC 105).

(b) An ACT student should obtain a score of at least seventy five percent (75%) of the total items to pass the Qualifying/Exit Exam, unless the ETYSBM Dean or ETYSBM Associate Dean, upon recommendation of the ACT Program Coordinator, approves a lower rate for the specific academic year.

(c) Should an ACT student obtain a failing score in the Qualifying/Exit Exam, any such student shall be given a one-time opportunity to re-take the Qualifying/Exit Exam, subject to the policies, rules and regulations of the School that is effective during the student’s availing of such provision for a re-take.

11.1.1.2.2 BS Architecture

A student who fails thrice in AR143X Comprehensive Exam shall not be allowed to continue in the BS Architecture program.

11.1.1.2.3 AB/BS Psychology

The Psychology law (R.A. 10029) identifies four (4) board and critical areas in the psychology curriculum: Abnormal/Clinical Psychology, Theories of Personality, Psychological Assessment/Testing, and Industrial/Organizational Psychology.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY116-1</td>
<td>INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>PSY121-1</td>
<td>CLINICAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>PSY113-1</td>
<td>PERSONALITY 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY115-1</td>
<td>PERSONALITY 2</td>
<td>3</td>
</tr>
<tr>
<td>PSY117-1</td>
<td>ABNORMAL PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>PSY126-1</td>
<td>PSYCHOLOGICAL ASSESSMENT</td>
<td>3</td>
</tr>
<tr>
<td>PSY126-1L</td>
<td>PSYCHOLOGICAL ASSESSMENT LABORATORY</td>
<td>2</td>
</tr>
<tr>
<td>PSY127-1</td>
<td>PSYCHOMETRICS</td>
<td>3</td>
</tr>
</tbody>
</table>

The minimum passing grade required for all students taking the aforementioned critical courses is “2.50”. Students who obtain lower than “2.50” (i.e., 2.75 – 3.00) will automatically get a failing mark (5.0 or equivalent) in the course regardless of his/her standing in class.

11.1.2 Students Enrolled in a Program with NO Licensure Examination

11.1.2.1 At the end of an Academic Year, end of 4th Quarter, the following students will be dismissed from the program and will not be re-admitted in the program:

(a) Those with a cumulative GWA of less than “3.75”.

(b) Those who got failed marks in more than 75% of the total number of units enrolled in an academic year.

11.1.2.2 The Academic Advisor shall confer with and advise the parent and the student of the implication of the academic review.

11.1.2.3 No appeal for readmission shall be entertained. Students may apply for TRANSFER to another program (see Policies and Guidelines on Shifting and Transferring). Otherwise, he must secure transfer credentials from the Office of the Registrar.
11.1.2.4 A student who shall be denied TRANSFER to any program shall NOT be re-admitted to the University. He must secure transfer credentials from the Office of the Registrar.

11.1.2.5 A student who has only 19 units or less remaining to graduate may be allowed to enroll.

12. POLICIES ON SHIFTING TO ANOTHER PROGRAM

12.1 Shifting is the process of transferring from one program to another program of the same or another program group.

12.2 The programs offered by Mapua University are classified into five (5) program groups:
   (a) Engineering and Science programs
   (b) Psychology programs
   (c) AR and INT programs
   (d) Accountancy program
   (e) Non-board programs

12.3 GUIDELINES FOR SHIFTING

12.3.1 Students may request to shift from one program to another program provided that he satisfies all the criteria required by the accepting program. (Please refer to the summary of requirements.)

12.3.2 Students removed from one program due to failure to comply with the academic requirements may request for transfer to another program provided that he satisfies all the requirements of the accepting program. (Please refer to the summary of requirements.)

12.3.3 To shift to multiple programs, the student must satisfy all the criteria required by all accepting programs.

12.3.4 Students removed from one program due to failure to comply with the academic requirements and who apply to shift to another program will not be allowed to transfer back to his previous program or to any program with licensure examination, regardless of an improved academic standing.

12.3.5 Students may shift for a number of times from one program to another.

12.3.6 The Office of the Registrar shall evaluate all courses taken by the student for credit in the new program.
### 12.4 REQUIREMENTS FOR SHIFTING FROM ONE PROGRAM TO ANOTHER

<table>
<thead>
<tr>
<th>Program Groups</th>
<th>Engineering and Science</th>
<th>AB/PS Psychology</th>
<th>AR and INT</th>
<th>Accountancy</th>
<th>Non-board Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering and Science</td>
<td>Weighted average must be 2.50 or better for all basic academic courses, with no record of failure. The weighted average in Mathematics (up to Integral Calculus), Physics and Chemistry must be 2.50 or higher.</td>
<td>Students who intend to shift or transfer into the psychology program are required to undergo an assessment and interview by a departmental committee (composed of the program coordinator and two faculty members) prior to enrolling in the program. Students should secure their schedule of assessment and interview from the Department of Psychology not later than one (1) month before the desired effectiveness of shifting.</td>
<td>Weighted average must be 2.50 or higher, with no record of failure. All basic courses that are similar to those in the first year level of the AR or INT program, including PE and NSTP must have been completed. Weighted average for drawing courses must be 2.00 or higher; with no record of failure or withdrawal. Weighted average in Mathematics (up to Integral Calculus) and Physics must be 3.00 or higher.</td>
<td>Weighted average grade must be 2.50 or higher, with no record of failure.</td>
<td>Subject to the approval of the accepting Department or School SMS Programs: Creative Design Determination Test (Written Test that focuses on creative and concept development skills). Student must obtain a passing rate of 70%.</td>
</tr>
</tbody>
</table>

<p>| AR and INT | Weighted average must be 2.50 or better for all basic academic courses, with no record of failure. Weighted average in Physics and Mathematics must be 2.50 | Students who intend to shift or transfer into the psychology program are required to undergo an assessment and interview by a departmental committee (composed of the program coordinator and two faculty members) prior to enrolling in the program. Students should secure their schedule of assessment and interview from the Department of Psychology not later than one (1) month before the desired effectiveness of shifting. | Weighted average must be 2.50 or higher, with no record of failure. All basic courses that are similar to those in the first year level of the AR or INT program, including PE and NSTP must have been completed. Weighted average for drawing courses must be 2.00 or higher; with no record of failure or withdrawal. Weighted average in Mathematics (up to Integral Calculus) and Physics must be 3.00 or higher. | Weighted average grade must be 2.50 or higher, with no record of failure. | Subject to the approval of the accepting Department or School |</p>
<table>
<thead>
<tr>
<th>Program Groups</th>
<th>Engineering and Science</th>
<th>AB/PS Psychology</th>
<th>AR and INT</th>
<th>Accountancy</th>
<th>Non-board Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>Weighted average must be 2.50 or better for all basic academic courses, with no record of failure.</td>
<td>Students who intend to shift or transfer into the psychology program are required to undergo an assessment and interview by a departmental committee (composed of the program coordinator and two faculty members) prior to enrolling in the program.</td>
<td>Weighted average must be 2.50 or higher, with no record of failure.</td>
<td>Not applicable</td>
<td>Subject to the approval of the accepting Department or School</td>
</tr>
<tr>
<td></td>
<td>Weighted average in Mathematics (up to Calculus) must be 2.50</td>
<td>Students should secure their schedule of assessment and interview from the Department of Psychology not later than one (1) month before the desired effectiveness of shifting.</td>
<td>All basic courses that are similar to those in the first year level of the AR or INT program, including PE and NSTP must have been completed.</td>
<td>Weighted average in Mathematics (up to Integral Calculus) and Physics must be 3.00 or higher.</td>
<td>SMS Programs: Creative Design Determination Test (Written Test that focuses on creative and concept development skills). Student must obtain a passing rate of 70%.</td>
</tr>
<tr>
<td>AB/BS Psychology</td>
<td>Weighted average must be 2.50 or better for all basic academic courses, with no record of failure.</td>
<td>Not Applicable</td>
<td>Weighted average grade must be 2.5 or higher, with no record of failure.</td>
<td>Weighted average in Mathematics (up to Integral Calculus) and Physics must be 3.00 or higher.</td>
<td>Subject to the approval of the accepting Department or School</td>
</tr>
<tr>
<td></td>
<td>Weighted average in Mathematics, Physics and Chemistry must be 2.50 or higher.</td>
<td></td>
<td>All basic courses that are similar to those in the first year level of the AR or INT program, including PE and NSTP must have been completed.</td>
<td></td>
<td>SMS Programs: Creative Design Determination Test (Written Test that focuses on creative and concept development skills). Student must obtain a passing rate of 70%.</td>
</tr>
<tr>
<td>Program Groups</td>
<td>Engineering and Science</td>
<td>AB/PS Psychology</td>
<td>AR and INT</td>
<td>Accountancy</td>
<td>Non-board Programs</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------</td>
<td>------------------</td>
<td>------------</td>
<td>-------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Non-board Programs</td>
<td>Weighted average must be 2.50 or better for all basic academic courses, with no record of failure.</td>
<td>Students who intend to shift or transfer into the psychology program are required to undergo an assessment and interview by a departmental committee (composed of the program coordinator and two faculty members) prior to enrolling in the program. Students should secure their schedule of assessment and interview from the Department of Psychology not later than one (1) month before the desired effectivity of shifting.</td>
<td>Weighted average must be 2.50 or higher, with no record of failure.</td>
<td>All basic courses that are similar to those in the first year level of the AR or INT program, including PE and NSTP must have been completed. Weighted average for drawing courses must be 2.00 or higher; with no record of failure or withdrawal.</td>
<td>Weighted average grade must be 2.5 or higher, with no record of failure.</td>
</tr>
</tbody>
</table>
13. POLICIES ON CANCELLATION OF ENROLLMENT

13.1 Any student who wishes to discontinue his/her studies during the quarter must notify the Registrar in writing within two weeks from the beginning of classes. The cancellation shall take effect only upon receipt of his/her application for cancellation and approval by the Registrar. Non-compliance with this requirement shall result in the forfeiture of the student’s right to any refund of fees paid by him/her in accordance with Section 100 of the 2008 Manual of Regulations for Private Higher Education (MORPHE) that states:

A student who transfers or withdraws, in writing, within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged 25% of the total amount due for the term if he/she withdraws within the first week of classes, or 50% if within the second week of classes, regardless of whether or not he/she has actually attended classes. The student may be charged all of the school fees in full if he/she withdraws anytime after the second week of classes.

13.2 A student shall not be allowed to cancel his/her enrollment without the written consent of his/her parents or guardian. Deadline for the application of cancellation of enrollment is set by the Office of the Registrar.

13.3 A student who wishes to return to Mapúa in the following quarter after his/her cancellation of enrollment need not apply for reactivation.

13.4 A student applying for cancellation of enrollment must submit the following requirements:

13.4.1 A certificate of matriculation (CM)
13.4.2 A letter from parents or guardian
13.4.3 A medical certificate (if cancellation is due to illness)
13.4.4 Employment certificate (if student is employed)
13.5.5 A clearance from Bookstore, Institutional Laboratory Management Office (ILMO), Library, and Office of the Treasurer.

14. POLICIES ON MAXIMUM RESIDENCY RULE (MRR)

14.1 The curriculum of a program will be in effect up to a period equivalent to two times its normal length reckoned from the time it is first offered.

14.2 Students who fail to complete the requirements of an undergraduate program within a period of two times the normal length of the concerned program shall not be allowed to register further in the program.

14.3 Example, based on what is stated in 14.1, the effectivity of the curriculum of a program requiring 13 quarters (3 years and 1 quarter) is 26 quarters (6 years and 2 quarters). Beyond this period, except for some courses in languages, humanities, and social sciences, all courses will be considered obsolete; hence, crediting of such courses will no longer apply. Students returning after this period, if accepted, will have to repeat the whole program using the latest curriculum.

14.4 Under meritorious cases, extension of residency may be granted by the Dean of the school or Chair of the program.

15. POLICIES ON STUDENT LEAVE OF ABSENCE

15.1 A student who plans to discontinue his/her studies for more than one quarter must apply for a STUDENT LEAVE OF ABSENCE on or before the deadline set by the Office of the Registrar.

15.2 A student who has applied for a leave of absence and intends to come back must file for reactivation three weeks before the enrollment period.

16. POLICIES ON REACTIVATION

16.1 Students are qualified for reactivation when:
16.1.1 They have applied for LEAVE OF ABSENCE;
16.1.2 They have been inactive/have not enrolled for more than one quarter but with a readmission status of OK prior to inactivity;
16.1.3 They have no accountabilities with the Institute.

16.2 Students are not qualified for reactivation when:
   16.2.1 They have not applied for “leave of absence”;
   16.2.2 Their transfer credentials have already been issued; or,
   16.2.3 Their readmission status has been declared “OUT”.

16.3 Students applying for reactivation must submit the following requirements:
   16.3.1 “2” x “2” size photo
   16.3.2 A proof of application for leave of absence and/or the latest final grade report

16.4 Students are advised to apply for reactivation at the Customer Service Section of the Office of the Registrar three weeks before the enrollment period.

16.5 For all Batch 2010 and prior, they will be allowed to finish their studies using their original curriculum if their remaining number of course units is 15 units and below. For students with more than 15 units remaining, the most appropriate curriculum, with crediting of courses, will be adopted.

17. POLICIES ON APPLYING FOR SECOND BACCALAUREATE DEGREE

17.1 A Mapúa graduate applying for admission to a baccalaureate program with licensure examination as a second degree must have a GWA of “2.50” in his first degree. For other programs, the Mapúa graduate must have a GWA of “2.75” in his first degree.

17.2 A non-Mapúa graduate applying for admission to a second degree program is required to take the Mapua Scholastic Aptitude Examination.
SECTION 1: GENERAL INFORMATION

1. PROGRAM EDUCATIONAL OBJECTIVES OF GRADUATE PROGRAM OFFERINGS

Within five years after graduation, graduates of MS and PhD programs shall be able to:

- Find new combinations or innovate existing knowledge to provide solutions to the needs of society in the form of new materials, devices or processes.
- Pitch or write proposals to obtain support for the establishment of an enterprise based on an innovation, invention or creative work.
- Conduct independent research and investigations to generate new knowledge or knowhow or innovate existing knowledge.
- Work as professionals that deal with the collection and processing of data and knowhow.
### SECTION 2: GRADUATE PROGRAM OFFERINGS

#### 1. TITLES AND CODES OF GRADUATE PROGRAM OFFERINGS

##### 1.1 Post-Graduate Diploma Program

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPE</td>
<td>POST-GRADUATE DIPLOMA IN POWER ELECTRONICS</td>
</tr>
</tbody>
</table>

##### 1.2 BS-MS Joint Degree Programs

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMMA</td>
<td>BACHELOR OF ARTS IN MULTIMEDIA ARTS – MASTER OF ARTS IN MULTIMEDIA ARTS</td>
</tr>
<tr>
<td>AMPSY</td>
<td>BACHELOR OF ARTS IN PSYCHOLOGY - MASTER OF ARTS IN PSYCHOLOGY</td>
</tr>
<tr>
<td>BMAR</td>
<td>BACHELOR OF SCIENCE IN ARCHITECTURE – MASTER OF SCIENCE IN ARCHITECTURE</td>
</tr>
<tr>
<td>BMBE</td>
<td>BACHELOR OF SCIENCE IN BIOLOGICAL ENGINEERING - MASTER OF SCIENCE IN BIOLOGICAL ENGINEERING</td>
</tr>
<tr>
<td>BMCE</td>
<td>BACHELOR OF SCIENCE IN CIVIL ENGINEERING – MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
</tr>
<tr>
<td>BMCEM</td>
<td>BACHELOR OF SCIENCE IN CONSTRUCTION ENGINEERING AND MANAGEMENT – MASTER OF SCIENCE IN CONSTRUCTION ENGINEERING AND MANAGEMENT</td>
</tr>
<tr>
<td>BMCPE</td>
<td>BACHELOR OF SCIENCE IN COMPUTER ENGINEERING – MASTER OF SCIENCE IN COMPUTER ENGINEERING</td>
</tr>
<tr>
<td>BMCS</td>
<td>BACHELOR OF SCIENCE IN COMPUTER SCIENCE – MASTER OF SCIENCE IN COMPUTER SCIENCE</td>
</tr>
<tr>
<td>BMECE</td>
<td>BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING – MASTER OF SCIENCE IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>BMEE</td>
<td>BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING - MASTER OF SCIENCE IN ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>BMIE</td>
<td>BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING – MASTER OF SCIENCE IN INDUSTRIAL ENGINEERING</td>
</tr>
<tr>
<td>BMME</td>
<td>BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING – MASTER OF SCIENCE IN MECHANICAL ENGINEERING</td>
</tr>
<tr>
<td>BMMSE</td>
<td>BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING – MASTER OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
<tr>
<td>BMPSY</td>
<td>BACHELOR OF SCIENCE IN PSYCHOLOGY - MASTER OF ARTS IN PSYCHOLOGY</td>
</tr>
<tr>
<td>BMSENM</td>
<td>BACHELOR OF SCIENCE IN SERVICE ENGINEERING MANAGEMENT – MASTER OF SCIENCE IN ENGINEERING MANAGEMENT</td>
</tr>
<tr>
<td>BSMIT</td>
<td>BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY – MASTER IN INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>CCHE</td>
<td>BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING - MASTER OF SCIENCE IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>CCPE (CCOE)</td>
<td>BACHELOR OF SCIENCE IN COMPUTER ENGINEERING - MASTER OF SCIENCE IN COMPUTER ENGINEERING</td>
</tr>
<tr>
<td>CHEV</td>
<td>BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING – MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING</td>
</tr>
</tbody>
</table>
### 1.3 Masteral Degree Programs

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN</td>
<td>MASTER IN BUSINESS ANALYTICS</td>
</tr>
<tr>
<td>MEN</td>
<td>MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING</td>
</tr>
<tr>
<td>MEP</td>
<td>MASTER OF ENGINEERING PROGRAM</td>
</tr>
<tr>
<td>MEP-IE</td>
<td>MASTER OF ENGINEERING - INDUSTRIAL ENGINEERING</td>
</tr>
<tr>
<td>MIT</td>
<td>MASTER IN INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>MMA</td>
<td>MASTERS IN MULTIMEDIA ARTS</td>
</tr>
<tr>
<td>MPSY</td>
<td>MASTER OF ARTS IN PSYCHOLOGY</td>
</tr>
<tr>
<td>MSAR</td>
<td>MASTER OF SCIENCE IN ARCHITECTURE</td>
</tr>
<tr>
<td>MSBE</td>
<td>MASTER OF SCIENCE IN BIOLOGICAL ENGINEERING</td>
</tr>
<tr>
<td>MSC</td>
<td>MASTER OF SCIENCE IN CHEMISTRY</td>
</tr>
<tr>
<td>MSCE</td>
<td>MASTER OF SCIENCE IN CIVIL ENGINEERING</td>
</tr>
<tr>
<td>MSCHE</td>
<td>MASTER OF SCIENCE IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>MSCHE-R</td>
<td>MASTER OF SCIENCE IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>MSCN</td>
<td>MS CONSTRUCTION ENGINEERING</td>
</tr>
<tr>
<td>MSCOE</td>
<td>MASTER OF SCIENCE IN COMPUTER ENGINEERING</td>
</tr>
<tr>
<td>MSCPE</td>
<td>MASTER OF SCIENCE IN COMPUTER ENGINEERING</td>
</tr>
<tr>
<td>MSCPE-R</td>
<td>MASTER OF SCIENCE IN COMPUTER ENGINEERING</td>
</tr>
<tr>
<td>MSCS</td>
<td>MASTER OF SCIENCE IN COMPUTER SCIENCE</td>
</tr>
<tr>
<td>MSECE</td>
<td>MASTER OF SCIENCE IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>MSECEM</td>
<td>MASTER OF SCIENCE IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>MSECE-R</td>
<td>MASTER OF SCIENCE IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>MSEEE</td>
<td>MASTER OF SCIENCE IN ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>MSEEE-R</td>
<td>MASTER OF SCIENCE IN ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>MSEM</td>
<td>MASTER OF SCIENCE IN ENGINEERING MANAGEMENT</td>
</tr>
<tr>
<td>MSIE</td>
<td>MASTER OF SCIENCE IN INDUSTRIAL ENGINEERING</td>
</tr>
<tr>
<td>MSME</td>
<td>MASTER OF SCIENCE IN MECHANICAL ENGINEERING</td>
</tr>
<tr>
<td>MSMS</td>
<td>MASTER OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
<tr>
<td>MSMS-R</td>
<td>MASTER OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
</tbody>
</table>

### 1.4 Doctoral Degree Programs

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCHE</td>
<td>DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>DCHE-R</td>
<td>DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>DCHM</td>
<td>DOCTOR OF PHILOSOPHY IN CHEMISTRY</td>
</tr>
<tr>
<td>DCS</td>
<td>DOCTOR OF PHILOSOPHY IN COMPUTER SCIENCE</td>
</tr>
<tr>
<td>DECE</td>
<td>DOCTOR OF PHILOSOPHY IN ELECTRONICS ENGINEERING</td>
</tr>
<tr>
<td>DENV</td>
<td>DOCTOR OF PHILOSOPHY IN ENVIRONMENTAL ENGINEERING</td>
</tr>
<tr>
<td>DMSE</td>
<td>DOCTOR OF PHILOSOPHY IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
<tr>
<td>DMSE-R</td>
<td>DOCTOR OF PHILOSOPHY IN MATERIALS SCIENCE AND ENGINEERING</td>
</tr>
</tbody>
</table>
1.5 Straight BS – PhD Degree Programs

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDCHE</td>
<td>BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING - DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>SDCS</td>
<td>BACHELOR OF SCIENCE IN COMPUTER SCIENCE – DOCTOR OF PHILOSOPHY IN COMPUTER SCIENCE</td>
</tr>
<tr>
<td>SDECE</td>
<td>BACHELOR OF SCIENCE IN ELECTRONICS ENGINEERING – DOCTOR OF PHILOSOPHY IN ELECTRONICS ENGINEERING</td>
</tr>
</tbody>
</table>

1.6 Straight MS – PhD Degree Program

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDENV</td>
<td>MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING - DOCTOR OF PHILOSOPHY IN ENVIRONMENTAL ENGINEERING</td>
</tr>
</tbody>
</table>

2. POST-GRADUATE DIPLOMA PROGRAM

2.1 POST-GRADUATE DIPLOMA IN POWER ELECTRONICS

The program leading to the degree of Post-Graduate Diploma in Power Electronics is a full time one-year program of study with specialization in analog power supply designs. The program is designed to lead to a graduate degree program in the same discipline. The program covers courses and topics on power electronics with emphasis on analog electronics design and development.

The program is a combination of classroom training and hands-on work experience. Upon completion of the six-month academic course at Mapúa, the students undergo six (6) months of on-the-job-training (OJT) in a design center and a manufacturing plant.

3. BACHELOR OF SCIENCE AND MASTER OF SCIENCE (BS-MS) JOINT DEGREE PROGRAMS

3.1 The BS-MS joint degree programs allow a qualified student (with 2.50 weighted average and above) to earn simultaneously both Bachelor of Science and Master of Science degrees. The qualified student will begin his master's degree course work during his senior year, thus he will finish both degrees in a shorter time.

3.2 The BS-MS joint degree program offerings are the following:

- Bachelor of Arts in Multimedia Arts – Master of Arts in Multimedia Arts
- Bachelor of Arts in Psychology - Master of Arts in Psychology
- Bachelor of Science in Architecture – Master of Science in Architecture
- Bachelor of Science in Biological Engineering - Master of Science in Biological Engineering
- Bachelor of Science in Civil Engineering – Master of Science in Civil Engineering
- Bachelor of Science in Construction Engineering And Management – Master of Science in Construction Engineering And Management
- Bachelor of Science in Computer Engineering – Master of Science in Computer Engineering
- Bachelor of Science in Computer Science – Master of Science in Computer Science
- Bachelor of Science in Electrical Engineering - Master of Science in Electrical Engineering
- Bachelor of Science in Industrial Engineering – Master of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering – Master of Science in Mechanical Engineering
- Bachelor of Science in Materials Science And Engineering - Master of Science in Materials Science And Engineering
- Bachelor of Science in Psychology - Master of Arts in Psychology
- Bachelor of Science in Service Engineering Management – Master of Science in Engineering Management
- Bachelor of Science in Information Technology – Master in Information Technology
Bachelor of Science in Chemical Engineering - Master of Science in Chemical Engineering
Bachelor of Science in Computer Engineering - Master of Science in Computer Engineering
Bachelor of Science in Chemical Engineering – Master of Science in Environmental Engineering

4. MASTERAL DEGREE PROGRAMS

4.1 MASTER OF ENGINEERING

The Master of Engineering program is a general practice-oriented graduate program designed to enhance the capabilities of faculty members of engineering and of practicing engineers by strengthening their comprehension of engineering principles and by updating them on recent advances in engineering and technology. Instead of a thesis as a terminal requirement, the candidate for the degree of Master of Engineering shall be required to undergo practicum in industry or relevant training in an equivalent agency to enable the graduates of the program to be acquainted with current practices in industry or research.

The fields of specialization are the following:

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Electronics Engineering
- Industrial Engineering
- Mechanical Engineering

4.2 MASTERS IN MULTIMEDIA ARTS

The Masters in Multimedia Arts program focuses on comprehensive study of visual communication theories and practices for various applications such as Graphic Design, Animation and Film. The program aims to train the students to be professionally competent and contributors to society's increasing demand for aesthetically innovative multimedia designs and applications.

The program research output is anchored on creative design production and implementation based on theoretical or conceptual framework for industry practice.

4.3 MASTER OF ARTS IN PSYCHOLOGY

The Master of Arts in Psychology aims to provide graduate students with high level training in teaching, research, and professional practice in psychology.

The program provides an open-specialization curriculum system where students may select a track (clinical, industrial-organizational, educational, or other special areas in psychology) in which they may specialize. The chosen specialization may be pursued by completing the required number of hours of trainings in the form of practicum and continuing professional education, enrolment of chosen elective track, and alignment of thesis topic. The program also prepares students for the licensure examination for psychologists through state-of-the-art curriculum by equipping them with the current knowledge and skill requirements of advanced psychological practice and research.

4.4 MASTER OF SCIENCE IN ARCHITECTURE

4.4.1 Architectural Conservation

The heritage site of Intramuros, Manila, where the Mapúa University is located, provides a unique laboratory in which to learn and challenge conservation issues. The Master of Science in Architecture Major in Architectural Conservation program would like to examine these issues through a set of courses that allows architects to gain expertise in research and application of historic conservation principles and heritage laws to structures in the Philippines. This include recognizing, documenting, and protecting historic structures and sites, building analysis, rehabilitation and restoration technologies and design.
4.4.2 Architectural Education

The program leading to the degree of Master of Science in Architecture Major in Architectural Education aims to provide (1) a solid foundation on life-long educational and cultural enrichment within the context of architecture and its allied disciplines, (2) opportunities for undertaking studies of personal interest with the end view of producing materials for publication, and (3) the opportunity to demonstrate professional competence in the areas of research and education.

4.4.3 Environmental Psychology

The Master of Science in Architecture Major in Environmental Psychology aims to help architects to improve human environments at both the micro and macro levels. Coursework addresses the "social, cultural, psychological and political issues involved in the production, use, design, and occupation of space, place, and nature." The idea behind this major is that research based in the social sciences contributes to the planning, designing and managing of environments that enhance organizational and individual effectiveness, safety and comfort.

4.4.4 Sustainable Architecture

The Master of Science in Architecture Major in Sustainable Architecture aims to provide students with the tools necessary to understand and quantify sources of energy use in buildings and landscapes and to use design of natural and man-made systems to reduce their energy use. It focuses on the practices, processes, and materials with which a truly sustainable built environment may be created. Environmental, economic and socially responsible solutions will be explored in studio coursework.

4.4.5 Urban Design

The Master of Science in Architecture Major in Urban Design will provide an approach of rigorous research into urban form with focus on available strategies for design at specific sites and in partnership with communities. It also deals with the continually evolving relationships among climate change, urbanization, global flows of capital, and natural resources as they are integrated into the design of contemporary cities.

4.4.6 Vertical Urbanism

The Master of Science in Architecture Major in Vertical Urbanism will provide a rigorous understanding of the critical factors that exist in the high density urban environment of the 21st century and will provide the student with the specialist tools to meet the challenges in the design and implementation of tall buildings in the urban habitat. It will also provide an understanding of the sustainability agenda and the importance of interdisciplinary collaboration of built environment professionals as well as the importance of quantifiable techniques to substantiate central arguments in practice or academia. Students will be encouraged to take part in live research projects, participate in conferences and publish papers in the interests of both individual development and the sharing of knowledge to further the cause of sustainable vertical urbanism.

4.5 MASTER OF SCIENCE IN BIOLOGICAL ENGINEERING

The Master of Science in Biological Engineering is designed for students with undergraduate degree in biological engineering who wish to acquire mastery of the basic principles of the life sciences and engineering principles. The graduates of this program can apply their knowledge in the development or design of various biological processes, materials, and other innovations which are important in the field of agriculture, clinical diagnostics, biological imaging, medicine, environmental remediation and other relevant industries. The graduates of the program are also expected to be prepared to meet the challenges of the industry, research, academe, and other areas in the field.

4.6 MASTER OF SCIENCE IN CHEMICAL ENGINEERING

The Master of Science in Chemical Engineering is designed for students with undergraduate degree in chemical engineering who wish to acquire more in-depth mastery of the fundamental principles and a firm grounding in the important scientific principles of advanced topics in chemical engineering and related fields that are of interest to the students. It is expected that graduates of the program will be more prepared to tackle the present and future challenges of the industry, research, academe, and other areas in the field.
4.7 MASTER OF SCIENCE IN CHEMISTRY

The Master of Science in Chemistry program is intended for chemistry students, who want to broaden their knowledge of and gain research experience in chemistry. The program also allows students to specialize in one of the four traditional areas of chemistry, namely, analytical, organic, inorganic, and physical.

The main goal of the program is to produce highly competent chemists, who will play an active role in the development of science and technology in the Philippines, performs independent research, and impart chemical knowledge.

4.8 MASTER OF SCIENCE IN CONSTRUCTION ENGINEERING AND MANAGEMENT

The Master of Science in Construction Engineering and Management is intended for graduates of Bachelor of Science in Construction Engineering and Management, and other related degrees (e.g. ME, EE, IE, Arch.). This graduate degree program is designed to produce graduates with extensive and comprehensive knowledge of construction methods and technology, as well as improved managerial skills. Their advanced learnings in the use of modern tools, like the Building Information Modeling (BIM), will gear them toward more productive careers in construction. Moreover, with the balance of technical and management backgrounds, graduates are expected to be competent in handling, analyzing, and solving practical problems related to construction and in addressing issues arising from the 4th Industrial Revolution.

4.9 MASTER OF SCIENCE IN CIVIL ENGINEERING

The Master of Science in Civil Engineering intends to provide graduates with additional fundamental knowledge as well as specialized advanced knowledge in selected specialization over and above the undergraduate degree course work. It provides opportunity to develop in-depth understanding in one of the five (5) areas of Civil Engineering.

4.9.1 Construction Engineering and Management

The Construction Engineering and Management track is designed to produce graduates with extensive and comprehensive knowledge of construction methods and materials as well as of management of infrastructures including their technological issues, financial and legal aspects. The program exposes the students to activities and issues of planning, financing, procuring, constructing, and managing the built environment. Through these combined technical and management backgrounds, graduates are expected to be competent in solving practical problems on issues related to the management of construction companies especially in the Philippines.

This track is particularly attractive to architects and civil engineers who wish to specialize on project leadership, management or finance and be highly competitive in the national or international scene.

4.9.2 Geotechnical Engineering

The Geotechnical Engineering track aims to provide the graduate students with a comprehensive training on foundation design, engineering geology and geotechnics in preparation for their professional career in the construction and mining industry. It also aims to provide sound knowledge of geologic principles, soil and rock mechanics and geophysical techniques and their application to civil engineering work, mineral and energy exploration and development, groundwater investigation, environmental impact study, land use, and infrastructure planning and development.

4.9.3 Structural Engineering

The Structural Engineering track provides in-depth understanding of structural and foundation design, structural materials such as concrete and steel and specialized courses such as earthquake engineering. This track also enhances the analytical responses of graduates to different structural materials in terms of finite element analysis, limit analysis and structural dynamics. Expertise in these areas will enable undergraduates of the civil engineering program and other related fields to be globally competitive principally in the field of structural engineering.

4.9.4 Transportation Engineering

The Transportation Engineering track provides in-depth understanding and skill needed for transportation planning and analysis, transportation modeling, traffic engineering and management, geometric design and road safety, intelligent transportation systems and environmentally sustainable transportation. The main thrust of this track is to direct students towards intelligent and sustainable transportation systems and infrastructures.
4.9.5 Water Resources Engineering

The Water Resources Engineering track aims to provide graduates intermediate and advanced study on measurements, modeling, design, management and operation of water processes and systems in natural and human environments. Courses related to resources planning and institutions, decision support systems, ecology, water resources infrastructure, economics, hydrology, hydraulics and quantitative methods are laid out to produce graduates with expertise in water resources engineering. Through this track, graduates will be more equipped in solving practical problems and issues related to waterworks by applying innovative technological approaches supplemented with solid, technical and management competencies.

4.10 MASTER OF SCIENCE IN CIVIL ENGINEERING BY RESEARCH

The Master of Science in Civil Engineering (Research-Based Track) is a pioneering masters’ degree program track with a very limited number of course work designed for graduates of BS Civil Engineering which focus on producing significant research output.

The MSCE (Research-Based Track) curriculum is an alternative MSCE track that a graduate student may take if he or she wishes to be focused more on research and publication. This track is best suited for those involved in a research project commissioned to the university or by the company where the student is employed.

This MSCE (Research-Based Track) track adheres to the CEGE philosophy of “Civil Engineering BIRDS” - Civil Engineering Solutions for the Beneficiary using Innovative means which is Research driven through Designing a Sustainable future. Students shall work on a research project in a real-world context that focus on providing an engineering solution through research. Students will demonstrate their competence and creativity with the use of cutting-edge technology and the internet of things while exhibiting compassion for their beneficiary. The program will highlight the significance of the research output in a collaborative environment of researchers and experts in the premise of ethical and moral standards. The students are required to complete an equivalent 30 credit units (nine (9) course work units, and fifteen (15) milestone units and six (6) thesis units) leading to the research publication and presentation. The research topics should fall within the research thrust and agenda of the university.

4.11 MASTER OF SCIENCE IN COMPUTER ENGINEERING

The Master of Science in Computer Engineering program is designed to train and educate graduate students who would like to learn and pursue career as computer engineers as well as for their continued professional and scholarly development. The curriculum is designed to extend student’s knowledge with research and design skills and theoretical concepts for both computer hardware and software design in an integrated manner. Students are required to complete 30 units of course work and 1 unit seminar course before preparing and successfully defending a Master’s Thesis.

4.12 MASTER OF SCIENCE IN COMPUTER SCIENCE

The Master of Science of Computer Science (MSCS) aims to provide both breadth and in-depth knowledge in the concepts and techniques related to the design, implementation, and application of computer systems. It emphasizes comprehension and understanding of the principles and concepts needed for designing and formulating new tools for applications development as well as generating new knowledge in the field.

Students entering in this degree program must have completed undergraduate courses that provide the mathematical foundations for mathematical logic, calculus, discrete mathematics, data structures, computer programming, and data organizations. These students must have an undergraduate degree in any of the Information Technology Education (ITE) programs or in its allied discipline, which provide substantial background in computing; must be proficient in at least one (1) high-level programming language; and must have general knowledge in Computer Science equivalent to the following: discrete mathematics, algorithm design and analysis, operating systems, programming languages, database systems, and software engineering.

4.13 MASTER OF SCIENCE IN ELECTRICAL ENGINEERING

The Master of Science in Electrical Engineering program major in Power System is designed for graduates who are into generation, transmission, and distribution. It focuses on the operation of the power system in terms of economics, reliability, security, and protection. It also covers a discussion on load forecasting, power quality, and as well as simulation of faults in the
power system. Electives courses provide the students an understanding of new technologies in power system. This program is research-oriented and culminates in a master’s thesis.

The curriculum is well-suited to the BS-MS program in EE but it is also open to EE practitioners and other EE graduates who are interested in obtaining a focused in power system studies.

4.14 MASTER OF SCIENCE IN ELECTRONICS ENGINEERING

4.14.1 Control Systems
The Master of Science in Electronics Engineering program major in Control Systems deals with the study of advanced control strategies of dynamic systems and processes. The program focuses on the mathematical bases of these strategies and their impact on the system or process through instrumentation and simulation work.

While this program is preferably for BS ECE graduates, it may also be offered to BS ChE and BS ME graduates provided that they take additional undergraduate courses prior to enrollment in the graduate program.

4.14.2 Microelectronics
The Master of Science in Electronics Engineering program major in Microelectronics focuses on the theory and application of microelectronic devices and circuits. It offers electives that provide the student a specific track towards advanced integrated circuit design. This program is research-oriented and culminates in a master’s thesis.

The curriculum is well-suited to the BS-MS program in ECE but it is also open to practitioners and other ECE and EE graduates who are interested in obtaining a focused knowledge of microelectronics.

4.15 MASTER OF SCIENCE IN ENGINEERING MANAGEMENT

The Master of Science in Engineering Management program offers the opportunity to gain knowledge and skills pertinent to entrepreneurial and entrepreneurial management of existing and emerging technologies. The curriculum is designed to equip students with the ability to analyze, design and manage industrial and business systems by exposing them to various training on decision-making, strategizing, and operating. The program develops and prepares its graduates to become skilled leaders in terms of both managerial and technical abilities.

The program is particularly appropriate for undergraduates with a degree in business, technology, engineering, or industrial education.

4.16 MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING

The program leading to the degree of Master of Science in Environmental Engineering is intended for engineering students who desire to acquire broad technical competence in environmental science and engineering. It aims to provide graduates with the necessary technical training and theoretical background that will help them tackle current and emergent issues and problems in environmental engineering.

The range of possible specialization within the program is broad. Students are given leeway to choose their specialization in consultation with an adviser. Some of the specialization areas include water quality process engineering, hazardous waste and remediation, and air quality engineering and science. This program provides knowledge in environmental toxicology.

4.17 MASTER OF SCIENCE IN GEOINFORMATICS

The program leading to the degree of Master of Science in Geoinformatics aims to provide graduate students with the theoretical and technical principles that need to be understood in handling spatial data. It involves the understanding of the different ways by which geographic space is perceived and represented in order to critically and effectively carry out spatial modeling, spatial analysis, visualization and interpretation of remotely sensed data in preparation for a professional career in managing geographic space. It focuses on geo-information management for sustainable development with applications in natural resource management, land use, infrastructure planning and development.
4.18 MASTER OF SCIENCE IN INDUSTRIAL ENGINEERING

The Master of Science in Industrial Engineering program is intended to enable students with engineering undergraduate degrees to enhance their training in special fields including operations research, human factors and ergonomics and production technology. The Master of Science (M.S.) degree requires a research thesis.

4.19 MASTER OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING

The Materials Science and Engineering program primarily deals with the study of physical and engineering properties and the processing of metals, polymers, composites, and other hybrid and advanced materials.

The program leading to Master of Science in Materials Science and Engineering aims to provide the graduates with competencies in dealing with the problems associated with the semiconductor, metal, and polymer industries. The program covers both theoretical and technical principles of materials characterization and testing, property enhancement and modification, and materials design and engineering. The required laboratory courses are expected to open avenues for the student to display creativity and innovation in the design and the development of materials testing equipment.

4.20 MASTER OF SCIENCE IN MECHANICAL ENGINEERING

The Master of Science in Mechanical Engineering (M.S.M.E.) program is designed to offer students the opportunity to prepare for doctoral studies and leadership roles in government, industry, or research institutions. Graduates of this program are also expected to contribute to the technological, industrial and economic development of the country as they demonstrate competence in practice and commitment to sustainable development.

The M.S.M.E. program aims to provide the graduates a more in-depth understanding of the theories and principles in mechanical engineering which are covered in the core courses. In addition, the program serves as a platform for graduate students to be exposed to recent and novel developments and current issues in the discipline and allied fields such as energy engineering, environmental engineering, materials science and engineering, and biomedical engineering.

5. DOCTORAL DEGREE PROGRAMS

5.1 DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING

The Doctor of Philosophy in Chemical Engineering program aims to provide graduates with competencies in solving more complex problems in process and equipment design, production plant operations, environmental concerns, biotechnological advances, nanotechnology, and other fields. The program also aims to harness the graduates' ability to perform research and capability to work in upper levels of management in an industry.

The program caters to graduates of engineering and physical sciences who are involved in production, research, government, academe, and related industries.

5.2 DOCTOR OF PHILOSOPHY IN CHEMISTRY

The Doctor of Philosophy in Chemistry program is intended for chemistry students who want to broaden their stock knowledge and intensify their research experience in Chemistry. The program is specially designed to bolster the competencies of MS in Chemistry graduates who are both in the academe and in the industry by specializing in one of the four traditional areas of chemistry namely: analytical, organic, inorganic, and physical chemistry. The main goal of the program is to develop the capabilities of chemists for them to play active roles in the development of science and technology in the Philippines and to be competitive in the global market.

This program is the institute’s response to the call of the Philippine government to contribute to the advancement of human resources and physical facilities for research. Likewise, the Institute through this program aims to increase the number of PhD in Chemistry holders who shall generate researches in order to promote opportunities for socio-economic development in the country.
5.3 DOCTOR OF PHILOSOPHY IN ELECTRONICS ENGINEERING

The Doctor of Philosophy in Electronics Engineering program is intended for Electronics Engineering students who want to expand their accumulation of knowledge and strengthen their research experience in electronics and communications engineering. It is a known fact that PhD is the highest level of university education and the terminal degree in many fields. Completion of a PhD degree prepares the individual to pursue a career in teaching, research and other scholarly activities. Nowadays, individuals seek continuous and higher education to fully equip themselves in their chosen fields of study or career. Even the Commission of Higher Education (CHED) encourages all College faculty members to pursue graduate studies program and conduct researches. This program is the institute’s response to the call of the Philippine government to contribute to the advancement of human resources and physical facilities for research. Likewise, the Institute through this program aims to increase the number of PhD in ECE holders who shall generate researches in order to promote opportunities for socio-economic development in the country.

5.4 DOCTOR OF PHILOSOPHY IN ENVIRONMENTAL ENGINEERING

The Doctor of Philosophy in Environmental Engineering program is designed to produce graduates who are equipped to create new knowledge with technical proficiency, acquired skills in the field, and values founded on interdisciplinary academic instruction, and primed for a career in the environmental engineering research, environmental assessment and planning, and on environmental education professions and advanced studies. The program intends to fill the need for highly trained environmental scientists and engineers in private industries, in government and in educational institutions and deliver high impact research that could aid in giving solution to environmental issues and concerns.

5.5 DOCTOR OF PHILOSOPHY IN MATERIALS SCIENCE AND ENGINEERING

The Doctor of Philosophy in Materials Science and Engineering is designed to produce graduates who are equipped with the theoretical and technical principles of materials characterization and testing, property enhancement and modifications, and materials design and engineering. The program courses are expected to open avenues for graduate students to display creativity and innovation in the design and development of different materials. The program is a multi-disciplinary program that intends to prepare scientists and engineers to contribute to the technological, industrial and economic development of the Philippines.

6. DUAL-DEGREE GRADUATE PROGRAMS

6.1 Dual-degree graduate programs are conferred by Mapua University and its partner institution.

6.2 Dual-degree graduate students must comply with all the rules required by the home and host institutions.

6.3 The dual-degree graduate programs that are currently offered are as follows:

6.3.1 Mapua University - Chung Yuan Christian University (CYCU), Taiwan
- PhD Chemistry
- PhD Chemical Engineering
- PhD Environmental Engineering (Mapúa)/PhD Civil Engineering (CYCU)
- MS Chemical Engineering
- MS Civil Engineering
- MS Mechanical Engineering
- MS Biomedical Engineering (CYCU)/MS Electrical Engineering (Mapúa)
- MS Biomedical Engineering (CYCU)/MS Electronics Engineering (Mapúa)
- MS Biomedical Engineering (CYCU)/MS Computer Engineering (Mapúa)
- MS Bioenvironmental Engineering (CYCU)/MS Environmental Engineering (Mapúa)
- MS Electrical Engineering
- MS Electronic Engineering (CYCU)/MS Electronics Engineering (Mapúa)
- MS Industrial and Systems Engineering (CYCU)/MS Engineering Management (Mapúa)
- MS in Information and Computer Engineering (CYCU) and MS in Computer Engineering (Mapúa)

6.3.2 Mapua University - Chia Nan University of Pharmacy and Science (CNU), Tainan
- MS Environmental Engineering (Mapúa)/MS Industrial Safety and Disaster Prevention (CNU)
- MS Environmental Engineering (Mapúa)/MS Environmental Resources Management (CNU)
- MS Environmental Engineering (Mapúa)/MS Environmental Engineering and Science (CNU)
Section III: POLICIES AND GUIDELINES ON ADMISSION

1. POLICIES AND GUIDELINES ON ADMISSION IN GRADUATE DEGREE PROGRAMS

1.1 Graduates of a relevant degree from accredited colleges may be admitted as graduate students. The accompanying table specifies the baccalaureate degree requirement for each program. However, other BS degrees not included in the table may be considered on a case-to-case basis.

<table>
<thead>
<tr>
<th>GRADUATE PROGRAM</th>
<th>REQUIRED BS DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma in Power Electronics</td>
<td>BS EE or BS ECE</td>
</tr>
<tr>
<td>Master of Engineering</td>
<td>Any relevant BS Engineering degree</td>
</tr>
<tr>
<td>Masters in Multimedia Arts</td>
<td>BS Multimedia Arts or any relevant degree</td>
</tr>
<tr>
<td>MA in Psychology</td>
<td>BS/AB Psychology or any relevant degree</td>
</tr>
<tr>
<td>MS Architecture</td>
<td>BS Architecture or any relevant degree</td>
</tr>
<tr>
<td>MS Biological Engineering</td>
<td>Any relevant degree</td>
</tr>
<tr>
<td>MS Chemistry</td>
<td>BS Chemistry, BS Biochemistry</td>
</tr>
<tr>
<td>MS Civil Engineering</td>
<td>BS Civil Engineering</td>
</tr>
<tr>
<td>MS Construction Engineering and Management</td>
<td>BSCEM, or any relevant degree</td>
</tr>
<tr>
<td>MS Computer Engineering</td>
<td>BS Computer Engineering, or any relevant degree</td>
</tr>
<tr>
<td>MS Computer Science</td>
<td>BS Computer Science, or any relevant degree</td>
</tr>
<tr>
<td>MS Electrical Engineering</td>
<td>BS Electrical Engineering</td>
</tr>
<tr>
<td>MS Electronics Engineering</td>
<td>BS Electronics Engineering</td>
</tr>
<tr>
<td>MS Engineering Management</td>
<td>BS Industrial Engineering, Management or any relevant BS degree</td>
</tr>
<tr>
<td>MS Environmental Engineering</td>
<td>BS Engineering</td>
</tr>
<tr>
<td>MS Geoinformatics</td>
<td>Any relevant BS degree</td>
</tr>
<tr>
<td>MS Industrial Engineering</td>
<td>BS Industrial Engineering, BS Engineering Management, or any relevant degree</td>
</tr>
<tr>
<td>MS Materials Science and Engineering</td>
<td>BS Materials Science and Engineering or any relevant BS degree</td>
</tr>
<tr>
<td>MS Mechanical Engineering</td>
<td>BS Mechanical Engineering, BS Manufacturing Engineering or any relevant BS Engineering degree</td>
</tr>
<tr>
<td>PhD Computer Science</td>
<td>BS or MS Computer Science or any relevant BS or MS degrees</td>
</tr>
<tr>
<td>PhD Chemistry</td>
<td>BS or MS Chemistry or any relevant BS or MS degrees</td>
</tr>
<tr>
<td>PhD Chemical Engineering</td>
<td>BS or MS Chemical Engineering or any relevant BS or MS degrees</td>
</tr>
<tr>
<td>PhD Electronics Engineering</td>
<td>BS or MS Electronics Engineering or any relevant BS or MS degrees</td>
</tr>
<tr>
<td>PhD Environmental Engineering</td>
<td>BS or MS Environmental Engineering/Science or any relevant BS or MS degrees</td>
</tr>
<tr>
<td>PhD Materials Science and Engineering</td>
<td>BS or MS Materials Science &amp; Engineering or any relevant BS or MS degrees</td>
</tr>
</tbody>
</table>

1.2 Acceptance of students in a BS-MS joint degree program, post-graduate diploma, or master’s degree program requires a GWA of “2.50” or better, or its equivalent, and the approval of the dean of the School of Graduate Studies and the dean or chair of the graduate degree program.

1.3 Acceptance of students in a doctoral degree program requires a GWA of “2.00” or better, or its equivalent, and the approval of the dean of the School of Graduate Studies and the dean or chair of the graduate degree program.

1.4 Applicants for admission in graduate degree programs must submit the following requirements:

1.4.1 An official transcript of records showing the award of the baccalaureate degree in engineering or any related program by a recognized institution of higher learning, including a photocopy of the transcript.
1.4.2 A request of “transfer of credentials” from the Registrar’s Office of the school where the baccalaureate degree was obtained
1.4.3 At least two (2) letters of recommendation from previous professors and/or current employers
1.4.4 Two (2) copies of accomplished application forms with 2” x 2” (identical) pictures
1.4.5 Application fee (for first-time applicants)
1.4.6 Additional requirements for foreign students whose native language is not English:
   • Certificate of proficiency in English
   • A score of at least 500 in TOEFL or Test of English as a Foreign Language
   • Application fee (not applicable to students of dual-degree programs)

1.5 Applicants for admission in the Master of Engineering Program are given diagnostic tests in Engineering Mathematics, Computer Fundamentals and Technical Communications. Those who obtain a score of 70% or better in each test shall be exempted from registering for the equivalent course.

1.6 Applicants for admission in graduate degree programs shall be interviewed by the dean of the School of Graduate Studies or the program chair of the servicing department.

1.7 An applicant shall receive a letter informing him of his admission to the program. The admission is valid for one (1) year. If the applicant fails to complete any graduate course or a portion of the prescribed program within this period, the acceptance lapses and the student shall be subject to any newly adopted requirement upon application for readmission.

1.8 Conditional admission and retention in a diploma or master’s program is applied to a graduate student with an average below “2.50” in professional courses. Under this term, the graduate student shall not be allowed to withdraw any course. Any grade of “I” (INCOMPLETE) shall be computed as “4.00” in the computation of the GWA. A graduate student who is conditionally admitted shall be dismissed from the program when he fails to obtain a GWA of “2.00” or higher after completing 12 units of the program.

1.9 Applicants for admission in graduate degree programs must take note of the following deadlines. Applications received after the announced deadline may not be reviewed in time for registration.

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>2nd week of July</td>
</tr>
<tr>
<td>Second</td>
<td>2nd week of October</td>
</tr>
<tr>
<td>Third</td>
<td>2nd week of January</td>
</tr>
<tr>
<td>Fourth</td>
<td>2nd week of April</td>
</tr>
</tbody>
</table>
SECTION IV: ACADEMIC POLICIES AND GUIDELINES

1. DEFINITION OF TERMS

1.1 FULL-TIME STUDENT. A full-time student is one who carries a quarter’s load of nine (9) units.

1.2 PART-TIME STUDENT. A part-time student is one who carries a quarter’s load of at least three (3) units.

1.3 MAXIMUM COURSE LOAD. Full-time students may enroll in a maximum of nine (9) units per quarter. Part-time students may enroll in a maximum of six (6) units per quarter. For meritorious cases, a part-time student may handle more than six (6) units upon the approval of the dean of the School of Graduate Studies.

2. POLICIES ON ATTENDANCE

2.1 No student shall be given credit in any course unless he is enrolled in the course and attends his classes regularly.

2.2 Based on the ruling of the Commission on Higher Education (CHED), a student who accumulates a number of absences equivalent to 20% of the prescribed number of school days in one quarter or nine (9) hours of absence in a 3-unit course shall automatically be given a final grade of “5.00” (FAILURE).

3. GRADING SYSTEM

3.1 The final grade in a course that can be given to a graduate student is shown in the Table of Grades.

3.1.1 Table of Grades

<table>
<thead>
<tr>
<th>GRADE SYMBOLS</th>
<th>DESCRIPTION (MASTER’S AND DIPLOMA PROGRAMS)</th>
<th>DESCRIPTION (DOCTORAL PROGRAMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25</td>
<td>Highly Meritorious</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>1.50</td>
<td>Very Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>1.75</td>
<td>Satisfactory</td>
<td>Lowest Satisfactory Grade</td>
</tr>
<tr>
<td>2.00</td>
<td>Lowest Satisfactory Grade</td>
<td>Poor Performance</td>
</tr>
<tr>
<td>2.25</td>
<td>Poor Performance</td>
<td>Poor Performance</td>
</tr>
<tr>
<td>2.50</td>
<td>Poor Performance</td>
<td>Poor Performance</td>
</tr>
<tr>
<td>2.75</td>
<td>Poor Performance</td>
<td>Poor Performance</td>
</tr>
<tr>
<td>3.00</td>
<td>Poor Performance</td>
<td>Poor Performance</td>
</tr>
<tr>
<td>5.00</td>
<td>Failure</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Incomplete</td>
</tr>
<tr>
<td>ABS</td>
<td>Absent</td>
<td>Absent</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>In Progress</td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
<td>Passed</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>Failed</td>
</tr>
<tr>
<td>Au</td>
<td>Audit</td>
<td>Audit</td>
</tr>
</tbody>
</table>

3.2 A GRADE OF “I” (INCOMPLETE)

3.2.1 A grade of “I” (INCOMPLETE) is given to a graduate student who:
- fulfilled only a majority (not less than 85%) of the total requirements of the course; and
- failed to take the final examinations, provided his class standing immediately before the final examinations is passing.

3.2.2 A grade of “I” must be completed within the succeeding three (3) quarters. If the student fails to complete the requirements within the prescribed period, the grade of “I” lapses.

3.2.3 A grade of “I” shall not be included in the computation of the quarterly weighted average.
3.2.4 A graduate student shall be allowed to revise his load only when he has earned a grade of “I” (INCOMPLETE) or “5.00” (FAILURE) in a course prerequisite to an enrolled course.

3.3 A GRADE OF “ABS” (ABSENT)

3.3.1 A grade of “ABS” is given to a student who is officially enrolled in a course but fails to report to his class even once since the beginning of the term.

3.3.2 A grade of “ABS” is equivalent to a grade of “5.00” in the computation of the student’s GWA.

3.4 A GRADE OF “W” (OFFICIAL WITHDRAWAL)

3.4.1 A grade of “W” is given to a student who officially withdraws a course.

3.4.2 Any student who is allowed by the Registrar to withdraw a course for justifiable reasons shall be given a grade of “W”.

3.4.3 Withdrawal of a course must be done not later than two (2) weeks after the start of the mid-term examinations.

3.5 A GRADE OF “Au” (AUDIT)

3.5.1 A student allowed to take an audit course will be given a grade of “Au”.

3.5.2 A grade of “Au” will not be included in the computation of the quarterly weighted average.

3.6 GRADING SYSTEM FOR DISSERTATION, THESIS, AND RESEARCH PRACTICUM COURSES

3.6.1 For programs with two or more dissertation, thesis or research practicum courses, the grade in the oral presentation of the proposal will be the basis for the grade for the first course in the series.

3.6.2 The final oral examination and the final version of the dissertation, thesis or research practicum work will be the basis for the grade in the second course in the series.

3.6.3 Dissertation, thesis, or research practicum courses will be graded as “Pass” (P) or “Fail” (F).

3.6.4 In the event that the dissertation, thesis or research practicum course is not completed in the term it is enrolled, a grade of “IP” (In Progress) will be given. Similar to a grade of “I”, the grade of “IP” will be replaced by the final grade (P or F) once the course is completed.

3.6.5 While the grade of “IP” is not yet completed, the dissertation, thesis or research practicum course will always appear in the student’s list of courses every quarter. While the student does not need to pay the tuition for this course in this particular situation, the dissertation, thesis, or research practicum course units will be considered in the computation of the total units enrolled by the student in that particular quarter.

3.6.6 The grade of “IP” will appear in the official records of the student every quarter until it is completed and given a final grade of “P” or “F”, or until the grade of “IP” lapses.

3.6.7 The grade of “IP” must be completed into a grade of “P” within one (1) year for master’s programs, and three (3) years for doctoral programs. After such period, the student must re-enroll the course.

3.6.8 The grades of “P” and “IP” will not be included in the computation of the general weighted average (GWA). However, a grade of “F” will be included in the computation of the GWA with a corresponding grade equivalent of “5.00”.

4. POLICIES ON RESIDENCY

4.1 For students of MEP and MS degree programs

The allowable time frame for completion of all MS and Master of Engineering degree requirements is 14 quarters, computed from the first quarter of admission. This includes all leaves of absence from the program. Extensions may be granted on a case-to-case basis.
basis, but must not exceed eight (8) quarters beyond the maximum time allotted. In cases where the dean of the School of Graduate Studies allows an extension, the student must enroll in three (3) units of additional course work per year of extension.

4.2 For students of BS-MS joint degree programs

The allowable time frame for completion of all degree requirements for both the BS and the MS degrees is seven (7) quarters beyond what is prescribed in the program, computed from the first quarter of admission. This includes all leaves of absence from the program. Extensions may be granted on a case-to-case basis, but must not exceed eight (8) quarters beyond the maximum time allotted. In cases where the dean of the School of Graduate Studies allows an extension, the student must enroll in three (3) units of additional course work per year of extension.

4.3 For students of doctoral degree programs

The allowable time frame for completion of all doctoral degree requirements is 28 quarters for those admitted without an M.S. degree and twenty (20) quarters for those entering with an M.S. degree, computed from the first quarter of admission. This includes all leaves of absence from the program. Extensions may be granted on a case-to-case basis, but must not exceed eight (8) quarters beyond the maximum time allotted. In cases where the dean of the School of Graduate Studies allows an extension, the student must enroll in three (3) units of additional course work per year of extension.

5. POLICIES ON RETENTION

5.1 For Master’s Degree Programs

5.1.1 To be retained in the program, the student’s cumulative GWA in all credits earned must be “2.00” or better. The cumulative GWA is computed after every quarter. If the cumulative GWA in a quarter is below “2.00”, the student shall be given a warning. Under this warning, the student must be required to improve his cumulative GWA to “2.00” or better within two (2) quarters. Otherwise, the student shall be withdrawn from the program.

5.1.2 A student who obtains a grade of “5.00”, “F”, or “ABS” (FAILURE) in six (6) or more credits shall be withdrawn from the program.

5.2 For Doctoral Degree Programs

5.2.1 To be retained in the program, the student’s cumulative GWA in all credits earned must be “1.75” or better. The cumulative GPA is computed after every quarter. If the cumulative GPA in a quarter is below “1.75”, the student shall be given a warning. Under this warning, the student must be required to improve his cumulative GPA to “1.75” or better within one (1) school year. Otherwise, the student shall be withdrawn from the program.

5.2.3 A student who receives a grade below “1.75” in 12 or more credits earned shall be withdrawn from the program.

5.2.4 A student who receives a grade of “5.00”, “F”, or “ABS” (FAILURE) in any course shall be withdrawn from the program.

6. POLICIES AND GUIDELINES ON GRADUATION

6.1 For Diploma, MEP and Master’s Degree Programs

6.1.1 Upon satisfactory compliance with all requirements prescribed by the curriculum, a graduate student shall be granted a degree, subject to the recommendation of faculty members and the dean of the School of Graduate Studies and under the following conditions:

(a) The candidate must have completed the requirements of the prescribed program.
(b) The candidate must have a minimum general weighted average of “2.00”. If the student fails to earn such an average on the minimum number of units, he is allowed to present credit for up to six (6) additional units in order to accumulate the required weighted average.
(c) Submission and acceptance of paper for publication.
(d) All requirements (i.e. completion of grades, submission of bound copies of practicum reports or thesis, submission of the practicum or thesis in article form, etc.) must be submitted one (1) month before the commencement exercises.
(e) The candidate must have paid the graduation fee.
(f) The candidate must have paid the diploma fee.

6.2 For Doctoral Degree Programs

6.2.1 Upon satisfactory compliance with all requirements prescribed by the curriculum, a graduate student shall be granted a degree, subject to the recommendation of faculty members and the dean of the School of Graduate Studies and under the following conditions:

(a) Completion of 36 units of course work (21 units of electives, three (3) units of graduate seminars and 12 units of dissertation)
(b) Passing the qualifying examination
(c) Completion of two-thirds (2/3) of the dissertation to advance to candidacy through oral defense
(d) Completion of the dissertation and successfully defending it in a final oral examination
(e) Submission and acceptance of paper/s for publication
(f) Presentation of work in a local or international conference

6.3 Specific Requirements for Granting a Graduate Degree Program

6.3.1 The minimum publication requirements of each graduate degree program are as follows:

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Minimum Publication Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Engineering</td>
<td>At least one (1) article in a Mapua journal</td>
</tr>
<tr>
<td>Master in Business Analytics</td>
<td>At least one (1) article in a Mapua journal</td>
</tr>
<tr>
<td>Master in Information Technology</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>Master in Multimedia Arts</td>
<td>At least one (1) article in the Journal of Multimedia and Visual Arts</td>
</tr>
<tr>
<td>MA Psychology</td>
<td>At least one (1) article in an international or local journal</td>
</tr>
<tr>
<td>MS Architecture</td>
<td>At least one (1) article in Design Venue</td>
</tr>
<tr>
<td>MS Biological Engineering</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Chemical Engineering (By Research)</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Chemistry</td>
<td>At least one (1) article in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Civil Engineering</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Civil Engineering (By Research)</td>
<td>At least one (1) article in a Scopus-indexed journal and at least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Computer Engineering</td>
<td>At least one (1) article in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Computer Engineering (By Research)</td>
<td>At least two (2) articles in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Computer Science</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Construction Engineering and Management</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Electrical Engineering</td>
<td>At least one (1) article in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Electrical Engineering (By Research)</td>
<td>At least two (2) articles in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Electronics Engineering</td>
<td>At least one (1) article in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Electronics Engineering (By Research)</td>
<td>At least two (2) articles in a Scopus-indexed publication</td>
</tr>
<tr>
<td>MS Engineering Management</td>
<td>At least one (1) article in a Mapua journal</td>
</tr>
<tr>
<td>MS Environmental Engineering</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Industrial Engineering</td>
<td>At least one (1) article in a Mapua journal</td>
</tr>
<tr>
<td>MS Materials Science and Engineering (By Research)</td>
<td>At least one (1) article in a Scopus-indexed conference proceedings</td>
</tr>
<tr>
<td>MS Mechanical Engineering</td>
<td>At least one (1) article in a Mapua journal or at least one (1) article in a Scopus-indexed conference proceedings or journal</td>
</tr>
<tr>
<td>PhD Chemical Engineering (By Research)</td>
<td>At least two (2) articles in Scopus-indexed publications, one of which must be an article in a Scopus-indexed journal</td>
</tr>
<tr>
<td>PhD Chemistry</td>
<td>At least two (2) articles in Scopus-indexed publications, one of which must be an article in a Scopus-indexed journal</td>
</tr>
<tr>
<td>PhD Computer Science</td>
<td>At least four (4) published papers: one article in a Mapua journal, two Scopus-Indexed articles, and one ISI, Scopus-indexed article</td>
</tr>
<tr>
<td>PhD Electronics Engineering</td>
<td>At least four (4) articles in Scopus-indexed publications (2 in conference proceedings and 2 in journals)</td>
</tr>
<tr>
<td>PhD Environmental Engineering</td>
<td>At least one (1) article in Scopus-indexed conference proceedings, and at least one (1) article in a Scopus-indexed journal</td>
</tr>
<tr>
<td>PhD Materials Science and Engineering (By Research)</td>
<td>At least two (2) articles in Scopus-indexed publications, one of which must be an article in a Scopus-indexed journal</td>
</tr>
</tbody>
</table>

(a) For MS degree programs, the graduate student must be the first author, or co-author if the research was completed in a partner academic institution with active MOU/MOA.

(b) For PhD degree programs, the graduate student must be the first author.

6.3.2 Comprehensive Examination for MS Chemistry

(a) A qualifying examination, written and/or oral, shall be administered to all candidates for MS Chemistry to test their mastery of the discipline or area within their Program of Study.

(b) A student must satisfy the following requirements before taking the qualifying examination:
   • Completion of the coursework prescribed in the Program of Study
   • Cumulative grade point average of “2.00” in all courses within the Program of Study
   • Completion of any additional requirement/s as may be prescribed by Residency Rules

6.3.3 Qualifying Examination for Candidates for Doctoral Degree Programs

(a) A qualifying examination, written and/or oral, shall be administered to all candidates for the degree of Doctor of Philosophy to test their mastery of the discipline or area within their Program of Study.

(b) A student must satisfy the following requirements before taking the qualifying examination:
   • Completion of the course work prescribed in the Program of Study
   • Cumulative grade point average of “1.75” in all courses within the Program of Study
   • Completion of any additional requirement/s as may be prescribed by Residency Rules

7. ACADEMIC SCHOLARSHIPS

7.1 ACADEMIC COUNCIL SCHOLARSHIP. The scholarship is given to any faculty member of MAPÜA who has served the university for at least one (1) year. The scholarship consists of free matriculation and a corresponding de-loading in teaching assignment.

7.2 EMERSON AND ASTEC SCHOLARSHIP. This scholarship is given to any applicant whose interests are in any of the following fields: electronics and communication engineering major in control systems, software development or power electronics. Screening and approval of applications are done by EMERSON and ASTEC companies.

7.3 CHED-FDP (COMMISSION ON HIGHER EDUCATION-FACULTY DEVELOPMENT PROGRAM) SCHOLARSHIP. This scholarship is given to any faculty member who wishes to pursue a master of engineering program in any field of specialization available in Mapúa. Screening and approval of applications are done by the Commission on Higher Education (CHED).

7.4 DOST-ERDT (DOST-Engineering Research and Development for Technology). The scholarship is given to any qualified applicant in the field of engineering and related fields. This shall be in the form of local master’s and doctoral scholarship, foreign doctoral and post-doctoral scholarships, visiting professorship grants, and research enrichment. Screening and approval of applicants are done by the DOST.

7.5 DOST-ASTHRDP (DOST-ACCELERATED SCIENCE & TECHNOLOGY HUMAN RESOURCES DEVELOPMENT PROGRAM). The scholarship is given to any qualified applicants in the priority field of science and technology identified by DOST. This shall be in the form of local master’s and doctoral scholarship. Screening and approval of applicants are done by the DOST.
8. POLICIES ON STUDENT LEAVE OF ABSENCE

8.1 A graduate student who plans to discontinue his studies for more than one (1) quarter must apply for a STUDENT LEAVE OF ABSENCE before the end of the current quarter.

8.2 A graduate student who has applied for a leave of absence must file for reactivation six (6) weeks before the enrollment period.

9. POLICIES ON CANCELLATION OF ENROLLMENT

9.1 Any graduate student who wishes to discontinue his studies during the quarter must notify the Registrar in writing within two (2) weeks from the beginning of classes. The cancellation shall take effect only upon the receipt of his application for the cancellation by the Registrar. Non-compliance with this requirement shall result in the forfeiture of the student’s right to any refund of fees paid.

9.2 A graduate student who wishes to return to MAPÚA in the following quarter after his cancellation of enrollment need not apply for reactivation during the enrollment period.
PART D
CONTINUING EDUCATION AND SPECIAL COMPETENCIES
SECTION 1: INTRODUCTION

The MAPÚA CONTINUING EDUCATION PROGRAM (CEP) was granted accreditation by the Professional Regulations Commission (PRC), with PRC ACCREDITATION NUMBER: 99-266, to hold Continuing Professional Education (CPE) seminars/trainings/workshops for the following professionals:

- Architects
- Chemical Engineers
- Electrical Engineers
- Electronics and Communications Engineers
- Environmental and Sanitary Engineers
- Civil Engineers
- Geologists
- Industrial Engineers
- Mechanical Engineers
- Metallurgical Engineers
- Mining Engineers

CEP, now called the Center for Continuing Education and Special Competencies (CCESC), was established in 1986 to provide a supplemental program in computer applications to MAPÚA students.

The success of the initial course offerings of the program bolstered CCESC's resolve to expand its programs by introducing non-conventional and computer-based learning instructions covering advanced courses in engineering, IT related courses (hardware and software applications), and review modules for engineering licensure exams, as well as trainings equivalent to required continuing professional development (CPD) units.

Further, through a successful tie-up with world-leading IT institutions, CCESC has gained accreditation as a training center for the delivery of CISCO Networking Academy Program, CompTIA Academy Program, HP-UX Programs, Microsoft, Macromedia, Autodesk and FESTO and as a testing center for Sylvan-Prometric and Microsoft Office Specialist Program (MOS). CCESC is also accredited by Pearson VUE and CompTIA in providing licensure and certification exams for Microsoft, Cisco, CompTIA, Oracle, HP, GMAC, NCLEX, FINRA, ASCP, DANB and many more.

With its vision of becoming a premier center of non-conventional learning, CCESC aims to utilize all technological breakthroughs and innovative and state-of-the-art instruction to raise the level of proficiency and global-competitiveness of MAPÚA graduates in particular and Filipino IT professionals in general.
SECTION II: CCESC OFFERINGS

1. SHORT COURSES

The CCESC has developed several short courses for the upgrading of proficiency and skills in computer programming and the latest software applications. These courses are designed to provide the needed competencies in order to keep abreast with emerging technologies, and at the same time acquire a globally-acknowledged certification for specialists in application software and program environment.

Some of these courses include:

1.1 ADVANCE OFFICE PRODUCTIVITY 2013: A course that combines Word, Excel and Powerpoint in one training.

1.2 ADVANCE ORACLE PL/SQL: Extend the functionality of the SQL language with PL/SQL to write application codes.

1.3 ADVANCED UNIX/LINUX SYSTEM ADMINISTRATION: This course is designed to give experienced Unix/Linux users the skills and knowledge needed to be qualified system administrators.

1.4 ASP. NET

1.5 BASIC MS ACCESS 2013

1.6 BASIC MS EXCEL

1.7 C# PROGRAMMING: A course that discusses arrays, object oriented programming concepts among others.

1.8 CCNA 1 Routing and Switching 6.0: Introduction to Networks 6.0: This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks.

CCNA 2 R&S: Routing And Switching Essentials 6.0: This course describes the architecture, components, and operations of routers and switches in a small network.

CCNA 3 R&S: Scaling Networks 6.0: Participants shall learn how to configure routers and switches for advanced functionality.

CCNA 4 R&S: Connecting Networks 6.0: This course will make you understand WAN technologies, Virtual Private Networks, Network Address Translation, syslog, SNMP, and NetFlow, etc.

CCNA BOOT CAMP: An intensive training designed to assist learners in their preparation for the current CCNA certification exam. (200-125 CCNA).

CCNA Cybersecurity Operations: covers knowledge and skills needed to successfully handle the tasks, duties, and responsibilities of an associate-level Security Analyst working in a Security Operations Center (SOC).

CCNP-ROUTE V7.0 - Implementing IP Routing: This course discusses the implementation, monitoring and maintenance of routing services in an IP network. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize on hands-on learning and practice to reinforce configuration skills. Aligns with CCNP R&S Certification 300-101 ROUTE.

Interconnecting Cisco Networking Devices Part 1 (ICND 1): The course enriches the attendee’s knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network; in preparation for the ICND1 exam whose topics include Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

Interconnecting Cisco Networking Devices Part 2 (ICND 2): This course is the second half of the learner’s journey to become a Cisco Certified Network Associate (CCNA).
1.9 CompTIA IT Fundamentals
   (a) CompTIA A+
   (b) CompTIA Network+
   (c) CompTIA Security+

Infrastructure Pathway
   (a) CompTIA Linux+
   (b) CompTIA Server+
   (c) CompTIA Cloud+

Cybersecurity Pathway
   (a) CompTIA Cybersecurity Analyst+
   (b) CompTIA Advanced Security Practitioner
   (c) CompTIA PenTest+

Professional Skills
   (a) CompTIA Project+
   (b) CompTIA Cloud Essentials

1.10 FUNDAMENTALS OF UNIX/Linux FUNDAMENTALS: This course provides the skills and knowledge to use a wide range of Unix/Linux graphic and command line tools. This course provides a comprehensive introduction to the UNIX operating system. This course is suitable for users of both Unix and Linux.

1.11 HTML5: The course provides a thorough introduction into the use of HTML5 to create web sites that target the capabilities of modern browsers.

1.12 INTRODUCTION TO PROGRAMMING

1.13 iOS BASIC
   iOS ADVANCE COURSE

1.14 IT ESSENTIALS

1.15 ITIL FOUNDATION: An introduction to the lifecycle of managing IT services in delivering business expectations.

1.16 JAVA BOOTCAMP: This is an introductory course to Java that is designed to get you up and running with the Java program as quickly as possible.

   Java Programming Language: Reliability, maintainability, and ease of development is what Java is known for, and its unique architecture enables programmers to develop a single application. This can seamlessly run across multiple platforms.

   JAVA WEB WITH JAVA EE: This J2EE programming training is an intensive course designed to rapidly learn J2EE programming. This J2EE training class will cover the use of procedural J2EE working with real-world examples and exercises.

   JAVASCRIPT: JavaScript training program provides the fundamental knowledge necessary to design and develop dynamic Web pages using JavaScript. It introduces students to client-side JavaScript and how the language can be used to turn static HTML pages into dynamic, interactive Web pages.

1.17 MS ADVANCE EXCEL: After Basic and Intermediate Excel and you want to learn advanced functionalities like PivotTables, PivotCharts, and even introduction to VBA Macro.

   MS INTERMEDIATE EXCEL

1.18 MS POWERPOINT ADVANCED USER 2010

1.19 MS PROJECT 2013

1.20 NETWORKING ESSENTIALS
1.21 ORACLE FORMS AND REPORTS: In this course, students will build, test, debug, and deploy interactive Internet applications. Working in a graphical user interface environment, they will develop an order entry application from the ground up.

ORACLE INTRO TO SQL: This training teaches you how to write sub queries, combine multiple queries into a single query using SET operators and report aggregated data using group functions.

1.22 PHP/MYSQL: PHP is a widely used programming language which works on the principal of server side scripting to produce dynamic Web pages.

1.23 PL/SQL FUNDAMENTALS: The course introduces PL/SQL programming language basics, including the basic programming block structure, conditional statements, looping constructs, and additional functionality to extend the use of SQL.

PROGRAM LOGIC FORMULATION: The participants is expected to be able: To understand the basic concepts of flowcharting and programming.

1.24 PROGRAMMING ESSENTIALS IN PYTHON

1.25 REDHAT LINUX SCRIPTING

1.26 Software Quality Assurance
   Software Quality Testing

1.27 SYSTEM ANALYSIS AND DESIGN: This course will teach you how to plan an information system by understanding the capability of the system and its components.

1.28 SYSTEM DEVELOPMENT LIFE CYCLE: This course will teach you how to plan, create, test and deploy an information system.

1.29 Unix/Linux Network Administration and Security: This training program helps the participants to configure multiple parts of a Linux system with the goal to optimize its functionality, reliability, performance and security.

1.30 VB.Net
   VBA Macro 2010
   VBA Macro 2013

2. REVIEW COURSES

CCESC offers review courses for licensure examinations in Mining, Geology, Chemical Engineering, Civil Engineering, Electronics and Communications Engineering (ECE) and Electrical Engineering.

3. MULTI-DISCIPLINARY COURSES

Training seminars and symposia on specialized fields such as Process Management, Building Maintenance and Safety, Project Construction Management, Project Management using Primavera Software Tool and Computer Integrated Manufacturing to name a few, are conducted by CCESC to address the specific needs of engineers, architects and other professionals in particular and the industries in general.

3.1 5S IMPLEMENTATION: The course “5S: STEP-BY-STEP IMPLEMENTATION” aims to provide the participants with the fundamental knowledge, skills, tools and techniques in implementing 5S in the organization.

3.2 ACCOUNTING FOR NON-ACCOUNTANTS: Accounting for Non-Accountants is specially designed to cater to non-accountants in need of practical, day-to-day accounting knowledge and skills needed to understand and interpret accounting reports used in making effective business decisions.

3.3 BLOOMBERG CFMP (CERTIFIED FINANCIAL MARKET PROFESSIONALS (CFMP)): The Certified Financial Markets Professional (CFMP) Program offers students the fundamental knowledge in trading various types of securities used by Individual and Institutional participants in the Capital Market.
3.4 BUSINESS ANALYSIS: This course will provide a solid foundation for a career in business analysis. We explore the strategy, phases, components and process a BA uses to develop a project. From conducting an enterprise analysis to assessing the solution’s implementation.

3.5 BUSINESS ANALYTICS REPORTING WITH MICROSOFT EXCEL: This course combines the concept of Business Analysis and the functionality of MS Excel to better interpret reports.

3.6 CONSTRUCTION OCCUPATIONAL SAFETY & HEALTH TRAINING SEMINAR: Construction Safety and Health is a mandatory 40-hour training courses required for safety officers working in the construction industry under Rule 1030 of the Occupational Safety and Health Standards (OSH) and the DOLE Department Order No. 13, s. 1998: Guidelines Governing Safety and Health in the Construction Industry.

3.7 DIGITAL MARKETING MODULE 1
DIGITAL MARKETING MODULE 2

3.8 ENTREPRENEURSHIP

3.9 FINANCIAL ANALYSIS: At the end of the 24-hour Workshop, the participants are expected to, understand the relation between management reports and effective financial management, understand the relation between financial performance analysis and operating control, have an appreciation of the processes involved in generating financial management reports, understand the rationale behind the various techniques used in reading management reports and interpreting them.

3.10 FIRST LINE MANAGEMENT: A participant who completes this course will: Write SMART objectives aligned to the overall organizational goals, Plan how and when to accomplish objectives and prepare a budget, Revisit and align existing procedures to the organizational business process, Document procedures for continuous improvement, Review and align organizational structure to strategies and current business needs, Proactively reach-out beyond the unit structure to coordinate and seek assistance when needed, Implement new and appropriate tools, techniques and approaches on how to develop competencies, Motivate staff to achieve performance excellence, Establish practical performance standards/measurements, Monitor and analyze performance vs. standards/measurements, Evaluate performance, Prepare action plans and implement continuous improvements, Practice the values of professionalism, teamwork, excellence, continuous improvement and customer focus.

3.11 INSTRUCTIONAL DESIGN

3.12 LEAN SIX SIGMA BLACK BELT: The Lean Six Sigma Black Belt Certification Course equips the participants with the required knowledge, tools, techniques, technical and leadership skills in performing and managing Lean Six Sigma projects.

3.13 MANAGEMENT FOR EXECUTIVES


3.15 PCB DESIGN USING PROTELL: A 30-45 hour program designed to expose to and immerse electronic design students in the latest PCB Design software and to enhance their design capabilities using Protell.

3.16 PLANT RELIABILITY PROGRAM: A post-graduate diploma program that offers specialization in plant risk management and reliability improvement, failure analysis, metallurgy and corrosion. The program uses engineering training series (ets) through which techniques and technical-knowledge can be transferred to plant personnel for them to become active contributors to the plant reliability program of their company.
(a) Corrosion Program
(b) Condition Monitoring
(c) Plant Reliability Management

3.17 PRACTICAL PROJECT MANAGEMENT: This course combines Management and Project Management concepts that will help your group to put a structure in your organizational projects.

3.18 PROCESS CONTROL ENGINEERING: An introductory course on process control and automation. It deals with the principles and concepts behind automatic controllers and control systems used in the process industries. Among the important topics to be discussed are the concept of feedback, the PID control algorithm, controller loop tuning, cascade control, and model-based
predictive control. The second phase of the course deals with the design and specifications of process control systems. It covers stability analysis, closed-loop responses, and multivariable control.
(a) Process Control Basics and Distributed Control Systems
(b) Advanced Process Control and Foundation of Fieldbus Technology

3.19 PROJECT MANAGEMENT BASED ON PMBOK 6TH EDITION: This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job.

PROJECT MANAGEMENT FOR PROJECT MEMBERS: This is an introductory course for Project Management. If you are a Project Member or even a new Project Leader, this course will give you an edge in your project management role.

3.20 PROPERTY MANAGEMENT

3.21 SAP BUSINESS ONE ACCOUNTING
SAP BUSINESS ONE IMPLEMENTATION SUPPORT
SAP BUSINESS ONE LOGISTIC

3.22 SPREADSHEET ACCOUNTING: Recording the financial transactions of its business, (with a minimum of data inputting), Preparing financial statements direct from the financial records (compliant with IFRS for SMEs), Preparing semi-monthly time-based payroll, (with inputs for bonus computation and individual pay annualization), Preparing tax forms (with inputs direct from financial records). More importantly, you will be ready to do your spreadsheet recording and reporting.

4. TRAINING COURSES WITH ACADEMIC CREDITS

4.1 CISCO NETWORKING ACADEMY PROGRAM
(a) CISCO Semester 1
(b) CISCO Semester 2
(c) CISCO Semester 3
(d) CISCO Semester 4

4.2 UNIX PROGRAM
(a) Fundamentals of Unix
(b) Open View
(c) Systems and Network Administration 1
(d) Systems and Network Administration 2
(e) Shell Programming

4.3 CALL CENTER FUNDAMENTALS (in partnership with eVentus)
(a) Intensive Workplace English 1
(b) Intensive Workplace English 2

5. FOREIGN LANGUAGE PROFICIENCY PROGRAM

5.1 A 40-60 hour program designed to expose to and immerse the learners in authentic communication learning environments in order to progressively build in them the effective communications skills needed in interpersonal relationships.

5.2 The foreign languages offered are as follows:
(a) Japanese language in partnership with Golden Globe Communications
(b) Spanish language in partnership with Instituto Cervantes
(c) French language in partnership with Alliance François de Manille
(d) Mandarin language

5.3 ENGLISH IN THE WORKPLACE:
(a) PRESENTATION SKILLS MODULE: Presentation Skills is a 24-hour course which focuses on the development of the participants’ skills to talk in front of an audience and their ability to conduct meetings.
(b) SPEAKING MODULE: English in the Workplace Speaking Module is a 24-hour course specifically designed to progressively challenge participants to grow in confidence in the use of English in day to day communication activities in the workplace.

(c) WRITING MODULE: This course that aims to improve the overall quality of work related documents such as memos, e-mails, reports, and letters.

(d) THE CRAFT OF TECHNICAL WRITING

6. SPECIALTY COURSES

6.1 ENGLISH AS A SECOND LANGUAGE FOR FOREIGN NATIONALS

A 240-hour program designed to expose to and immerse the learners in authentic communication learning environments. Extensive mentoring on reading, speaking, listening, writing, vocabulary and grammar is conducted by a pool of experts to ensure quality delivery of the program.

(a) Beginner level (240 hours of mentoring)
(b) Intermediate level (360 hours of mentoring)
(c) Advance level (240 hours of mentoring + 240 hours of sit-in classes)

7. RISK CONTROL DEVELOPMENT CENTER COURSES

7.1 The Risk Control Development Center courses are designed to train and develop competencies in advanced occupational safety, health and environment (OSHE) systems and practices.

7.2 The courses offered are as follows:
(a) Basic Occupational Safety and Health
(b) Loss Control Management
(c) Process Safety Management
(d) Risk Control Management
(e) Professional Safety Audit
(f) Effective Safety Management Consulting
(g) Small Business Safety Management

7.3 The special courses offered are as follows:
(a) Advanced Safety Management System
(b) Power Plant Safety
(c) Safe Work in Energized Facilities
(d) Safe Work Permit System
(e) Hazard Analysis Techniques
(f) Sneak Circuit Analysis
(g) Professional Accident Investigation
(h) Risk Assessment Methods

7.4 A Diploma Program in Safety Engineering and Management (24- unit Post-graduate Degree) is also offered.

8. CERTIFICATION PROGRAMS

8.1 CCESC is a Sylvan Authorized Prometric Testing Center (APTC) offering a wide variety of computer-based certification testing services and catering to all types of certification examinations.

Certification examinations are provided for the following programs:
(a) Microsoft Certified Technical Education Program
(b) Borland Learning Program
(c) CISCO Certified Network Associate
(d) Macromedia Authorized Training Provider Program
(e) Oracle
(f) Lotus
(g) Linux
8.2 The Microsoft Office Specialist (MOS) testing is globally recognized as the standard for demonstrating desktop skills in Microsoft Office Productivity Applications (Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access and Microsoft Outlook). It evaluates the examinee’s overall comprehension in Microsoft Office Productivity, including his ability to use and integrate the advance features of these applications with other software applications.

CCESC MOS Testing Services provides examinations for the following Microsoft Applications:
(a) Microsoft Word
(b) Microsoft Excel
(c) Microsoft Powerpoint
(d) Microsoft Access
(e) Microsoft Outlook
PART E

STUDENT AFFAIRS
SECTION I: INTRODUCTION

The MAPÚA UNIVERSITY is committed to provide excellent services to its students through the different offices that implement student-centered programs, academic-related or otherwise.

The following offices are under the direct supervision of the Office of the Executive Vice President for Academic Affairs (OEVPAA).

1. Office of Student Activities
   (a) Center for Cultural Development
   (b) The New Builder/Cardinal and Gold
   (c) Campus Ministry
   (d) Radio Cardinals
2. Office of Prefect of Discipline
3. Center for Student Advising and Counseling
   (a) Center for Guidance and Counseling
   (b) Center for Student Advising
4. Office of International Programs and Career Services
   (a) Center for Career Services (CCS)
   (b) Center for International Students (CIS)
5. Office of Admissions and Scholarships
   (a) Admissions Office (AO)
   (b) Center for Scholarships and Financial Assistance

The mission of the different offices handling student affairs are as follows:

1. Fully support the vision and mission of the university by providing high quality services to students.
2. Enhance and deepen the students’ commitment to positive values and to inculcate in them a strong sense of honesty, compassion, personal responsibility and respect for others.
3. Address the needs of the students, and shall have an active partnership with the faculty to ensure more effective services.
4. Provide comprehensive programs and services integral to the educational process.
5. Promote programs and services to ensure that students will succeed in all their undertakings during their entire residence in the university.

The objectives of the different offices handling student affairs are as follows:

1. Create a campus environment that is conducive to the learning process
2. Identify, monitor and act upon the specific needs of students through its programs and projects.
3. Provide an atmosphere for a wholesome student life and development.
4. Safeguard student welfare.
5. Establish and maintain a productive communication among students, faculty members, personnel and the administration.
6. Inform students about the vision, mission and core values of the university; academic policies, guidelines and procedures; policies and guidelines on student affairs; and other pertinent matters.
SECTION II: OFFICE OF STUDENT ACTIVITIES (OSA)

1. FUNCTIONS AND RESPONSIBILITIES OF OSA

Aside from approving student activities and disseminating student-related information, the Office of Student Activities (OSA) has the following functions and responsibilities.

(a) Inform students of their rights and responsibilities
(b) Appraise students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teachers, employees and administrative officers
(c) Organize various activities for students/student organizations in coordination with the other centers.
(d) Supervise, regulate and facilitate the co-curricular and extra-curricular activities of accredited/recognized student organizations and student councils

2. UNITS UNDER OSA

2.1 Center for Cultural Development

The Center for Cultural Development (CCD) aims to develop the talents of MAPÚA students in the arts to promote appreciation and preservation of Filipino culture; and to increase understanding of how culture shapes the way people think and behave.

Specifically, the center aims to discover students who are talented in the arts and encourage them to hone their skills and talents. Under this Center are the MAPÚA Cardinal Singers, the Sining Kalinangan MAPÚA Dance Co. and the MAPÚA Tekno Teatro.

The SINING KALINANGAN MAPÚA DANCE COMPANY was organized last August of 2000. Its members undergo training and are required to attend seminars and workshops conducted by different dance associations in order to develop their skills and enhance their projection during the performances. The group aims to participate in dance festivals here and abroad.

The MAPÚA TEKNO TEATRO was organized in August 2000 to encourage students to hone their talents in the performing arts and to develop a well-rounded personality.

The MAPÚA CARDINAL SINGERS (MCS) formerly known as the Mapúa Singing Ambassadors and the Mapúa Concert Singers has embarked on various performances here and abroad showcasing the musical talents of MAPÚA students. Under the supervision of its conductor, it has performed in gatherings and functions within and outside the campus, and even in engagements outside the country. The chorale with its excellent renditions of local and foreign songs has gained distinction and praise. It shall continue to carry with it the name of the Institute and its goal of promoting talents in the field of music.

2.2 The New Builder/Cardinal and Gold

To help students enhance their journalistic and literary skills, THE NEW BUILDER, the school organ, and CARDINAL AND GOLD, the school yearbook, are published on a regular basis.

THE NEW BUILDER, is the official publication of the university for its students. It publishes news, features, literature, views and opinions, schedules of classes, examination schedules, and announcements on seminars, exhibits, lectures, field trips, as well as rules and regulations regarding the use of the library, laboratories, the study hall, and audio-visual rooms, among others. An alumni section featuring outstanding achievements of MAPÚA graduates is also published to inspire students to become successful in their chosen careers.

The CARDINAL AND GOLD is the official yearbook of the university. Printed twice a year, it publishes individual photos as well as group pictures of the graduates of the different schools. It also presents the activities of graduating students during the school year.

2.3 Campus Ministry

The Campus Ministry is an extension of the ministries of the Archdiocese of Manila. It aims to engage in a partnership with the Institute in building an environment of faith, charity and peace in the MAPÚA campus.

The Mapúa Campus Ministry shall help in fostering or deepening God’s life-giving presence in the Mapúa community, regardless of religious affiliations. The Ministry shall be ecumenical in its approach and shall foster understanding and respect for the different
expressions of faith which may exist in the campus. For this reason, the Campus Ministry student volunteers and staff too shall be ecumenical in their approach.

The Campus Ministry hold the following services:
(a) Mass celebration
(b) Moral formation through recollection
(c) Spiritual accompaniment program through prayer meetings
(d) Coordination with student organizations for spiritual development activities

2.4 Radio Cardinals

Mapúa Radio Cardinal (MRC) is the official campus radio of Mapúa University. Broadcasting through the internet since 2016, MRC was set up to fill the need for a viable means to further strengthen the identity of the Mapúa University by giving the students, faculty, employees, alumni, and other stakeholders a common platform for information, entertainment, and engagement.

The MRC works to disseminate information about Mapúa’s key achievements, engagements, and abilities; enhance and solidify Mapúa culture; showcase homegrown talent; provide a laboratory for sharpening the communication and skills of its students; present an opportunity for collaborative work among the different schools in Mapúa; and, serve the broadcasting needs of subsidiaries and the entire YGC.

Programs provide a balanced mix of music, talk, and news meant to cater to the diverse interests of the community. Moreover, these programs have also harnessed the power of social media (Facebook and Twitter) to stimulate interest, listenership, and audience interaction.

3. LEADERSHIP AND SERVICE AWARDS

The prestigious Leadership and Service awards are given to Mapúa student leaders, who have shown exemplary leadership performance and dedication to service. These are the student leaders who have provided invaluable support and genuine service to their fellow students and to the academic community. The Office of Student Activities facilitates the submission of requirements and the selection process. The awarding ceremony is held during the induction rites of the Student Councils and Council of Organizations. A leadership awardee may be given a medal in recognition for leadership during the commencement exercise.

3.1 The selection process involves:
(a) The formation of the Screening Committee composed of one (1) administrator, one (1) faculty member and at least a former student leader
(b) The evaluation of the student leader’s performance within a period of one (1) year based on a set of criteria and qualifications
(c) The validation of the scores or percentages acquired by the nominees; the nominee with the highest score will receive the Leadership award, and the ten (10) student leaders with high scores will receive the Service awards.

3.2 Qualifications
(a) For the Leadership Award: A cumulative average of at least “2.75” with no failing grade of more than six (6) units
(b) For the Service Awards: A cumulative average of at least “2.75”
(c) Residence at Mapúa for at least two (2) years
(d) Officer or committee chair or head of one recognized/accredited student organization for at least one (1) year, and conduct of relevant major activities
(e) Of good moral character or with no record of any major offense

3.3 Requirements
(a) A nomination from a recognized or accredited organization/council
(b) Application form
(c) Certificate of Recognition or Accreditation of Organization/Council
(d) Three (3) sealed testimonies regarding the character and integrity of the nominee from three (3) different school officials (e.g. Adviser, Dean, Administrator or Faculty member)
(e) Three (3) sealed testimonies from different school officials on the nominee’s leadership skills
3.4 Criteria

(a) Academic excellence  20%
(b) Character/Integrity  20%
(c) Leadership  60%

4. GUIDELINES FOR HOLDING ACTIVITIES WITHIN OR OUTSIDE THE CAMPUS

4.1 Extra-Curricular Activities

4.1.1 Students or student organizations or student councils who wish to conduct an extra-curricular activity (e.g. sports festival, team building, outreach program, cultural shows, prayer meeting, general assembly, intramurals, etc.) must fill out an Extracurricular Activity Application Form in triplicate copies for (1) the student, student organization, student council or faculty adviser; (2) the Office of Student Activities (OSA); and (3) the Security Office.

4.1.2 All activity application forms must be filed (received by the OSA) at least seven (7) days before the scheduled activity date. It is important to plan the activity in advance. If the activity is filed only within a week or less, the Director for Student Activities (Director) shall have the prerogative to approve or disapprove the extra-curricular activity. In any case, the Director for Student Activities, after due consultation with the organizer (adviser or student organization/class officer), has the option to postpone or re-schedule the extra-curricular activity due to unavoidable circumstances, such as typhoon, black-out, holidays, natural disaster, jeepney strike, etc.; or if there is a perceived risk on the safety of the participants.

4.1.3 The adviser or student organizer shall not finalize any arrangement or contract with the outsiders like performer/s, sponsor/s, guest/s, speaker/s, resource person/s, resort personnel, plant personnel, factory representative/s, transportation company staff, etc., until the application is approved. Violation of this rule shall be ground for the disapproval of the application.

4.1.4 The application form shall be accompanied by a detailed agenda or program of the activity and a financial statement or projected cost of expenses (budget), including the expected income, if any; or individual contributions, ticket sales, donations, sponsorships, etc. A list of requirements is available at OSA.

4.1.5 The Director for Student Activities shall have the authority to ask for additional information or documents from the organizer, if necessary, before approving the co-curricular activity. The Director shall check and note if the application guidelines are followed. Major extra-curricular activity pertains to the activity involving 60% or more of the members of the class or organization. Minor extra-curricular activity pertains to the activities involving less than 60% of the members of the class or organization.

4.1.6 For an extra-curricular activity that has a “fund-raising” component (raffle draw, ticket selling, or donation), refer to Reference Guideline for Holding Activities available at the OSA.

4.1.7 An off-campus extra-curricular activity shall require the student/s (participant/s) to fill out a PARENT CONSENT form. The form must be signed by the parent or the guardian before the activity date. This form must be notarized. A “no parent’s (guardian) signature, no outside trip” policy shall be implemented.

4.1.8 The organizer (adviser or class officer) shall provide OSA with a complete list of the participants for the off-campus activity before the scheduled date.

4.1.9 The organizer shall conduct a post-evaluation of the activity. The post-event evaluation forms for student activity are available at the OSA. At least 30% or more of the participants are expected to fill out the evaluation forms.

4.1.10 Before the conduct of the next activity, the organizer shall submit the evaluation report to the OSA. The Director shall collate the evaluation report. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or on those directly responsible for the activity.
4.1.11 The evaluation report shall be used by the organizers in the planning and in applying improvement measures on future extracurricular activities. Before the end of the school year, the evaluation results shall be reviewed by the respective student organizations and advisers and submitted to Director for Student Activities.

4.1.12 No extracurricular activities shall be allowed 10 days before the final examination week.

4.2 Co-Curricular Activities of Student Organizations, Student Councils and Graduating Class

4.2.1 A student organization, a student council, a graduating class, a faculty adviser or a class who wish to conduct a co-curricular activity (e.g., technical seminar, plant visit, educational trip, conference, orientation, quiz show, writing contest, course competition, presentation etc.) must fill out a Co-Curricular Activity Application Form in triplicate copies for (1) the faculty or student organizer; (2) the OSA; and (3) the Security Office.

4.2.2 All activity application forms must be filed (received by OSA) at least seven days (7) before the scheduled activity date. It is important to plan the activity in advance. If the activity is filed only within a week or less, the Dean or Subject Chair or Director for Student Activities shall have the prerogative to approve or disapprove the co-curricular activity. In any case, the Dean or the Subject Chair, after due consultation with the organizer (faculty member or student organization/class officer), has the option to postpone or re-schedule a certain co-curricular activity due to unavoidable circumstances, such as typhoon, black-out, holidays, natural disaster, jeepney strike, etc.; or if there is a perceived risk on the safety of the participants.

4.2.3 A faculty member or student organizer shall not finalize any arrangement or contract with the outsiders –like performer/s, sponsor/s, guest/s, speaker/s, resource person/s, resort personnel, plant personnel, factory representative/s, transportation company staff, etc., until the application is approved. Violation of this rule shall be ground for the disapproval of the application.

4.2.4 The application form shall be accompanied by a detailed agenda or program of the activity and a financial statement or projected cost of expenses (budget), including the expected income, if any; or individual contributions, ticket sales, donations, sponsorships, etc. A list of requirements is available at OSA.

4.2.5 The Dean or Chair shall have the authority to ask for additional information or documents from the organizer, if necessary, before approving the co-curricular activity. The Prefect shall check and note if the application guidelines are followed. Major co-curricular activity pertains to the activity involving 60% or more of the members of the class or organization. Minor co-curricular activity pertains to the activities involving less than 60% of the members of the class or organization.

4.2.6 For a co-curricular activity that has a “fund-raising” component (raffle draw, ticket selling, merchandizing or donation), refer to Reference Guideline for Holding Activities available at the OSA.

4.2.7 An off-campus co-curricular activity shall require the student/s (participant/s) to fill out a PARENT CONSENT form. The form must be signed by the parent or the guardian before the activity date. This form must be notarized. A “no parent’s (guardian) signature, no outside trip” policy shall be implemented.

4.2.8 The organizer (faculty member or class officer) shall provide the OSA with a complete list of the participants for the off-campus activity before the scheduled date.

4.2.9 The organizer shall conduct a post-evaluation of the activity. The post-event evaluation forms for student activity are available at the OSA. At least 30% or more of the participants are expected to fill out the evaluation forms.

4.2.10 Before the term ends, the organizer shall submit the evaluation report to the department/school and/or the OSA. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or those directly responsible for the activity.

4.2.11 The evaluation report shall be used by the organizer in the planning and in applying improvement measures on future co-curricular activities.
5. RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS

RULE I – GENERAL POLICIES

Section 1. RATIONALE FOR THE ESTABLISHMENT OF STUDENT ORGANIZATIONS - Subject to the limitations provided for under these rules, the establishment and operation of student organizations shall be allowed to provide students opportunities to make productive use of their free time by engaging in constructive and wholesome extracurricular activities to complement their academic development, through guided group planned studies and projects, aimed at developing student leadership qualities and fostering a closer and a more harmonious relationship, not only among the members within the student organization but also with the faculty and the administration as well. Furthermore, as part of a realistic and progressive policy of the Office of Student Activities, the Administration recognizes the need for student participation in co-curricular and extra-curricular activities, provided, however, that such activities shall be confined only to scientific, technological, spiritual, cultural, civic, or sports related objectives and provided further, that these shall previously be approved by the Office of Student Activities.

Section 2. AUTHORITY TO OPERATE – Subject to rules and regulations promulgated by the Commission of Higher Education (CHED), the President of the Institute shall authorize the establishment and operation of the student organizations upon compliance with the requirements of the CHED and the Institute.

Section 3. SUPERVISION OF THE ORGANIZATION’S ACTIVITIES – Director for Student Activities shall have the authority to supervise and regulate the operation as well as activities of all duty accredited or recognized student organizations for the purpose directing their resources and efforts toward the attainment of their avowed and approved objectives.

Section 4. The Director for Students Activities shall enforce the provisions of this set of rules and regulations and shall:

(a) Review and screen all new and renewal applications of student organizations, and with the help of the Central Student Council (CSC) and the Council of Organization Officers (COO), make the necessary recommendations for the accreditation or recognition of the organizations by the Institute.

(b) Regulate and supervise student activities and conduct hearings in cases involving violations of any of these rules and regulations. Serious violations shall be referred to the Committee on Decorum and Investigation (CDI).

(c) Review, revise and formulate rules and regulations governing student organizations in the Institute and recommend them to the EVP for Academic Affairs.

Section 5. STUDENT PUBLICATIONS – No student organization, or group of students or any individual student shall utilize or avail of the use of the name of the MAPÚA UNIVERSITY, its logo or emblem or/and the name, logo or emblem of any department, office or school in the Institute in any publication, be it as magazine, newsletter, newspaper, periodical, handbill or circular of any form.

The publisher or circular of any publication shall be directly liable and responsible for the contents of the materials published or circulated. MAPÚA shall in no way or manner be liable or responsible for the consequences arising from or in connection with the unofficial publications.

RULE II – DEFINITION OF TERMS

Section 6. Definition – The use of the following terms in these rules and regulations shall be understood and taken as defined below:

(a) Student organization- means any organization composed of bona fide MAPÚA students whose membership in general comes from a school or department, or from different schools or departments of the university. The number of members of the organization should not be lower than thirty (30) students.

(b) Accredited student organization – refers to a recognized student organization that has attained a high compliance score (81% and above) or has satisfied all requirements during the accreditation process (i.e. 4 major activities per year, attendance in regular meetings, submission of a revised constitution and by-laws, with track record for good discipline, for submission of activity evaluation documents).

(c) Recognized student organization – a student organization that has attained a score of 70% to 80% compliance with accreditation requirements.

(d) On-probation student organization – a student organization that has attained low compliance score during the accreditation of student organizations. This also applies to new student organizations applying for recognition.

(e) MU/MIT, MAPÚA or University/Institute – refers to the MAPÚA UNIVERSITY.

(f) President – refers to the highest executive officer of the MAPÚA University.

(g) Committee on Decorum and Investigation – refers to the special committee created by the President to assist him and the Vice Presidents of the university.
Executive VP for Academic Affairs (EVPAA) – refers to the official of the university involved in the supervision of academic services (admissions and registration) and student services.

Prefect of Discipline - refers to the official of the university involved in the enforcement of student rules and regulations of the university

Director for Student Activities – known as the director, refers to the official of the university involve in the supervision of student activities.

Dean – refers to the academic head of a school.

Faculty Adviser – refers to the faculty member designated to directly supervise a student organization.

Council of Organizations Officers (COO) – refers to the elected officers representing the different accredited or recognized student organizations.

Central Student Council (CSC) – refers to the highest elected student body representing the different schools of the university.

Council of Presidents (COP) - refers to the elected officers representing the presidents of each School Student Council.

RULE III – ACCREDITATION

Section 7. APPLICATION – Any group of 30 students of the university may apply at the Office of Student Affairs for permit to organize a student organization provided, however, that for the specific purpose of accreditation of such organization, the total membership thereof shall not be less than 30 students at the time of the issuance of its certificate of accreditation or recognition. Refer to Guidelines for Accrediting Student Organizations.

Section 8. CERTIFICATE OF ACCREDITATION OR RECOGNITION – The acknowledgement of the student organization shall be a precondition for its operation in the university. A corresponding certificate of accreditation or recognition shall be issued by the Director to each student organization upon compliance with the requirements herein prescribed (Sec. 13) provided, however, that such certificate shall be effective for one year only and subject to renewal for a similar period and provided, further, that the certificate may be revoked or cancelled for violation of school rules and regulations.

Student organizations seeking acknowledgement for recognition shall comply with the following requirements:

a) Student organizations applying acknowledgement for recognition shall fall under any of the following classifications:
   i. Scientific or technological groups (academic/technical)
   ii. Cultural groups – (social dent)
   iii. Civic groups – (community service)
   iv. Religious groups – (spiritual development)
   v. Sports oriented groups – (physical development and recreation)

b) No student organizations falling under any of the following categories shall be permitted to operate within the Institute:
   i. Fraternities
   ii. Organizations that carry Greek letter names
   iii. Organizations of political nature
   iv. Regional organizations such as Ilocano organization, Bicolano group, etc.
   v. Organizations that confine their activities to purely social affairs.
   vi. Secret societies
   vii. Organizations that practice religious or racial intolerance.
   viii. Organizations whose policies and practices are not in consonance with the rules and regulations of the Institute and the laws of the land.

c) Purposes and/or objectives of the organization shall be clearly stated.

d) Only student organizations officially acknowledged, accredited and recognized by the university may use the name MAPÚA UNIVERSITY. The name of the university should not, however, be directly or indirectly used in connection with any extracurricular activities, without the prior approval of any of the following: the Prefect, the Director for Student Activities and/or the EVPAA, the EVPA and the President of the University.

e) Any student organization desiring to hold any activity whether on or off-campus shall fill up the required application forms and secure the written approval of the Director for Student Activities at least one week before the event takes place and before notices of the affair are posted or published. For off-campus activities, parent consent forms of the participants are necessary, and should be presented to the Director for Student Activities. The officers and members of the student organization concerned, shall be held jointly and severally responsible for any injury to persons and/or damage of property or facilities arising from the holding of any activity either on or off-campus. The faculty adviser shall, however, be held liable for any consequence resulting from his negligence.
f) No student organization or their officers and members shall individually represent the university in activities of existing or proposed national or international youth groups or endorse their objectives without the approval of any of the following: the Prefect, the Director for Student Activities, the EVPAA, the EVPA, or the President.

g) All student organizations duly recognized shall comply with the rules and regulations of the University. Any organization that violates or circumvents this set of rules and regulations and those of the university shall have its officers and members subjected to individual and collective disciplinary action.

h) The application for recognition of a proposed student organization shall not be considered if there is already an existing organization with the same objectives and purposes or nature of activities.

i) No recognized student organization shall be allowed to affiliate with outside or extramural organizations without the previous approval of the Director for Student Activities. Any violation of this rule will mean the immediate cancellation and withdrawal of the recognition of the organization. In the event that a student organization is allowed to affiliate with outside or extramural organizations, the rules, regulations and policies of MAPÚA shall prevail over the rules, regulations and policies of the outside organization.

Similarly, chapters of outside or extramural organizations shall not be established in the University without likewise complying with the same requirements supra, plus other requirements the University may impose on such organizations.

Section 9. CONSTITUTION AND BY-LAWS - Each student organization shall have a constitution and by-laws which shall be approved by the Director for Student Activities, the Central Student Council and the Council of Organizations Officers. No student organization shall be allowed to function in the University without the prior approval herein required.

Section 10. FACULTY ADVISERS – Each student organization shall have not more than two faculty advisers who shall have the following qualifications:

a) The faculty advisers of recognized or accredited student organizations shall be recommended and chosen by the officers and members of the respective student organizations subject to the approval of the Director for Student Activities, the Council of Organizations Officers and the Central Student Council.

b) The faculty adviser shall be a faculty member who has been with the University for at least three years at the time of his/her appointment. The adviser is a regular faculty member unless otherwise approved by the Director for Student Activities in the absence of a qualified adviser.

c) The faculty adviser shall coordinate with the Director for Student Activities in the supervision of the student organization.

d) The faculty adviser shall be required to sign a letter of acceptance, signing his/her willingness to act in an advisory capacity and to be held responsible to the MAPÚA Administration and to the government authorities for the proper conduct of the organization and its members.

e) The faculty adviser shall be required to sign a letter of assurance that he/she would be present in the general meetings and major affairs of the student organization and shall be jointly responsible with the officers for the conduct of such activities.

f) The faculty adviser shall review, correct, revise and submit for the approval of the Director all proposed programs, press releases and publications of the organization, and shall see to it that everything contained therein is in accordance with the MAPÚA rules and regulations and that the materials are decent and of good taste. He/she shall also see to it that the names and designation of the officers of the MAPÚA administration (including the Deans, Heads, Chairpersons and Faculty Members) are correctly printed in accordance with the MAPÚA prospectus.

g) The faculty adviser shall:

i. Submit all requests for permission to hold meetings and other activities of the organization to the Office of Student Activities and to the other concerned departments.

ii. Certify all official letters and reports of the student organization and copies thereof before they are forwarded to the OSA and other departments.

iii. Review the constitution and by-laws of the student organization.

iv. Check the qualifications of student nominees for elective positions of the organization and inform the Director accordingly.

v. Supervise the election of officers and certify the election results and submit the same to the OSA.

vi. Supervise all activities of the organization and submit written reports and evaluation results thereof to the OSA.

h) No faculty member shall act as adviser to more than one student organization nor shall any student organization have more than two (2) faculty advisers. No honorary faculty advisers shall be allowed.

i) No faculty member shall accept advisorship to any student organization if his/her duties as adviser shall conflict with his/her teaching and/or administrative duties in the University.

j) The faculty adviser shall help in promoting and instilling the core values, the mission and the vision of MAPÚA to the officers and members of the student organization.
Section 11. ELECTIONS AND QUALIFICATIONS OF OFFICERS – The officers of each student organization, as provided for in its approved constitution and by-laws, shall be elected by the members thereof; provided, however, that the election of officers of the organization shall be under the supervision of, and subject to regulation by, the faculty adviser/s, and provided further, that each nominee for election or appointment or designation to any position of the organization shall possess the following qualifications:

(a) He/she must be a bona fide student of the university and must have been actually enrolled and duly registered.

(b) He/she must be responsible person with high moral and ethical standards, without any previous conviction in any court of law.

(c) He/she must have had no disciplinary action of any kind meted out to him/her for violation of MAPÚA rules and regulations.

(d) He/she must have passed all his/her courses of not less than twelve (12) units of academic load in the term immediately preceding his election or appointment.

(e) He/she must have had a continuous residence in the university for not less than two school years and must have earned at least sixty (60) units of college work in the university.

(f) He/she must have carried an academic load of not less than twelve (12) units every term since his/her admission to the university, and is presently enrolled in not less than twelve (12) units, unless he/she is a graduating student.

(g) He/she must not be an officer of another student organization or student council.

(h) He/she must have no financial liability with the university.

(i) An elected officer shall not be qualified to run for re-election if he/she failed in or drops any course in the preceding term or had previously resigned from his/her position.

(j) The term of office shall be for one school year or a number of terms as indicated in the constitution and by-laws of the organization.

Section 12. MEMBERSHIP – Admission for membership in the student organization shall be in accordance with the provisions of the approved constitution and by-laws of the organization and shall be in compliance with the following:

(a) Every organization shall hold once a year an open ceremony (not closed or secret) for admitting new members.

(b) Every candidate for admission to a student organization shall be informed beforehand of the proposed calendar of events and the estimated total amount of dues and expenses which the applicant will incur during the school year.

(c) All candidates for admission shall know by heart the lyrics of the National Anthem and the Alma Mater Song and shall know how to sing them.

(d) All applicants for membership shall know the names of the officials of MAPÚA, its core values and its mission and vision.

(e) Only enrolled and bona fide students of the university are eligible for membership to any student organization.

(f) All applicants for membership below eighteen (18) years of age shall submit a written evidence of parental or guardian consent and such shall have to be approved by the Director for Student Activities. NO HAZING OR INITIATION IN ANY FORM SHALL BE ALLOWED.

(g) Students who under probation (academic or otherwise) are not qualified for membership.

(h) Students meted out disciplinary action are not qualified for membership.

(i) Members of student organizations who have been meted out disciplinary action for violation of Mapua University (MU) rules and regulations shall be dropped from the organization immediately.

(j) Members of student organizations who drop wholly or partly their course load so that the total is less than nine (9) units shall also be dropped from the organization, unless they are graduating.

(k) Members of organizations shall not have any property/financial liability with the University.

RULE IV – REGISTRATION OF STUDENT ORGANIZATIONS

Section 13. REGISTRATION – Student organizations shall apply for registration at the Office of Student Activities. A letter of application for accreditation and/or recognition is required upon registration. Student organizations shall submit the necessary requirements for accreditation/ recognition:

(a) A letter of application signed by the president of the organization and noted by its adviser

(b) A copy of the by-laws of the organization

(c) A copy of the objectives of the organization

(d) A letter of acceptance of the advisory post signed by the adviser

(e) A list of officers of the organization with their respective biodata and grades

(f) A list of at least thirty (30) active members

(g) A list of proposed activities with their tentative dates

(h) A report on post activities including financial reports

(i) A report on the performance of the organization from its adviser

(j) A certificate of affiliation (optional)
Refer to the Office of the Student Activities for the current and official list of accredited, recognized and probationary student organizations.

**RULE V – ORGANIZATION FUNDS**

Section 14. DUES, COLLECTIONS AND FINANCES

(a) No student organization, group of students, party or parties shall collect, solicit and receive funds, contributions, donations or any form of exaction from students for any purpose or project, except from their own membership or officially approved projects.

(b) No student organization, group of students or any individual student is/are permitted to engage the assistance, services or representation of any department of the university, any member of the Institute’s faculty or personnel in collecting, soliciting or keeping of the said funds, collections or donations.

(c) Student organizations may collect a reasonable amount as yearly membership fee from the members provided, however, that every collection shall be correspondingly covered by a receipt issued by the Treasurer of the organization. A permit for such collection shall have been previously approved by the Director for Student Activities.

(d) Collections and dues shall not exceed the amount stated in the approved permit.

(e) Collections shall be solicited only from members of the organization. No solicitation or fund raising project of any kind shall be made unless previous permission has been granted by President or his authorized representative. A guideline for fund raising activity is available at the OSA.

(f) Faculty advisers shall see to it that a permit has been granted by the Director for Student Activities and the President or his authorized representative, for any major fund raising activity. They shall see to it that collection to raise the necessary amount to meet the expenses of the affair is done before the activities are held and not after. A list of possible expenses shall be attached to the letter of application.

(g) Ideally, within one (1) week after an activity is held, or before the next activity, a detailed financial report of said activity shall be submitted to the Director for Student Activities.

(h) All and any amount as may accrue to the organization, whether from voluntary contributions of the members or otherwise, shall likewise be included and/or accounted for in the financial report and a copy of the report thereof shall be submitted to the Director for Student Activities.

(i) The list of contributions for all student activities, together with the amounts contributed, and the financial reports of activities shall be posted in a conspicuous place for the information of all concerned.

Section 15. BOOK OF ACCOUNTS or Financial Record Book – A Book of Accounts shall be maintained by each student organization, on which shall be indicated all collections and disbursements of the organization. The Book of Accounts may be inspected and shall be open for inspection, during regular office hours, by any member of the organization and by the assigned faculty adviser or by the Director whenever the need for such inspection arises.

Section 16. DISBURSEMENTS – If the organization has a bank account, authority for all disbursement from the funds of the student organization shall be affected only upon the previous approval by its governing board with the concurrence of the faculty adviser of the organization. The bank withdrawal slip for any amount withdrawn shall carry the signatures of both the President and the Treasurer of the organization. Furthermore, if the organization maintains a checking account, all checks shall be signed jointly by the President and the Treasurer of the organization.

Section 17. AUDIT AND REPORT – Each student organization shall submit one (1) copy to the Director for Student Activities its financial statement on or before the end of term per major activity. The financial statement, containing total receipts and expenditures, shall be prepared by the Treasurer of the organization, audited by the Auditor of the organization, approved by the President of the organization, and duly noted by the faculty adviser of the organization.

This financial statement should be included in the portfolio of requirements (Plan, Do, Check and Assess documents) per major activity. This shall be a requisite for re-application or renewal of the permit previously granted to the organization to function in the Institute.

The Director for Student Activities may order that the financial statement of each student organization be audited by a competent official of the University at least once every year, and that whenever there is a finding of misappropriation of the funds of the organization, the officers of the organization shall be held administratively liable jointly and severally without prejudice to criminal prosecution if the evidence so warrants.
RULE VI – MEETINGS AND ACTIVITIES

Section 18. MEETINGS – No secret meetings shall be allowed. Permission to hold meetings and/or to post notices must be requested from the Director for Student Activities and received by OSA at least seven (7) days before the meeting takes place. Requests for meetings shall state the agenda of the meetings and shall bear the recommendation of the faculty adviser. The University, upon the advice of the director for Student Activities, reserves the right to cancel for cause any permit previously granted any organization to hold a meeting.

Section 19. ACTIVITIES - Permission to hold an activity must be requested from the university through the Office of Student Activities at least one (1) week before the event takes place and before notices of the affair are posted or published. The following regulations shall be observed and implemented:

(a) The University, upon the advice of the Director for Student Activities reserves the right to cancel for cause any authority previously granted to any student organization to hold an affair.

(b) All extracurricular or co-curricular activities shall not conflict with the official calendar of activities of the University. Academic, co-curricular and official Institutional activities shall take precedence over extracurricular activities of student organizations.

(c) Permission to hold an affair that will entail expenses will be granted by the University only after the officers of the organization planning the activity shall have submitted a written assurance duly certified by the faculty adviser, that the organization has on demand, a sufficient amount to cover all needed expenses. Expenses affairs shall not be allowed. Participation in all activities must be purely voluntary and activities must be characterized by austerity and moderation.

(d) Every affair that is social in nature must be preceded by an activity of a technological, scientific, cultural and/or educational nature.

(e) When a permit previously issued is cancelled or when the activity is postponed, a letter to request to hold the same activity shall be submitted to OSA subject to the approval of the Director for Student Activities unless the organization is advised to secure new permit depending on the nature of the activity.

No meetings or major extracurricular activities of any kind shall be allowed ten (10) days before or during the final examinations. Co-curricular activities may be allowed subject to the approval of the Dean and noted by the Director for Student Activities.

RULE VII – USE OF UNIVERSITY FACILITIES

Section 20. LIMITED ONLY TO ACCREDITED OR RECOGNIZED STUDENT ORGANIZATIONS – The use of available school facilities shall be limited only to such student organizations which are duly acknowledged, accredited or recognized under the rules and regulations of the university. The Head of the Campus Development and Maintenance Office (CDMO) has the authority to approve or disapprove the use of facilities by the student organization.

Section 21. CHARGES FOR USE OF SCHOOL FACILITIES - Subject to the applicable rules and policies, the use of facilities of the university by a student organization shall be upon payment of such reasonable fee or charges as may be deemed necessary for the operation, depreciation and/or maintenance, and subject to a contract to be executed by the Office of the President (OP), Office of the Executive Vice President for Academic Affairs (OEVPA) or Office of the Executive Vice President for Administration (OEVPA).

Section 22. RESPONSIBILITY - The officers of the student organizations concerned shall be jointly and severally responsible and liable for any injury to persons and/or damage to the property or facilities of the University and of other third parties arising from the use thereof by the organization.

RULE VIII – RENEWAL OF AUTHORITY AND DISSOLUTION OF ORGANIZATIONS

Section 23. RENEWAL OF AUTHORITY – Each accredited or recognized student organization shall apply for renewal of its authority to operate within thirty (30) days after the start of the fourth (4th) term. All requirements and conditions for renewal are contained in the application form available in the Office of Student Activities. Failure by the organization to apply for renewal of its authority to operate as provided herein shall be considered sufficient cause for the cancellation of the organization from the official list of student organizations of the university.

Section 24. FORMAL DISSOLUTION – When the dissolution of the student organization is through the voluntary action of its members, it shall be the responsibility of its president, subject to the consultation with the faculty adviser, to formally issue a corresponding written notice to the school administration through the Director for Student Activities who shall record such dissolution in the official list of student organizations of the university.
Section 25. CERTIFICATE OF CLEARANCE – Whether the dissolution of the student organization is voluntary or otherwise the officers of the organization shall be required to secure a certificate of clearance for money, property, civil or criminal liabilities from the faculty adviser and the Director for Student Activities. Dissolution of an organization does not absolve the organization from liabilities and responsibilities arising from previous activities for which they will still be held liable jointly and severally.

RULE IX – STUDENT CONDUCT AND DISCIPLINE

Section 26. GENERAL BEHAVIOR – Every student shall observe and obey the laws of the land, the rules and regulations of the University, and the standards of good society; shall be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; and shall always act with fairness, tolerance, moderation, respect for the opinion and feelings of others, bearing in mind that education stands for breadth of views and for appreciation and understanding of principles and core values.

Section 27. PROHIBITED ACTIVITIES - Activities which partake of the nature of subversion or insurgency, or which are deemed to be unlawful under existing legislations or under the rules and regulations of the University are strictly prohibited. The members as well as the officers of any student organization including the faculty adviser, if warranted by the circumstances of each case, shall be administratively liable jointly and severally for any illegal activity of the organization and in condition, the case shall be referred to proper government authorities for proper action.

As a general rule student organizations as such shall not be allowed to engage in political partisan activities within the campus in keeping with the non-partisan and independent policy of the University. However, such prohibition shall not deny the student as an individual his political right as guaranteed by the Constitution.

Section 28. ADMINISTRATIVE SANCTION – In addition to the revocation of the authority to operate the student organization as provided under the CHED Rules and the Manual of Regulations for Private Schools, thereof, the members as well as the officers of the organization who may be found guilty of violating any of the foregoing regulations, shall either be reprimanded, suspended, or dropped from the rolls of students of the University, or may be recommended for expulsion.

RULE X – MISCELLANEOUS PROVISIONS

Section 29. FUNCTIONAL COORDINATION – In the interest of national security, the President of the University shall coordinate closely with the Commissioner of Higher Education or their duly authorized representatives, toward the effective and proper implementation of these rules, per Letter of Instruction No. 438 of the President of the Philippines.

Section 30. DATE OF EFFECTIVITY – These rules shall take effect upon the approval of the President of MAPÚA UNIVERSITY.

6. RULES AND REGULATIONS GOVERNING SCHOOL STUDENT COUNCILS

RULE I – GENERAL POLICIES

Section 1. RATIONALE FOR THE ESTABLISHMENT OF SCHOOL STUDENT COUNCILS – Subject to the limitations provided for under these rules, the establishment and operation of School Student Councils shall be allowed:

(a) to give the students an opportunity to be heard on matters of student concerns and welfare or on problems and/or questions pertaining to their program.
(b) to provide the students opportunities to make productive use of their time through constructive and wholesome extracurricular activities to complement their academic programs through guided group-planned studies and projects.
(c) to foster and develop responsible student leadership qualities, and
(d) to promote a closer and a more harmonious relationship among the members of the School Student Council.

Section 2. AUTHORITY TO OPERATE – The President of the University shall have the sole power to authorize and approve the establishment of the Central Student Council and the School Student Councils.

Section 3. SUPERVISION OF ACTIVITIES – Each School Student Council shall recommend its respective Dean and the faculty member of its choice and of the same school to be its advisers who shall supervise and regulate the operations as well as the activities of the School Student Council according to the Rules and Regulations promulgated by the University.
Section 4. The Director for Student Activities, the Executive Vice President for Academic Affairs and the President of the Central Student Council (CSC) or its representative shall have the authority to enforce, clarify and interpret the provisions of this set of rules and regulations and shall:

(a) coordinate all activities and operations of the School Student Councils.
(b) conduct investigation of all cases involving violations embodied in these rules and regulations.
(c) from time to time, with the approval of the Executive Vice President for Academic Affairs, review, revise and formulate additional rules and regulations governing School Student Councils in the Institute within the framework of the guidelines of the Commission on Higher Education.

RULE II – DEFINITION OF TERMS

Section 5. DEFINITION – The use of the following terms in these rules and regulations shall be understood as defined or delimited hereunder:

(a) School – Refers to the specific school of the University, such as the School of Electrical Engineering, the School of Civil Engineering, etc. or an academic department offering programs such as the Department of Mathematics and the Department of Physics.
(b) School Student Council – Refers to the organization composed of MAPÚA students officially enrolled in a particular School or program.
(c) MAPÚA or University or MU– Refers to the MAPÚA UNIVERSITY.
(d) The President – Refers to the highest official of the MAPÚA University.
(e) EVP for Academic Affairs – Refers to the MAPÚA official directly in charge of all student services.
(f) Director for Student Activities – Refers to the MAPÚA official directly in charge of the supervision of student organizations, student councils and the graduating class. The Director for Student Activities or Director -is the equivalent head of the Office of Student Activities.
(g) Dean of School – Refers to the Academic Head of each School in the University.
(h) Faculty Adviser – Refers to the faculty member supervising the student council.
(i) Registrar – Refers to the official of the University who is the custodian of all student records.
(j) Treasurer – Refers to the official of the University directly in charge of financial matters.

RULE III – ACCREDITATION

Section 6. CERTIFICATE OF RECOGNITION – The accreditation of a School Student Council shall be a condition precedent to its operation in the University. A corresponding certificate of recognition shall be issued to each School Student Council upon full compliance with the requirements herein prescribed provided, however, that such certificate shall be effective for only one school year and provided, further, that the certificate may be revoked or cancelled at any time for violation of University rules and regulations.

School Student Councils seeking accreditation shall comply with the following mandatory requirements:

(a) Only School Student Councils officially recognized by the University may use the name MAPÚA UNIVERSITY. The name of the University should not, however, be directly or indirectly used in connection with any extra-curricular activities, without the prior recommendation of the Dean of the School and the Director for Student Activities and/or the approval of the Executive Vice President for Academic Affairs.
(b) School Student Councils shall not interfere in curricular, academic and administrative matters of the University.
(c) School Student Councils shall not engage in any national/international political activities/matters nor favor any national/international political party
(d) School Student Councils desiring to hold any activity whether on or off-campus shall fill up the required application forms and secure the written recommendation of the Faculty Adviser, the Dean of the School and the approval of the Director for Student Activities. The officers and members of the School Student Council concerned shall be held jointly and severally responsible for any injury to persons and/or damage to property or facilities arising from the holding of any activity sponsored by the School Student Council either on or off-campus. See the guidelines in the holding of activities for extra-curricular activities.
(e) No School Student Council or its officers and members shall individually or as a group officiate, participate or represent the University in activities of existing or proposed national or international youth groups or other organizations in the Philippines or abroad without the recommendation of the Dean of the School, the Director for Student Activities and the Executive Vice President for Academic Affairs.
No recognized School Student Council shall be allowed to affiliate with outside or extramural organizations without the previous study and recommendation of the Dean of the School, the Director for Student Activities and the approval of the Executive Vice President for Academic Affairs.

All rules, regulations and policies of the University shall prevail over the rules of any other outside organizations. (See Rules and Regulations governing Student Organizations.)

No “hazing” or initiation in any form shall be allowed in all School Student Councils.

All School Student Councils duly recognized shall comply with all the rules and regulations of the University. Any School Student Council that violates or circumvents its set of rules and regulations and those of the University shall have its officers and members subjected to proper individual and collective disciplinary action as well as immediate cancellation of its authority to operate and withdrawal of its recognition.

Section 7. CONSTITUTION AND BY-LAWS – Each School Student Council shall have a proposed constitution and by-laws within the framework of these rules and regulations which shall be approved by the Director for Student Activities and/ the Executive Vice President for Academic Affairs, upon the recommendation of the Dean of the School. Nothing in the proposed constitution shall conflict with, be contrary to or circumvent said rules and regulations, of pertinent CHED rules and the laws of the land. No School Student Council shall be allowed to function in the University without the required duly approved constitution and by-laws.

Section 8. ADVISERS – Each School Student Council shall have as advisers its respective Dean and a faculty member of its choice and of the same school who:

(a) shall coordinate with the Director in the supervision of the School Student Council.
(b) shall be required to sign letters of acceptance, signing willingness to act in an advisory capacity and to be held responsible not only to the Institute but also to proper government authorities for the conduct of the School Student Council and its members.
(c) shall review, correct, revise and pass approval on any printed matter for circulation by the School Student Council to the mass media and shall see to it that everything contained therein are correct and proper and in accordance with MAPÁA rules and regulations, and that the names and designations of the Officers of the MAPÁA Administration are correctly printed therein in accordance with the MAPÁA CATALOGUE OF INFORMATION.
(d) shall certify all official requests for permission to hold meetings and other activities of the School Student Council for submission to the Director.
(e) shall certify all official letters and reports of the School Student Council before they are forwarded to the Director.
(f) shall review the qualifications of student nominees for elective positions to the School Student Council and inform the Director accordingly.
(g) shall supervise or request their faculty representatives to supervise the election of officers for the School Student Council and shall certify the results thereof to the Director.
(h) shall supervise all affairs of the School Student Council and shall submit written reports thereof including financial statements to the Director.
(i) shall review the qualifications of students applying for membership to the School Student Council and shall decide on any case that may develop or arise regarding membership.

Section 9. MEMBERSHIP – All bona fide students of the University are eligible to become in their individual capacity as members of the School Student Council provided that:

(a) They maintain an active academic load of not less than nine (9) units a quarter.
(b) They are not under academic and/or disciplinary probation.
(c) They have no unpaid back accounts with the University.

In addition to the foregoing provisions, the following procedure shall be followed in determining who are considered as qualified for membership in the School Student Council:

(a) The Registrar shall issue a certification on the number of students officially enrolled in the school.
(b) The Registrar shall certify those students of the school who carry an academic load of less than nine (9) units and are therefore not qualified to become members of the council.
(c) The Registrar shall likewise certify those students of the school who have academic deficiencies and are therefore not qualified to become members of the council.
(d) The Treasurer of the Institute shall certify those students of the school with back accounts and are therefore not qualified to become members.

The number of students thus certified as belonging to the last three (3) categories shall be subtracted from the total enrollment of the school and the remainder shall be considered as the only ones qualified for membership. For validity of any election of officers,
50% plus one of this number shall have cast their votes. Below 50% of the votes may still be considered valid but subject to the approval of the Director for Student Activities and the Executive Vice President for Academic Affairs.

Section 10. QUALIFICATIONS OF OFFICERS – The officers of each School Student Council shall be elected by a simple majority vote of all bona fide and qualified members as provided for in the preceding section (Section 9); provided, however, that no officer elected shall be re-nominated for reelection to the same or lower position in the next school year and thereafter and provided further that the election shall be under the supervision of, and subject to regulation by, the advisers and/or by their authorized representatives from the School’s roster of faculty members and provided, finally, that the candidate for election shall possess the following qualifications:

(a) He must be a bona fide student of the Institute and must have been actually enrolled and duly registered.
(b) He must be a person of good moral character and must have no disciplinary action of any kind meted out to him.
(c) He must have started his freshman year in MAPUA and must have had continuous residence therein.
(d) He must have passed all his/her courses with a weighted average of 2.75 or higher in the quarter immediately preceding his election.
(e) He must be classified at least as a 2nd year student (candidates for graduation are disqualified).
(f) He must be classified as a third or fourth year student (candidates for graduation are disqualified) or at least second year student for a 3-year program.
(g) He must have carried an active academic load of more than 18 units (3rd or 4th year) since his/her admission to the University and is presently enrolled in and maintaining not less than nine (9) units.
(h) He must not be an officer of more than one (1) student organization.
(i) He must have no unpaid back accounts in the previous quarter.
(j) After considering all qualifications as mentioned above and no officers are qualified to run, the matter shall be settled with the Committee on elections under the supervision of the Director for Student Activities.

Section 11. ELECTIONS AND/OR VOTING REQUIREMENTS

(a) Elections shall be held within thirty (30) days after authority to operate has been granted under Section 22. Elections shall be supervised by the Director, the Dean or by the authorized representatives (from the School's roster of faculty members). Students casting their votes shall be required to present their I.D. and such other papers or documents as may be required.
(b) Advisers to the School Student Councils shall set the date of the elections, determine where the polling places shall be located and appoint a Board of Canvassers to supervise the elections. Candidates may be allowed to campaign only within one (1) week before the date of elections, provided that the campaign will not disturb or disrupt school academic activities or create unnecessary noise or disturbance. Candidates shall not be allowed to spend money for campaign purposes or give or distribute any gifts, souvenirs, or other material objects or invite students to dinners or parties in connection with the electoral campaign. No part of the School Student Council funds shall be used for this purpose.
(c) Students under prohibition (academic or otherwise) shall not be qualified to vote.
(d) Students meted out disciplinary action shall not be qualified to vote.
(e) Students who have not paid their School Student Council membership dues or who have not fulfilled all other obligations and qualifications shall not be allowed to vote.
(f) Elections of officers to the School Student Council shall be valid only if not less than 50% plus one (1) of the School who have qualified to become members thereof participate in the election by casting their ballots; otherwise, the Director and the Dean shall determine the validity of the results.
(g) Election campaigns should be devoid of any form of violence, force or intimidation and should be conducted in an orderly and peaceful manner, otherwise, participants may be ordered suspended or the results thereof be declared null and void, with those guilty of infraction of the rules and regulations subjected to disciplinary action.
(h) After considering all the requirements prescribed in sections 9, 10, 11, the Dean may appoint the officers of the School Student Council if none is qualified or available.

RULE IV – REGISTRY OF SCHOOL STUDENT COUNCILS

(An interim committee of qualified students may be created by the Dean, and the faculty adviser, with the approval of the Director for Student Activities, the Executive Vice President for Academic Affairs and the President of the University for the purpose of initiating the organization of the School Student Council.)
Section 12. REGISTRATION – Every School Student Council shall apply for registration with the Dean of the School and the Director before it is duly recognized or accredited. For this purpose, each School Student Council shall submit to the office of the Dean of the School and the Director the following:

(a) A copy of the approved constitution and by-laws of the Student Council as called for in Sec. 7 thereof.

(b) The list of officers after they have been duly elected, including their respective positions, date of assumption to office, and their respective specimen signatures. All officers must submit individually a brief biodata typed on the form prescribed by the Director for Student Activities, with an ID black and white photo (“2” x “2”) pasted on the upper right hand thereof. The biodata shall contain the following information: complete name, nationality, sex, civil status, date and place of birth, age, names of parents or guardians, course and year, MAPÚA student registration and serial numbers, present address (both Metro Manila and provincial, if any), former schooling, honors, awards and citations, if any, membership or affiliation (past and present in any other organizations inside or outside of MAPÚA); NBI records of former disciplinary cases in any school.

(c) A report of activities of previous quarters undertaken by the School Student Council.

(d) Such other documents as may be required under the rules and regulations of the University.

RULE V – SCHOOL STUDENT COUNCIL FUNDS

Section 13. Dues, Collections and Finances

(a) Each School Student Council may collect a reasonable amount as membership fee from its members on a voluntary basis, provided, however, that every payment shall be correspondingly covered by a receipt issued by the Treasurer of the School Student Council and registered with the Director for Student Activities. A permit for the collection of such voluntary membership fees shall have been approved by the Dean of the School and the Director for Student Activities.

(b) Voluntary membership dues must not exceed the amount stated in the approved permit.

(c) Voluntary membership dues shall be solicited only from bona fide members of the School Student Council. No solicitation of any kind shall be made unless previous permission had been granted by the Dean of the School and by the Director.

(d) The advisers shall see to it that a permit has been granted by the Director to the School Student Council to make collections other than membership fees for any activity and shall see to it that collections to raise the necessary amount to meet the expenses of the affair are made before the activities are held and not after. For fund raising activity, the procedure followed by the student organizations shall apply for the student council.

(e) Before the next activity is held, a detailed financial report of said activity shall be submitted to the Dean of the School and the Director and a copy thereof forwarded to the Executive Vice President for Academic Affairs.

(f) All and any amount as may accrue to the School Student Council, whether from voluntary contributions of the members or otherwise, shall likewise be included and/or accounted for in the financial report and a copy of the report thereof shall be submitted to the Dean of the School.

(g) All funds shall be deposited in a reputable bank whenever possible.

(h) All reports on collections from membership dues and all other collections for any purpose whatsoever shall be posted conspicuously in the school or council bulletin board for the information of all concerned and shall include the names of the students making the payments, the corresponding amounts and dates. The Dean of the School and the Director for Student Activities shall be furnished copies of the report.

Section 14. BOOKS OF ACCOUNTS or Financial Record Book – A Book of Accounts shall be maintained by the School Student Council, on which shall be indicated all collections and disbursements of the organization together with vouchers and/or receipts. The Book of Accounts shall be open for inspection during regular office hours by any member of the School Student Council or by the Dean of the School, the Director and the Executive Vice President for Academic Affairs whenever the need for such inspection should arise.

Section 15. DISBURSEMENTS – Authority for all disbursements from the funds of the School Student Council shall be effected only upon previous approval by its governing board with the concurrence of the advisers of the organization. The bank withdrawal slip for any amount withdrawn shall carry the signatures of both the President and the Treasurer of the School Student Council. Furthermore, if the School Student Council maintains a checking account, all checks and/or withdrawals shall be signed jointly by the President and the Treasurer of the council.

Section 16. AUDIT AND REPORT – Each School Student Council shall submit three (2) copies (one copy for the Dean of the School and the other one for the Director for Student Activities) of its financial statement on or before the end of the school year. The financial statement, containing total receipts and expenditures, shall be prepared by the Treasurer, audited by the Auditor, approved by the President of the School Student Council, and duly noted by the Advisers of the School Student Council. Failure to comply with this requirement shall be grounds for the revocation of permit granted to the School Student Council. The Director for Student Activities may order that the financial statement of each School Student Council be audited at least once every year/term by a competent...
accountant to be provided by the Institute. Whenever there is a finding of misappropriation or defalcation or any irregularities with the funds of the School Student Council, the officers shall be immediately removed from the position and shall be held administratively liable jointly and severally without prejudice to the filing of a criminal action if the evidence so warrants. The students who are found guilty shall be separated from MAPÚA and may be recommended for expulsion to the Commission on Higher Education.

RULE VI – MEETINGS AND ACTIVITIES

Section 17. Meetings – No secret meetings shall be allowed. Permission to hold meetings and/or to post notices must be requested from the Office of Student Activities at least seven (7) days before the scheduled meeting. Requests for meetings shall state the agenda of the meetings and shall bear the recommendation of the adviser/s. The University, through the recommendation of the Dean of the School and the Director for Student Activities, reserves the right to cancel for cause any permit previously granted to any School Student Council to hold a meeting.

Section 18. Activities – Permission to hold major activities must be requested in writing (Please refer to Rule III, Section 6d) from the Dean of the School and the Director for Student Activities at least twenty-one (21) days before the event takes place and before notices of the affairs are posted or published. The following regulations shall be observed and implemented:

(a) The University, upon the recommendation of the Dean of the School and the Director for Student Activities, reserves the right to cancel for cause any authority to hold an affair previously granted to any School Student Council.

(b) All extra-curricular activities shall not conflict with the regular school activities in the calendar. Academic, curricular and official University activities shall take precedence over extracurricular activities.

(c) Permission to hold an affair that will entail expenses shall be granted by the University only after the officers of the School Student Council planning the activity have submitted a written assurance duly certified by the adviser/s and that the School Student Council has on demand a sufficient amount to cover all needed expenses. Expensive and extravagant affairs shall not be allowed. Participation in all activities must be purely voluntary and activities must be characterized by austerity and moderation.

(d) Every affair that is social in nature must be counter-balanced in advance by an activity that is technical, cultural or educational in nature.

(e) When an activity is postponed, a new permit shall be applied for, specifying the new date and the conditions for holding the activity.

(f) Whenever a permit to hold an activity is cancelled by the Director for Student Activities because of some objectionable features of the activity, the Director has the right to demand to his satisfaction proof that the objectionable features have been removed. After they have been removed, the Director for Student Activities shall demand that a new permit be applied for, specifying a new date for the activity and new conditions to be imposed.

(g) No student activities shall be held within ten (10) days before the final examinations and throughout the final examination week.

RULE VII – USE OF UNIVERSITY FACILITIES

Section 19. Limited only to Recognized School Student Councils, and Other Recognized/ Accredited Student Organizations – The use of available University facilities shall be limited only to School Student Councils and other recognized student organizations which are duly accredited under the rules and regulations of the University, provided that priority is given to academic and co-curricular matters and to official affairs or activities of MAPÚA.

Section 20. CHARGES FOR USE OF INSTITUTE FACILITIES – Subject to the applicable rules and policies, the use of the facilities of the University shall be upon payment of such reasonable fee or charges as may be deemed necessary for utility services, and for depreciation and/or maintenance, and subject to a contract to be executed by and between the concerned school administrator, or his/her duly authorized representative and the Dean of School and President and officers of the School Student Council.

Section 21. PROPERTY RESPONSIBILITY – The officers of the School Student Council concerned shall be jointly and severally responsible for injury to persons and/or damage to the property or facilities of the University arising from the use thereof by the School Student Council.

RULE VIII – AUTHORITY TO OPERATE AND DISSOLUTION OF SCHOOL STUDENT COUNCILS

Section 22. AUTHORITY TO OPERATE – Each School Student Council may operate officially after the officer’s induction.

Section 23. FORMAL DISSOLUTION – When the dissolution of a School Student Council is through the voluntary action of its members, it shall be the responsibility of its President, subject to consultations with the adviser, to formally issue a corresponding written notice.
to the Administration through the Dean of the School and the Director for Student Activities, who shall record such dissolution in the Registry Book of School Student Councils of the University.

Section 24. CERTIFICATE OF CLEARANCE – Whether the dissolution of the School Student Council is voluntary or otherwise, the officers shall be required to secure a clearance for money or property accountabilities from the faculty adviser and from the Director for Student Activities. Dissolution of the School Student Council does not absolve the officers and advisers from liabilities and responsibilities arising from previous activities, for which they will still be held liable jointly and severally. The funds of all dissolved School Student Councils and other student organizations shall be turned over on trust to MAPÚA.

RULE IX – STUDENT CONDUCT AND DISCIPLINE

Section 25. GENERAL BEHAVIOR – Every student shall observe the laws of the land, the rules and regulations of the University, and standards of good society; shall be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; and shall always act with fairness, tolerance, moderation, respect for the opinion and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles and values.

Section 26. PROHIBITED ACTIVITIES – Any activity which partakes of the nature of subversion or insurgency, or which is deemed to be unlawful under existing laws or under the rules and regulations of the University is strictly prohibited. The members as well as the officers of any School Student Council, if warranted by the circumstances of each case, shall be administratively liable jointly and severally for any illegal activity of the School Student Council and in addition, the case shall be referred to proper government authorities for further action.

As a general rule, student organizations as such shall not be allowed to engage in political partisan activities within the campus in keeping with the non-partisan and independent policy of the University. However, such prohibition shall not deny the student as an individual his political rights as guaranteed by the Constitution.

Section 27. ADMINISTRATIVE SANCTION – In addition to the revocation of the authority to operate as provided under Section 2, Rule I hereof, the members as well as the officers of any School Student Council may either be reprimanded, suspended, or dropped from the rolls of students of the University or recommended for expulsion to the Commission on Higher Education.

RULE X - MISCELLANEOUS PROVISIONS

Section 28. FUNCTIONAL COORDINATION- In the interest of national security, the President of the University shall coordinate closely with the Commissioner of Higher Education and the Secretary of National Defense or their duly authorized representatives, toward the effective and proper implementation of these rules, per Letter of Instruction No. 438 of the President of the Philippines.

Section 29. DATE OF EFFECTIVITY - These rules shall take effect upon the approval of the President of the MAPÚA University.

7. RULES AND REGULATIONS GOVERNING STUDENT COUNCIL ELECTIONS

7.1 Objectives

(a) To provide measures that will ensure orderly election proceedings
(b) To regulate election expenditures
(c) To define the qualifications of candidates and electors
(d) To prescribe election procedures such as the filing of candidacy, the settlement of post-election protests and other pertinent matters
(e) To define the composition and the functions of the electoral board

7.2 Elective Positions

The MAPÚA–CENTRAL STUDENT COUNCIL (MAPÚA-CSC). The CSC is the highest student government body. It shall be composed of the President, the Internal Vice President, the External Vice President, the Executive Secretary, the Treasurer, the Auditors, the Business Managers and the Press Relation Officers (PRO) who are selected from among the CSC Representatives of the different schools (AR-ID, CEGE, ChE-Chm, EE-ECE-CpE, EMSE, IE-EMG, ME, IT-CS, Nursing, MAS, SLHS and BA and other programs). They are
officially called “CSC Representatives”. Other schools or departments under MAPÚA shall also have their respective CSC Representatives, subject to the approval of the Director.

The MAPÚA-SCHOOL STUDENT COUNCIL (MAPÚA-SSC). The SSC shall be composed of the President, the Vice President, eight (8) Cabinet members and General Engineering (GE), 3rd and 4th year representatives. The cabinet shall be composed of the Executive Secretary, Secretary of Finance, Secretary of Logistics, Secretary of Budget and Management, Secretary of Scholarship Affairs, Secretary of Information and Correspondence, Secretary of Amusement and Recreation, and Secretary of Welfare and Development.

7.3 Term of Office
The duly elected officers shall hold office for one academic year or four (4) quarters.

7.4 Qualifications of Candidates

7.4.1 CENTRAL STUDENT COUNCIL (CSC) REPRESENTATIVE
(a) The student must be at least of second year standing.
(b) The student must have a weighted average of at least 2.50 in the previous quarter.
(c) The student must not have a failing grade in any course in the previous quarter.
(d) The student must not have failed in more than nine (9) units in any course, including PE, CWS and ROTC since his/her first year in the Institute.
(e) The student must not be a candidate for graduation in the 1st, 2nd and 3rd quarter periods of the current school year.
(f) The student must not have been under academic or disciplinary probation since his/her first year in the Institute as certified by the Registrar and the Prefect for Students.
(g) The student must not have an academic load of less than nine (9) units in the previous and present quarters.
(h) The student must not be holding any top two positions (President or Vice President) in any accredited or recognized student organization.
(i) The student must not have any unsettled account.

The Dean of School after considering the above qualifications may appoint the CSC representative if nobody is qualified. The qualified candidate shall be given priority than the appointee.

7.4.2 SCHOOL STUDENT COUNCIL (SSC) OFFICER
(The qualifications required of the SSC officers are the same as those required of the CSC representatives, except for the required weighted average of at least 2.75 in the previous quarter.)

7.5 Cessation of Tenure
Any incumbent officer of the Student Council shall be terminated for any of the following causes:
(a) Upon final approval by a competent authority of his/her application for leave of absence.
(b) Upon disqualification from re-enrolment during the academic year in his/her current program of study.
(c) Upon death, illness or any other cause which prevents him/her from discharging his/her functions.
(d) Upon his/her receipt of a written notice of suspension or dismissal issued by the Committee on Decorum and Investigation, the Prefect for Students or any competent school authority.

7.6 Electoral Board
The CENTRAL ELECTORAL BOARD is composed of the following:
(a) The Director for Student Activities
(b) Two faculty members
(c) Two students (non-candidate)

7.7 Functions of the Central Electoral Board
The functions of the CENTRAL ELECTORAL BOARD are as follows:
(a) To formulate and implement guidelines and procedures for the proper conduct and coordination of elections
(b) To supervise and coordinate the conduct of the elections
(c) To evaluate the qualifications of the candidates
(d) To investigate and settle protests against the results of the elections
(e) To disqualify candidates who fail to comply with the election requirements
(f) To canvas and check all election returns
(g) To certify the results of the elections and to submit them to the President of the University

7.8 Composition and Functions of the School Electoral Board

The composition and functions of the SCHOOL ELECTORAL BOARD are:
(a) There shall be a School Electoral Board in each school in the MAPÚA UNIVERSITY.
(b) The School Electoral Board shall be composed of the Dean (ex-officio chairman), one faculty member and one student of the school.
(c) The faculty member and the student shall be selected by the Dean.
(d) The School Electoral Board shall evaluate the qualifications of the candidates before the evaluation of the same by the Central Electoral Board.
(e) The School Electoral Board shall have the authority to monitor election proceedings.

7.9 Election Activities

7.9.1 ELECTION WEEK: Elections shall be held not later than the 5th week after the first official day of the start of classes (1st quarter) or as set by OSA.

7.9.2 ELECTION REQUIREMENTS
(a) Filing of application for candidacy certifying that the candidate is qualified and of good academic standing at the Office of Student Affairs OSA
(b) Submission of bio-data and photos of the candidates.
(c) A certification of candidacy signed by the Dean (or the authorized representative).
(d) Submission of party platforms or individual platforms in the case of independent candidates.

7.9.3 FAILURE TO COMPLY: Failure to meet the election requirements shall be sufficient ground for the disqualification of the candidate.

7.9.4 OFFICIAL LIST OF CANDIDATES
(a) The official list of candidates shall be released during the election period.
(b) Any protest against the qualifications of the candidates must be filed before Election Day with the Central Electoral Board.

7.9.5 CAMPAIGN PERIOD
(a) The campaign period shall start on the third (3rd) week (Monday to Friday) of the first quarter and must be completed within at least three (3) days before Election Day or as set by OSA.
(b) Room to room campaign is subject to the approval of the Deans, Subject Chairs, and faculty members concerned.
(c) Specific leaflets are color coded for each party. The party must submit the leaflets to the Office of Student Affairs OSA for screening or color assigning.
(d) An official convocation may be held so that all official candidates may be presented to the electorate. A topic on school issues may be assigned for debate.

7.9.6 CAMPAIGN MATERIALS
(a) Posters (1 or 1/2 standard “cartolina”, color-coded) must be placed only on designated bulletin boards. Posting regulations issued by OSA must be observed.
(b) There shall be two (2) streamers, at most, for every party/candidate.
(c) Financial statements must be submitted to OSA before Election Day.
(d) Removal of all election paraphernalia shall be the responsibility of the parties/candidates after the campaign period. Failure to comply shall merit a penalty to be imposed by OSA.

7.9.7 ELECTION DAY
(a) The elections shall be held preferably on the last day of the election week (Friday) or on any specific day possible after the campaign week as set by OSA, from 8:00 AM to 5:00 PM with no lunch break.
(b) The canvassing of election results shall be computerized and shall be supervised by DO-IT or as advised by OSA when possible. However, if the school/department has a small number of students, the School Electoral Board may decide on its own election proceedings. Guidelines must be presented to the OSA and students concerned.
Election assistants shall be designated by the Electoral Board to assist the voters during the elections.
Each party shall be entitled to one (1) poll watcher.
Campaigning shall no longer be allowed on Election Day.

7.9.8 VOTING PROCEDURE
(a) The voting student shall present his/her ID or certificate of matriculation (CM) before voting. He/she shall log-in his/her name and student number for verification in the computer programming.
(b) The student shall choose his/her candidates on line
(c) No student shall be allowed to vote twice.
(d) Upon consideration of above-mentioned procedure, the electoral board in consultation with the Director for Student Activities may implement a procedure that is appropriate.

7.9.9 COUNTING/CANVASSING OF BALLOTS
The canvassing of votes shall be done by the DEVELOPMENT OFFICE FOR INFORMATION TECHNOLOGY (DO-IT) in the presence of the Central Electoral Board, party representatives and advisers if election is computerized. Tabulation of the election results shall be checked by THE CENTRAL ELECTORAL BOARD.

7.9.10 BREAKING THE TIE
In case of a tie, the winners shall decide on the manner of breaking the tie. If no agreement is reached, the Electoral Board shall decide on the matter.

7.9.11 OFFICIAL RESULTS
For computerized election, DO-IT shall submit the official results of the election to the Central Electoral Board who shall certify the validity of the final and official results. All members of the electoral board shall sign the certification.

7.9.12 PROCLAMATION
The Electoral Board shall proclaim the winning candidates for all positions. The copy of the list of duly elected MAPÜA CSC REPRESENTATIVES and SC OFFICERS shall be forwarded to the President of the University. The MAPÜA community shall be informed of the election results through THE NEW BUILDER, the school publication or through the official university social media sites.

7.9.13 CSC REPRESENTATIVES
The CSC representatives shall appear before the officers of the student councils of the different schools and the different student organizations to present their platform, vision and mission for the CSC and the Institute. The CSC representatives and the SC Presidents shall then select (through a majority win-voting system with the CSC candidate not voting for himself/herself) the final composition of the set of CSC Officers in the presence of the Electoral Board, not later than a week after Election Day or at a date set by the new officers.

7.10 Post-Election Protests

7.10.1 ELECTORAL COMMITTEE FOR PROTEST INVESTIGATION (ECPI)
The President of the Institute shall select the members of the ECPI who shall study and decide on any protest filed against a candidate. It shall be composed of two (2) Deans, one (1) faculty member, one (1) legal counsel and one (1) non-partisan student.

7.10.2 FILING OF PROTESTS
Post-election protests shall be filed with the ECPI not later than three (3) working days relative to the last day of election.

7.10.3 HEARING
The decision of the ECPI shall be considered final and executory. It shall be submitted to the Central Electoral Board.
SECTION III: OFFICE OF THE PREFECT OF DISCIPLINE (OPD)

The Office of the Prefect of Discipline (OPD) aims to promote DISCIPLINE in accordance with the Mapúa University core values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Furthermore, the OPD envisions providing guidance for the integral development of student’s moral values, habits, ethics and ideals to become a responsible and better person in the future.

The OPD for them also strives to take part in creating an environment that is conducive to learning by implementing rules and regulations aligned with the Student Discipline Handbook and reflecting Mapúa’s Core Values.

The following are the functions and responsibilities of this office:

- To inform students of their rights and responsibilities;
- To appraise students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teachers, employees and administrative officers; and also to ensure that due process has been observed in every administrative proceeding.

The Office of the Prefect of Discipline (OPD) offers the following services:

- Supervision of student disciplinary cases and other student concerns
- Issuance of Certificate of Good Moral Character
- Processing of Affidavit of Loss and clearances
SECTION IV: CENTER FOR STUDENT ADVISING AND COUNSELING

1. CENTER FOR GUIDANCE AND COUNSELING

The Center for Guidance and Counseling anchors its philosophy on the concept that the center was created to support the academic community of the university in helping the students develop their educational, vocational, and psychological potentialities, thereby helping them to achieve an optimum level of personal happiness and social usefulness.

In line with the vision and mission of the university, the Center for Guidance and Counseling aims to develop the total well-being of students as individuals and as members of society. The center supports the school in creating an environment that is conducive to learning and in providing the means to help students achieve their optimum potentials.

1.1 CGC SERVICES

The Center for Guidance and Counseling is an integral part of education which aims at providing opportunities for all students to learn and develop to their fullest potential. In order to achieve this goal, the Center for Guidance and Counseling has orchestrated a program of essential services and activities that complement the instructional program of the school. Students may feel free to avail of these services which are the following:

1.1.1 COUNSELING is the helping processes that are confidential in nature and assist students to focus on concerns, plan strategies to address specific issues, and evaluate their success in carrying out these plans.

(a) Individual Counselling is a one-to-one helping relationship that focuses on the student’s growth and adjustment as well as problem solving and decision making needs.

(b) Group Counseling typically consists of a few students who meet their guidance counselor on a regular basis in confidential sessions to handle specific concerns or to support each other with a particular developmental goal.

1.1.2 CONSULTING is a relationship in which the guidance counselor (who acts as the consultant) leads the process of helping the other person/s (student, parent, or teacher who is/are the consultee/s) to identify a purpose, establish a goal, plan strategies to meet that goal, and assign responsibilities to carry out these strategies. The focus of consultation is a specific need or situation for which information, instruction, or facilitation is requested by a student, parent, or teacher.

(a) Information Service provides the student with sufficient educational, social, and occupational data as guide in his/her choices and decisions. The guidance counselors also act as resources for information needed by students, parents, and teachers.

(b) Instructional Service includes large-group instruction provided for students, parents, and teachers to impart information or deal with particular concerns.

1.1.3 COORDINATING SERVICE involves activities to help the school use appropriate and accurate data, follow through on essential services, and plan a school-wide focus for student development.

(a) Referral is the process of directing or redirecting a student to an appropriate specialist or agency for definitive intervention. This may be a referral by guidance counselors to other departments or institution to cater certain students’ needs that cannot be addressed by the center or the school. On the other hand, this could also mean referring of students by other personnel (e.g. faculty members, medical staff, security guards, etc.) or departments/centers to the guidance counselors for assessment and counseling.

(b) Follow-up Service is the systematic monitoring of the students who have been counseled, referred, or has graduated from the institution for possible assistance.

(c) Remedial Service is done in partnership with the Center for Student Advising (CSA) to assist students achieve their full educational potentials.

1.1.4 APPRAISING SERVICE is being rendered by the center in order to help students, parents, and teachers gather accurate data and make sound decisions about educational programs, instructional placements, career directions, and a host of other issues.

(a) Individual Assessment systematically identifies the characteristics and potentials of every student in order to promote better self-awareness and self-understanding.

(b) Testing Service assists the student to achieve self-knowledge and self-realization through standardized psychological tests that would help him/her make accurate decisions on programs and processes related to learning.
Research and Evaluation Service aims to provide empirically based data relevant to the ultimate goal of implementing counseling.

### 1.2 OTHER CGC PROJECTS

The Center for Guidance and Counseling (CGC) also offers special programs to students such as:

1.2.1 Email your Counselor aims to make the guidance services accessible both to students and the alumni. The Center believes that through modern technology, this approach is the better means of communicating one’s concerns to the guidance counselors with least discomfort.

1.2.2 CGC on Facebook employs the social utility to reach out to all students, giving them an alternative way of communicating their concerns. This facility also provides the center with great opportunity to connect with students and make them aware of the services and programs of the center.

1.2.3 CGC ASPIRE Program (Achieving Satisfactory Performance through Intervention and Referral to EWP) aims to assist students to attain an academic status of “OK” either through counseling and/or referral to CSA EWP (Early Warning Program).

1.2.4 Program for Special Population is a set of various activities designed to cater the needs of certain groups such as:

- (a) students supported by OFW parent or guardian
- (b) Filipino students who studied from Philippine Schools Overseas (PSO)
- (c) international students of the university
- (d) student assistants or the working students
- (e) underachievers or those students whose academic status is below par

1.2.5 Guidance Society of Mapúa, the student service-arm of the center, is composed of service-oriented Mapúans who undergo training to work as peer facilitators to fellow students.

1.2.6 Training Program for Practicum Students intends to provide students of other schools with learning and experience in the field of guidance and counseling. This offers opportunities for practicum students to work as paraprofessional counselors by being exposed to the guidance services of Mapúa University and the guidance system in general.

1.2.7 Extension Service is composed of structured learning activities and social orientation programs intended to provide coping strategies and enhancement skills to various groups.

### 2. CENTER FOR STUDENT ADVISING

The Center for Student Advising (CSA) is an integral part of the undergraduate experience at the MAPÚA UNIVERSITY. Faculty members, guidance counselors, and students will provide the advising support needed by all undergraduate students of Mapúa. The nature of support ranges from academic to peer to developmental advising.

The MAPÚA STUDENT ADVISING SYSTEM has the following major objectives:

- (a) to assist students to adjust to college life;
- (b) to provides assistance to students in the development of their academic plans;
- (c) to increase the chances of students to complete their program of study in the shortest time possible.

The Mapúa Student Advising System is composed of three integral parts: (1) Academic Advising; (2) Peer Advising; and, (3) Developmental Advising.

With the concerted efforts of the triad, Academic Advising, Peer Advising, and Developmental Advising, the Center offers the Early Warning Program (EWP). This program aims to assist students to have an academic status of “OK”.

### 2.1 ACADEMIC ADVISING

Academic advising is the first of the triad which involves the faculty members who are designated as academic advisers. They take care of the academic needs of the students enrolled in their respective programs, and monitor the scholastic performance of the students by assisting them in choosing the group of courses they need to take to ensure that they fulfill the curriculum requirements in the most effective and efficient manner. The Mapúa Academic Advising is comprised of multiple advising units:
(a) Course Advisers. This includes the professors who accommodate the student’s concerns related to their currently enrolled courses. Students may seek assistance from their course advisers on their declared advising hours which may vary every term.

(b) Enrolment Advisers. Also known as special faculty advisers (SFAs) who are tasked to assist students during enrolment for in changing courses, adding or deleting courses, changing sections, waiving of prerequisites, requesting inclusion to a section, requesting a course overload, opening a class tutorials, among others.

(c) Program Advisers. Also known as curricular advisers who serve as the primary contact for academic advice of all students regarding their degree program. Program advisers are usually the dean of the school, the program coordinator and/or any of the faculty expert assigned by the dean.

2.2 PEER ADVISING

Peer Advising (PA) is the second of the triad that involves selected student achievers who passed the qualifications to be a peer adviser. Peer advising involves, but is not limited to the following:

(a) providing academic assistance to students in a form other than classroom style;
(b) strengthening student to student (peer) support; and
(c) providing an avenue for student achievers to develop their potentials.

Peer Advisers are volunteer undergraduate students of Mapúa University who were screened by the CSA Coordinator. They have undergone special training/orientation in preparation for peer advising. Their tabulated schedules will be posted and they are expected to report at the CSA during their duty hours.

Students who wish to avail of the PA may visit the CSA to register for the program anytime during the term. They should coordinate with the peer advisers for the scheduling of regular peer advising. Peer Advising formally opens every second week of every term and ends until the ninth week.

The different programs being undertaken by the peer advisers are:

(a) One-on-one peer mentoring;
(b) CSA Culminating – Final Exam Review
(c) CSA Awareness Campaign; and
(d) Peer Advisers’ Enhancement Program.

2.3 DEVELOPMENTAL ADVISING

Developmental Advising is the third of the triad that involves the guidance counselors and some selected student volunteers. The guidance counselors help the students to achieve better self-understanding so they could acquire intelligent decision making skills that would ultimately lead to the realization of their full potentials.

Developmental advising involves, but is not limited to the following:

(a) Completion of the Cumulative Record folder (CRF);
(b) Administration of Psychological Test;
(c) Intake Interview of all Freshmen;
(d) Routine Interview and Counseling;
(e) Seminars and Trainings;
(f) Exit Interview for Graduating Students; and
(g) Graduate tracking.

Through the CGC ASPIRE (Achieving Satisfactory Performance In Response to EWP) Program, the guidance counselors assist the students to achieve an academic status of “Ok” either through counseling and/or peer advising.

Developmental Advising is being administered by the Center for Guidance and Counseling.
SECTION V: OFFICE OF INTERNATIONAL PROGRAMS AND CAREER SERVICES

The Office plays a significant role in increasing the internationalization dimension of the university through the development and implementation of International Programs. The office is responsible in providing assistance and guidance to both degree seeking and exchange students in the academic, social and cultural aspects of their study. Further, it is responsible in providing support to the undergraduates, graduating students and alumni of MAPÚA in defining their career goals and to provide assistance to its partner companies with their recruitment needs through its various services.

1. INTERNATIONAL PROGRAMS

1.1 Student Exchange Program
A program in which students study abroad for as short as one semester in one of the partner universities. This program helps them become aware and adopt to alternative, multi-faceted approaches to learning, which eventually enhances their interest in global issues, and broaden their general knowledge.

1.2 International On-the-Job Training (OJT)
An Internship Program that is intended for students and graduates of various disciplines to get actual experience of how it is like to live and train in another country as student-trainee. International OJT will not only give students the best possible training, but also open a lot of doors to professional opportunities.

Interested students with OJT requirement must submit the following general requirements for proper endorsement:
(a) Signed Endorsement Form
(b) Scanned copy of valid Passport
(c) Updated Resume

1.3 International Plant Visit (iPV)
This one-week program is part of the University’s curriculum to provide students with relevant academic experiences in the field. Several plants in Japan, Korea, Malaysia, Singapore, Taiwan, and Thailand are a regular go-to of Mapúans for their international plant visits. These visits aim to match the theoretical knowledge learned inside the classroom with the actual production systems and business processing of plants.

1.4 International Summer Camp
This camp at the undergraduate level has a goal of exposing students to the foreign culture, history, and global best practices. Activities during the summer camp includes cultural and historical visits, industry and plant visits, adventure trips, and immersion with locals.

1.5 International Seminar (i-seminar) and International Conference (i-conference)
These are programs that give the students a whole new experience at an international level.

2. CAREER SERVICES

2.1 Career Expo (Job Fair)
On-campus job fairs held four times a year (in February, May, August and November) give the students and alumni the privilege to check out employment opportunities in one venue – their very own campus. It also gives participating companies the advantage to promote their organization, as well as their products and services.

2.2 Careerlink (http://careerlink.Mapúa.edu.ph)
The pioneer provider of on-line campus recruitment solution in the Philippines. This career website is created to assist both the undergraduates and alumni in their job hunting and OJT needs. It has a special feature for online application, quick apply options and system-generated copies of resume that facilitates job posting and application. This site aims to provide a “one-stop shop” for Mapúa jobseekers to deposit their résumés and submit them to potential employers, while employers can post job ads and search for potentials employees.

2.3 Career Development Program
This one-day pre-graduation career workshop is sponsored by partner companies and facilitated by professionals from various industries. It aims to assist students in their self-assessment, career development and planning before they explore
The highlight of the program is to reinforce the students' qualities and develop relevant job competencies that will put them ahead in their job-search as well as to keep the students' technology skills current.

- **Non-technical Seminar**
  Relevant topics/activities may include, Resume Writing, Power Grooming, Professional Etiquette, Employment Trends, Interview Tips, Work Management, Pre-Employment Requirements, Compensation & Benefits, Mock Interview, Testing & Evaluation (Communication Skills).

- **Technical Seminar**
  Represents the entire sequence of specialized technical seminars and workshops sponsored by partner companies and facilitated by professionals from various industries.

- **Educational Trips, Plant tours and Company Visits (Local)**
  These are learning experiences outside the classroom. These activities are offered to enhance classroom learning by providing students with an opportunity to see the actual places, technologies and operations that are described in textbooks and lectures leading them to be exposed to situations that are new to them. These activities may be sponsored by partner industries as part of their branding program to introduce their company for possible training and employment.

Online facility for the verification of Mapúa graduates form Year 2005 onwards.

2.5 Graduates Directory
A comprehensive list of graduates and their contact details given to potential employers for recruitment purposes.

2.6 In-Campus Recruitment
This service is available to all local and international companies who are interested to conduct in-house recruitment activity for employment and training purposes. Invitations and schedules are announced via email, SMS, phone calls, online and offline postings.

2.7 Job Ads Bulletin
This service is purposely designed to channel out employment and training opportunities to qualified Mapúa alumni and students as required by different companies here and abroad. This avenue allows employers to post job/training requirements and invite prospect Mapúa alumni and students to apply and fill out application form or submit resumes for advertised position. CCS events and other career-related activities are like posted online and offline.

Posting Sites:
Offline Posting – CCS Bulletin Boards & Electronic Panels (Intramuros & Makati Campus)
Online Posting – Careerlink, Facebook, Twitter, LinkedIn, Yahoo Group and Mapúa Alumni Portal

2.8 Resume Book
A set of clear-cut resume of alumni and graduating students designed uniformly to provide potential employers complete information of prospect talent/s for possible placement.

2.9 Institutional On-the-Job Training
A program designed to give students a professional edge upon graduation, often referred to as on-the-job training, or work-based learning. The program provides opportunities for students to apply knowledge gained in the classroom/laboratory to real-life work experiences in local companies.

3. CENTER FOR INTERNATIONAL STUDENTS
The Center for International Students (CIS) is a special unit that provides service and assistance to foreign students who have chosen Mapúa University as their learning institution. The Center also encourages and supports international academic relations and cultural exchanges. CIS can assist foreign students by providing information about arrival or departure procedures, living accommodations, academic and local requirements here in the Philippines. CIS has created the International Students Organization (I.S.O.) with the intention of sharing their interests, experiences and talents to their fellow students or student leaders by participating in activities with other student organizations in the campus.
SECTION VI: CENTER FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The Center for Scholarships and Financial Assistance (CSFA) ensures that scholarships, academic grants, financial aids and all its services are made available to all academically deserving, creatively gifted, and financially challenged students. Its services include:

- Scholarship programs sponsored by the Mapúa administration, private agencies/companies/foundations, Mapúa alumni association, and government agencies.
- Financial assistance program

1. SCHOLARSHIPS SPONSORED BY MAPÚA

1.1 E.T. YUCHENGCO SCHOLARSHIP PROGRAM

a) SENIOR HIGH SCHOOL. For Grade 11 applicants with at least 85% General Weighted Average (GWA) and final grades in Science, Mathematics, and English in Grade 9 and for Grade 11 applicants obtaining a grade of at least 85% in the Mapúa Scholastic Aptitude Examination (MSAE). Applicants will be taking a scholarship examination covering Mathematics, Physics and Chemistry and after passing the scholarship exam they will undergo a scholarship interview to determine the top 10 scorers.

The scholars will enjoy a full tuition and miscellaneous fees with Php5,000.00 annual stipend.

Scholars must maintain a cumulative GWA of 90% or better at the end of the academic year and no grade lower than 80% in any course. A grade lower than 80% in any course would mean discontinuance of the scholarship even if the cumulative GWA is 90% or higher.

b) UNDERGRADUATE. Mapua ETYSHS scholar who met the GWA grade requirement of 90% and above with no grade lower than 85% in any subject will automatically qualify to be a recipient. The following will be qualified to take the scholarship exam if Mapua SHS student obtained a Semestral Weighted Average of 85% and above and no grade lower than 85% in any subject; MCL SHS and MHSS SHS students with Semestral Weighted Average of 85% and above and no grade lower than 85% in any subject; and freshman applicant obtaining a grade of at least 80% in the Mapúa Scholastic Aptitude Examination (MSAE). Applicants will be taking a scholarship examination covering Mathematics, Physics and Chemistry and after passing the scholarship exam they will undergo a scholarship interview to determine the top 10 scorers.

The scholars will enjoy a free tuition and miscellaneous fees, Php3,000.00 book allowance and Php5,000.00 stipend per term.

Scholars must maintain a cumulative GPA of 2.00 or better and must have no grades below 3.00 including PE and NSTP and must finish the program within the prescribed number of terms.

Qualification for and availing of this scholarship shall exclude any further availing of other scholarships or financial incentives provided for or administered by the university, including scholarships arising from the CBA between the university and FAMIT/MITLU.

1.2 ACADEMIC SCHOLARSHIP. For students carrying a load of not less than ten (10) units who have obtained a credit grade average of 1.00 to 1.50 (full academic scholarship) or 1.51 - 1.75 (half academic scholarship) and who have not obtained a grade lower than 3.00 in any course from the previous term, including PE and NSTP.

A FULL ACADEMIC SCHOLAR enjoys free full tuition fees for one (1) term; and a HALF ACADEMIC SCHOLAR enjoys free half tuition fees for one (1) term.

As a general rule, students obtaining a QWA of 1.75 or better, qualify for academic scholarship and are automatically validated by the Scholarship System for the availing of the scholarship. For non-numeric grades, the following should be considered:

i. A student who has obtained any of the following grades qualifies for the scholarship provided the total number of units including the course with such grade is not less than ten (10) units.
   a. \text{W} \text{ (Official Withdrawal)}
   b. \text{P} \text{ (Passed)}
   c. \text{AU} \text{ (Audit)}
ii. A student who has obtained any of the following grades is automatically disqualified for the scholarship. However, if the grade is corrected to P or a numerical passing value within the first 2 weeks of the current term, the student qualifies for the scholarship. Additionally, student who obtained any of the following grades from previous terms, qualifies for this scholarship the following term provided that the grade is completed to P within the current term.
   a. IP (In-Progress)
   b. I (Incomplete)

iii. A student who has obtained NR (No Report) should inform the CSFA about the change of NR to a certain grade given by his/her instructor within 2 weeks from the deadline of encoding of grades. Failure to do so disqualifies the student to avail of the scholarship.

iv. A student who had an academic dismissed status will be disqualified from the academic scholarship even if the student reached the qualifying grade requirement.

The scholarship is automatically validated and indicated in the Generated Schedule and Assignment (GSA). In case when the scholarship is not indicated, the student is given a week starting the enrollment to validate the academic scholarship at the CSFA. Failure to do so will be construed as a waiver of the right to the scholarship.

1.3 ATHLETIC SCHOLARSHIPS. For athletes eligible for the NCAA games and other athletic meets (basketball, cheerleaders, chess, football, lawn tennis, table tennis, swimming, taekwondo, volleyball, and track and field) representing the Mapúa University.

Scholars enjoy free total matriculation charges (for Class A and B athletes), while there are those who enjoy 75%, 50% and 25% discount (for Class C, D & E athletes) in matriculation charges plus a monthly allowance.

1.4 DON TOMAS MAPÚA SCHOLARSHIP (DTMS). For incoming Grade 11 and incoming freshmen students who graduated “with highest honor” who belongs to the graduating batch of at least 60 students of all duly accredited high schools in the Philippines or abroad and passed the Admission’s qualification. Certificate with school’s dry seal issued by the Principal or Registrar should contain the award of “with highest honor”, the name of the school and its address, the printed name and signature of the Principal, or the Registrar, and the contact details such as telephone, mobile number, email address of the Principal, or the Registrar must be presented to the CSFA upon enrollment.

The scholars enjoy free tuition fees for two (2) consecutive terms given that the scholar met the grade requirement on the second availment.

Registration, miscellaneous, laboratory, field and drafting fees are charged to the account of the student.

The scholarship is discontinued at the end of one term if the student obtains a failing grade in any course, including PE and NSTP.

A DTMS scholar who qualifies for an academic scholarship for the second term shall be awarded the benefits of only one scholarship grant - that which affords the scholar the greater benefits unless stipulated otherwise by an existing CBA.

A DTMS Scholar who qualifies for a FAMIT/ MITLU/ NON-FAMIT – NON-MITLU scholarship shall opt to either waive the DTMS scholarship or defer the application of the FAMIT/ MITLU/ NON-FAMIT - NON-MITLU Scholarship until after the termination of the DTMS grant.

A DTMS scholar who does not enroll for the second term may claim the scholarship when he returns to MAPÚA upon presentation of an approved Leave of Absence and an approved Reactivation Status.

1.5 FACULTY ASSOCIATION OF MAPÚA INSTITUTE OF TECHNOLOGY (FAMIT) SCHOLARSHIP (covered by current CBA). For children of permanent faculty members and full-time probationary faculty members who have completed four (8) consecutive quarters of full time service.

Scholars under this category enjoy free full tuition fees only.

1.6 MAPÚA INSTITUTE OF TECHNOLOGY LABOR UNION (MITLU) SCHOLARSHIP (covered by current CBA). For a regular employee of MAPÚA, his/her spouse and/or legitimate children/ collateral relatives within the 4th civil degree, must have served in the Institute for ten (10) continuous years.
Scholars under this category enjoy free full tuition fees, and a 15% discount on miscellaneous fees.

1.7 NON-FAMIT/ NON-MITLU SCHOLARSHIP. For a regular non-FAMIT/ non-MITLU (or confidential) employee of the Mapúa Institute of Technology, his/ her spouse and or 1 legitimate child, will benefit for a free full tuition fees and a 15% discount on miscellaneous fees.

1.8 P.D. 577 (SCHOLARSHIP FOR DEPENDENTS OF MILITARY PERSONNEL). For dependents of military personnel who have died or have been incapacitated in the line of duty.

Students under this scholarship enjoy free tuition fees only.

The scholarship is discontinued should the scholar obtain a grade lower than “3” in any course.

1.9 SIBLING DISCOUNT PROMO

For freshmen students, transferee or seeking another degree who are enrolled from Batch 2011 (1st Quarter, AY 2011-2012) onwards and Mapua Senior High School students are qualified. Both or all siblings should be enrolled during the term of availment. Siblings who have only one parent in common may also be considered granted that they can provide proof of relationship.

The sibling discount is applicable to tuition fees only. Amount of discount given are as follows:

Undergraduate students
- 2nd child – 15% discount
- 3rd child – 25% discount
- 4th and succeeding children – 50% discount

Senior High School students
- 2nd child – 10% discount
- 3rd child – 15% discount

To avail the sibling discount promo, the student must possess the following requirements below.
- Fully accomplished Sibling Discount Application Form (downloadable on Mapúa website).
- Original and Photocopy of NSO birth certificate (both sibling). A photocopy of the NSO birth certificate of the common parent should also be submitted.
- Photocopy of Certificate of Matriculation for the current term. (both sibling)

1.10 THE NEW BUILDER SCHOLARSHIP. For the Editor (1) and staff members (4) of THE NEW BUILDER, the official publication of Mapúa University.

Students under this scholarship enjoy free total charges (for the EDITOR) or free tuition fees only (for the STAFF).

Note: Any scholarship granted by the University shall be cancelled for any misconduct on the part of the student.

1.11 YGC PROMOTIONAL DISCOUNT

The Promotional discount covers senior high school student and freshmen applicant and currently enrolled students (Batch 2008) onwards who are legitimate children of any regular employee of YGC (list of companies can be found in the University’s website).

The child of the YGC employee seeks to apply in Mapúa admission and pass the MAPÚA Scholastic Aptitude Examination (MSAE). The YGC employee must accomplish the promotional discount application form/waiver of Mapúa University prior to every enrollment period. Proper validation of this form is done by the employer’s HR Department Head.

The student will be given a 25% discount on tuition and laboratory fee only. No discount is given to all other fees (miscellaneous, penalty charges, etc.)
2. SCHOLARSHIPS SPONSORED BY ALUMNI AND ALUMNI ASSOCIATIONS

2.1 THE GUINHAWA FAMILY SCHOLARSHIP. The applicant must be currently enrolled as 3rd, 4th, or 5th year Engineering student of MAPUA. The applicant must have proven financial need to complete his/her studies. Parents’ combined income must not exceed Php450,000.00 per year.

The applicant must be in good academic standing with General Weighted Average (GWA) of at least 2.50 for the last two terms with no grade lower than 3.00.

Scholars enjoy free half tuition fee each term. The miscellaneous fees shall be shouldered by the scholar.

2.2 CEG SCHOLARSHIP. This is offered to female students with 60 units left to finish. The applicants must be enrolled in any engineering programs and must have a GWA of 2.50.

The scholar will enjoy a full matriculation fee grant.

2.3 MAPUA ALUMNI ASSOCIATION- ALBERTA CHAPTER (MAAAC). This is for 2nd year to 4th year engineering students whose parents’ annual income does not exceed Php250,000.00 and with a GWA of at least 2.50 in the last two terms with no grade lower than 3.00.

Scholars enjoy free partial tuition fee from 25% to 75% depending on the scholar’s GWA.

2.4 MAPUA ALUMNI ASSOCIATION OF EASTERN USA (MAAEUSA). The applicant must be currently enrolled as a 3rd, 4th or 5th year student of MAPUA in an engineering program.

Scholars enjoy free full tuition fee per term.

2.5 MAPUA ALUMNI ASSOCIATION OF SAN DIEGO (MAASD). An applicant must be currently enrolled in Mapúa or must have a history of registration at Mapúa, but not with more than three (3) years of inactivity; must be financially incapable of pursuing a college degree; parents’ combined annual income must not exceed Php250,000.00; must be of good academic standing with a GWA of at least 2.50 for the last two terms.

Scholars enjoy free full tuition fee every term.

2.6 MAPUA ALUMNI AUSTRALIA (MAA). Applicants must be an incoming 4th year students enrolled in the University based on financial needs and must have a latest GWA of 2.50.

The scholar will enjoy a full matriculation fee grant.

2.7 MIT CHE-CHM ALUMNI ASSOCIATION (MITCCAA) SCHOLARSHIP. For 2nd, 3rd, and 4th year students of the School of Chemical Engineering and Chemistry.

The applicant must have a GWA of 2.25 or higher and with no failing or incomplete grades during the previous term; family income must not exceed Php400,000.00 per year.

Scholar receives a Php10,000.00 allowance per term.

2.8 MIT FILIPINO CHINESE ALUMNI ASSOCIATION (MITFCAA) SCHOLARSHIP. For bona fide students of MAPUA. The scholarship is administered and monitored by the association.

Students under this scholarship enjoy a stipend of Php10,000.00 per term.

2.9 NAMA-BRITISH COLUMBIA (NAMA-BC). For 3rd, 4th or 5th year engineering students whose parents’ annual income does not exceed Php250,000.00. An applicant must not be enjoying any other scholarship program other than the academic scholarship and must have a GWA of 2.50 or better for the last two terms with no grade lower than 3.0
Scholars enjoy free 50% tuition fee per term.

2.10 NATIONAL ASSOCIATION OF MAPÚA ALUMNI (NAMA). This scholarship is offered to 2nd year level students of any programs in the University. The applicant must have a GWA of 2.50. The scholar will enjoy a grant of up to Php25,000.00 per term.

2.11 SOUTHERN CALIFORNIA MAPÚA ALUMNI (SCMA) SCHOLARSHIP. The applicant must be pursuing a program in Engineering or Architecture. He or she must be a full time student (10 units minimum), must have obtained a GWA of 2.50 or higher and must not have any failing grade in any courses taken.

Students under this scholarship enjoy a stipend of US$400.00 per term or as may be determined by the grantor.

2.12 TEXAS ASSOCIATION OF MAPÚA ALUMNI (TAMA) SCHOLARSHIP. For 3rd year Engineering, Architect, Interior Design and Information Technology students with a GWA of 2.50 or higher; without any grade lower than 3.00; with leadership qualities and financially incapable of pursuing a college degree.

Students under this scholarship enjoy a free full tuition fee per term.

3. SCHOLARSHIP SPONSORED BY PRIVATE AGENCIES

3.1 ABOITIZ EQUITY VENTURES (AEVS). It is offered to students enrolled in Accountancy, Business Administration, Information Technology, Engineering and Psychology. The applicant must have a GWA of 2.25.

The scholar will enjoy a full matriculation fee grant.

3.2 ANALOG DEVICES, INC. (ADI). For currently enrolled 2nd – 3rd year ECE, EE and CPE students. The applicant must have a GWA of 2.50 or higher.

Scholars enjoy free matriculation with book allowance (Php 5,000.00) and monthly allowance (Php 3,000.00).

3.3 AY FOUNDATION. For 4th year engineering students. Applicants must have a GWA of at least 2.50 or higher and must have proven of financial needs.

Scholar will be given an assistance of Php9,000.00 per term.

3.4 KEPPEL PHILIPPINES MARINE INC., The scholarship is offered to 1st year to 4th year regular student of Mechanical Engineering, Electrical Engineering, Civil Engineering and other programs being offered by the University. The applicants must have a GWA of at least 2.50 or higher.

The scholars will enjoy a free full matriculation.

3.5 MAEDA ROAD CONSTRUCTION CO. LTD. It is offered to incoming 3rd and 4th year students taking Civil Engineering. The applicant must have a GWA of at least 2.50 or higher and must be willing to accept the return service in Japan.

The scholar will enjoy free full matriculation per term plus book allowance of Php6,250.00 per term and monthly allowance of Php12,000.00. They will also be provided a tuition fee for Japanese language class.

3.6 MEGAWORLD FOUNDATION, INC. For incoming freshmen of CE, AR, ME, EE, IE, BA and ACT students of Mapúa.

The applicant must belong to the top 10% of the graduating batch and will submit application directly to Megaworld. Applicants will be asked to fill out documents, take exams and undergo interviews from Megaworld.

Scholars enjoy free tuition and miscellaneous fees plus monthly allowances.

3.7 PETRON CORPORATION. The applicant will be coming from top 5-10% of the incoming 2nd – 4th year student enrolled in Chemical Engineering, Mechanical Engineering and Electrical Engineering. They should have a GWA of at least 2.50 or higher without any failing grade since first year and must be willing to accept a return service.
The scholarship grant will cover full matriculation fee and book allowance of Php 3,000.00 per term.

3.8 PHILDEV SCHOLARSHIP. This is offered to incoming 1st year – 4th year students who are enrolling in Science and Engineering degree programs.

The applicant must be a Filipino citizen without pending immigration application to any foreign country. If the applicant is a freshman, he/she must be among top 5% of his/her high school graduating class and if the applicant is in 2nd year – 4th year level, he/she must have a GWA of 1.75. Family income must not exceed Php500,000.00 per annum.

The scholar will enjoy a full matriculation fee grant.

3.9 PHINMA FOUNDATION INC. The applicant must be 3rd year – 5th year students enrolled in Engineering programs and must have proven financial need to complete his/her studies with parents’ combined income must not exceed Php450,000.00 per year, The applicant must not enjoying any other scholarship program other than academic scholarship and must have a GWA of 2.50 or higher for the last two terms with no grade lower than 3.00

The scholar will be granted a Php22,500.00 per term

3.10 SHINKAWA ELECTRIC CO. LTD. It is offered to incoming 3rd students enrolled in Electrical Engineering, Electronics Engineering, Mechanical Engineering, Information Technology, Information Systems and Computer Science. The applicant must have a GWA of at least 2.50 or higher and must be willing to accept the return service in Japan.

The scholar will enjoy free full matriculation per term plus book allowance of Php6,250.00 per term and monthly allowance of Php12,000.00. They will also be provided a tuition fee for Japanese language class.

4. SCHOLARSHIPS SPONSORED BY THE GOVERNMENT

4.1 DEPARTMENT OF SCIENCE AND TECHNOLOGY-SCIENCE EDUCATION INSTITUTE (DOST-SEI) SCHOLARSHIP. For regular 1st year students of MAPÜA, JLAP (Junior Level Assistance Program) and for regular third year students of MAPÜA.

Applicant must have a grade not lower than 85% or 2.50 and must have no failing grade in any academic course. He must be a natural born Filipino, in good health and of good moral character and not a recipient of any other scholarship. He must not have a pending application for resident migration status to USA or any other country. Application are submitted directly to the DOST.

The scholar will enjoy a tuition fee of Php10,000.00 per term plus stipend and book allowance depending on the category they are granted by the DOST-SEI.

4.2 GOVERNMENT SECURITY AND INSURANCE SERVICES (GSIS). The scholarship is administered by GSIS and payments are directly coordinated with our Treasury.

4.3 PHILIPPINE VETERANS ADMINISTRATION OFFICE (PVAO) SCHOLARSHIP.

“Award for Educational Benefits” and “Scholarship Credit Card” as incorporated in the blue book from PVAO is presented to CSFA upon enrollment.

Grant is determined by PVAO.

5. FINANCIAL ASSISTANCE PROGRAMS

5.1 STUDENT ASSISTANSHIP PROGRAM
- Students who are in 2nd year level may apply for this program.
- Students Assistants are allowed to work a maximum of 24 hours per week during their vacant period.
- They are compensated with a minimum wage.
- Students who do not have any failing marks in the previous term preceding the application may apply for a term-long assistanship.
- Application may be coursed through a requesting department/school or through the Center for Scholarships and Financial Assistance (CSFA).

5.2 INCOME-BASED FINANCIAL ASSISTANCE PROGRAM

Offered to Incoming freshmen students.

- Applicant must be an incoming freshman student whose combined annual family income is not more than Php500,000.00 and must obtain a score of not lower than 60% in the Mapúa Scholastic Aptitude Examination.
- The benefit is 40% discount on tuition fee only.
- The grantee must maintain a GWA of 2.75 per term with no failing grade in any term and must not shift to another program.

5.3 UPPERCLASSMEN FINANCIAL ASSISTANCE PROGRAM

Offered to 2nd year to 5th year students enrolled in any programs.

- Applicant must have proven financial needs
- Must be in good academic standing
- The benefit is 40% discount on tuition fee for 2 terms only
- The grantee will be able to claim the 2nd availment if he maintained a GWA of “2.75” without failing grade
PART F
STUDENT SERVICES AND FACILITIES
SECTION I: MAPUA LIBRARY

1. MAJOR SERVICE FUNCTIONS

The Mapúa University Library is divided into three major service functions: (1) Technical Services; (2) Readers Services, and (3) Electronic Resource & Information Services.

1.1 Technical Services

This service area is concerned with the acquisition, organization (classification, cataloging, etc.), preparation and preservation of materials. It consists of two units: the acquisition and the cataloguing, preservation and maintenance unit. The area is open from 8:00 AM - 5:00 PM.

1.2 Readers Services

These areas are being supervised by the section head and are directly involved in serving library clientele through its two main units, namely:

2.1 Circulation. It is located at the second floor of the West building. Library service is from 8:00AM-5:00PM (Monday) 8:00AM –7:00PM (Tuesday to Saturday and 8:00 AM - 5:00 PM (2 Sundays before Final exams). This service has the objective of supporting the instructional, research and extension programs of the University.

2.2 Periodical. It is located at the ground floor of the West building near the Medical-Dental Clinic of the University. Library service is from 8:00AM - 5:00PM (Tuesday-Sat. The section keeps a control record of the holdings of serial publications (magazines, journals, newspapers, etc.) received by the library, and answers questions about holdings of specific titles.

The area is closed during Mondays.

1.3 Electronic Resources and Information Services

ERIS is composed of the following units:

3.1 Internet. This section supports the speedy exchange of information and the instructional/research needs of the academic community through e-mail, social networks and other tools found in the internet that support dissemination of information. Internet is free of charge to our clients.

3.2 Multimedia. This section provides access to production-based IT (e.g. word processing) and information-based IT, which consists of DVD, CD-ROM files, electronic resources, etc. Value added services are also integrated such as printing research outputs.

3.3 Reference & Special Collection. This section contains materials that provide quick and direct information (e.g. encyclopedias, dictionaries, almanacs, atlases, handbooks, etc.). The unit also houses the Mapúa archives (lectures, examination papers, profiles of the past and present presidents, etc.) as well as the American Shelves (reading materials donated by the Thomas Jefferson Information Center, mostly on American studies reading materials.

The ERIS section is located at the 2nd Floor of SW bldg. Library service is from 7:00AM – 6:00PM (Monday-Saturday).

2. BRANCH LIBRARIES

2.1 Architecture Library

It is open to all students and faculty members for higher level of research in the field of Architecture and Industrial Design. The resources are in the form of magazines, journals, case studies in print and CD format, newspapers and books, which are circulated through an open shelf system. The unit is located at the fourth floor of the South Building (Intramuros campus). Library service is from 9:00AM – 6:00PM (Monday –Friday) 8:00AM-5:00PM (Saturday).
2.2 Graduate Studies Library
Its collection consists of highly advanced technical books, which are accessible to both undergraduate & graduate students. The resources are in the form of books, theses and periodicals circulated through an open shelf system. The library is located at the ground floor of the North Building (Intramuros campus). Library service is from 9:00AM – 6:00PM (Monday to Saturday)

2.3 Makati Library
It is a branch library that services to students and faculty members of Mapúa-Makati. It is located in the West-Wing of the School building (third floor). Library service is from 8:00AM – 5:00PM (Monday) 7:00AM-7:00PM (Tuesday-Saturday). Its collection consists of professional books for Information Technology, Information Systems, Information Management, Computer Science, Health Sciences, Accountancy & Business Administration, Hotel and Restaurant Management and Entrepreneur. The Library also maintains and updates the general references, books for basic studies and technical, as well as general periodicals (magazines, newspapers) and professional / technical journals.

3. LIBRARY SERVICES

3.1 Assistance on general and specific library inquiries through the information desk, by phone, and e-mail.
3.2 Lending of tablets within respective areas (Multimedia, Periodicals Section, GS Library, and AR Library) for mobile access to e-resources.
3.3 Online Book Reservation and Renewal – this online facility allows patrons to reserve and/or renew materials under their account through the library’s web OPAC. This online facility is also synchronized to the Library System.
3.4 Intralibrary loan- the loan of an item by the library to another library (Makati, MHSS Libraries).
3.5 Document Delivery Service – patrons can request delivery of journal articles owned by the library through electronic mails. This service is free to all MIT Library patrons.
3.6 Remote Access Service – Mapua Library’s EZproxy service provides off-campus access to most of the library’s online subscriptions. Visit any of our Circulation/Information Desks to ask for assistance.
3.7 Circulation of library materials- check-out and return of General Circulation, Reserve and Filipiniana book collections using self-service stations and book drop machines which are located in General Circulation section and Periodicals, respectively.
3.8 E-mail notification of overdue library materials.
3.9 Interlibrary loans with local libraries [Intramuros libraries and members of the Philippine Association of Academic & Research Libraries network]. Please approach the Reference Section Staff to avail of this service.
3.10 Referral Service - Referral letters/forms to visit other libraries can be obtained from the Reference section for a fee of Php10.00.
3.11 Readers Assistance - users are offered assistance in the selection of library materials on the subject of inquiry. Researchers may be directed to appropriate sources of information available in Mapua Library.
3.12 Searching Assistance - Instructions and assistance are given in the use of electronic catalogues, databases, internet, etc.
3.13 Accommodation of outside researchers - The library attends to visiting users up to a maximum of five persons at one time. Outside researcher’s fee is Php75.00/quarter term for alumni and Php50.00/day for other visiting users except Library Consortium members. Requirements are as follows: NAMA card from alumni and Referral/formal letter from other visiting researchers.
3.14 Orientation and Library tour - It gives short information/lecture to the patrons and visitors of the library with regard to library facilities, services and policies.
3.15 Internet service - It provides access to users and the opportunity to surf and navigate the information highway.
3.16 Multimedia service - It provides users with relevant information through electronic/non-print material such as DVD’s CD-ROM’s, electronic resources, etc. It also includes value added services like downloading, typing and printing of research outputs. Word processing or typing in the Internet Section is free of charge.
3.17 Current Awareness Service – Announce newly acquired materials through OPAC (Book River) display, social media sites, e-bulletin board and library page.
3.18 Annotation and indexing - It gives brief information about unpublished research studies and periodical articles via the online catalogs.
3.19 Online Databases- Access to databases like ACM, Science Direct, IEEE, EBSCO, ACS, Access Engineering, GVRL, ASME, ASCE, and Britannica Online which offers a variety of journal articles and general information respectively.
3.20 E-Librarian - Answers queries and concerns regarding the improvement of the library operations, resources, services and facilities. Thru E-Mail: library@mapua.edu.ph or social networks being maintained by the department like Facebook, Twitter and Instagram.
3.21 Turnitin Originality Checking Service- Turnitin is a web-based plagiarism checking tool subscribed by the University to help faculty members and students to assess their research/ work for originality check and avoid plagiarism.

4. LIBRARY FACILITIES

4.1 Library Reading Areas – Mapua Libraries provide several reading areas offering different modes of seating as well
4.2 ID Tapping Kiosk – Convenient way of logging-in upon entry in the Main Library.
4.3 Study Areas/Reading Areas:
   a) Quiet Study Zones – provides study areas for patrons requiring a quiet place to study. Designated Quiet Study Zones are Periodicals Section, AR Library, GS Library, and General Reference Section.
   b) Quiet Group Study Zones - Those wishing to study in small groups with low-volume conversation. Located in the Main Library General Circulation.
   c) Discussion Rooms – for group studies and presentation activities. Patrons can also borrow the Interactive White Board Kit (e-beam) and overhead projector while using the Discussion Room. Located in the Main Library General Circulation. Pre-booking is suggested.
4.4 Study spaces- General Circulation section provides space for group study and collaborative learning. Conversational and acceptable level of noise is expected.
4.5 Book drop Machine- a self-service machine that allows patron to return borrowed books (i.e General Circulation, Reserve and Filipiniana).
4.6 Self-Service Stations – allow patrons to check-out library materials (i.e General Circulation, Reserve and Filipiniana books). Machines are located in General Circulation Section.
4.7 Circulation Desk – lends and accepts return check-out and room-use books, provides assistance on online renewal and online book reservation, issues charge slip for overdue books.
4.8 WebOPAC (Online Public Access Catalog) – a web-based facility allowing library patrons to search all materials (books, journals, e-books, e-journals, non-print, etc.) available in the library.
4.9 Wireless Internet – Library patrons can connect laptops and mobile devices to the wireless internet provided by the Institution.
4.10 OPAC - allow library patrons to search all materials (books, journals, e-books, e-journals, non-print, etc.) available in the library. This also allows patrons to do online book reservation and renewal.
4.11 Computer terminals – 35 computers with internet access are available to library users.

5. POLICIES AND REGULATIONS

Any violation against the following rules and regulations will be punishable per Mapúa Library sanctions (RG-LB-01-02):

5.1 MAJOR LIBRARY OFFENSES

   a) Silence must be maintained at all times in the designated Quiet Zones (ERIS, Graduate Studies, AR Library, and Periodical Section). Collaboration and discussion are allowed in the Group Study areas, provided this will not distract other library user.
   b) Dishonesty, lending or borrowing of the official Mapua ID, Official Receipt, Certificate of matriculation, or other official documents and presenting another person’s documents as one’s own.
   c) Blue prints, mechanical drawing board big case or parcel and external storage device should not be brought into the library. No bags allowed on the following library units: AR Library and GS Library.
   d) Use of caps/bonnets in the library premises is not allowed (applicable in Makati Library only). Exemptions are allowed for religious and health purposes.
   e) Abuse of I.T. resources and privileges in violation of the rules and regulations on the use of I.T. resources such as but not limited to: Installations and/or use of unlicensed software (such as application software and games); Unauthorized access to network security through any means (e.g. denial of service, malicious attacks, installation of Trojans and worms, hacking);
   f) Public display of intimacy which offends the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive.
g) Offenses related to person(s) in the Mapua library community such as but not limited to: Threatens to physically assault/injure or actual physical assault/injury committed against any member or visitors of the Mapua library community; Defamation, abusive behavior, or gross discourtesy committed against any member of the Mapua library community or his authorized representative; Hazing or the infliction of any physical mental harm or ordeal, which act injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or member of the Mapua library community; Engaging in lewd, obscene or immoral conduct within Mapua library premises and its vicinity.

h) Reproduction of departmental exams.

i) Possession or consumption of alcoholic or intoxicating beverages within Mapua library premises in connection with an official school activity; or entering the Mapua library under the influence of alcohol.

5.2 MINOR OFFENSES

a) Students must tap their Mapua ID/register at the entrance before entering the library premises. As an institutional policy, all students should wear their Mapua ID at all times, including inside the library premises.

b) Eating and/or drinking, littering.

c) Disruptive use of mobile phones or other similar communication devices in the library.

d) Unauthorized filming within the premises of the library.

6. LOAN POLICIES

6.1 General Loan Policies

a) Library patrons must present their valid ID [school ID/employee ID] when borrowing materials. Borrowing must be done in person. The borrower must see to it that all library materials in their possession have been properly checked out before leaving the library.

b) Students, faculty, and non-teaching personnel of Mapua-Makati are allowed to utilize the resources of the Main Library (Intramuros), and vice versa for room use and photocopying purposes only.

c) Library patrons are held responsible for all materials charged to their names via the library automated system and date due slips.

d) Fines are charged on overdue materials. Fines must be paid before the next Quarter.

e) The borrowers must ensure that items checked out to him then returned on or before the date due. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve anybody from paying fines or other penalties. All materials must be returned immediately when recalled.

f) Library users are not allowed to use IDs of other patrons to borrow materials or gain access to other library services. Borrowers may not “sub-lend” books and other library materials.

g) Borrowers will be held responsible for any mutilation [including defacement] found in library materials when returned. They must check and report any mutilation found before borrowing.

h) Library materials are considered to be on loan to patrons until the materials are properly checked in. Make sure that your loan has been cancelled before leaving the counter. Keep the borrower’s slip for clearance purposes.

i) Library users must report the loss of a material to the concerned Section staff. Fine will be charged according to the rates of fines, from the date due to the date when the material is reported lost, or if found, till the date the material is returned.

j) Borrowers who lost a material are liable to replace the material with the current edition/issue or copy.

k) External patrons [alumni & other outside researchers] are not allowed to take home materials. All materials that they need are for library use only.

l) Students who are not enrolled but needs to use the library for completion, should present a letter of request to use the library resources noted by their adviser.

m) Patrons’ library privileges will be suspended if overdue materials are not returned on time.

n) Borrowers are only allowed to renew for two (2) consecutive times if the material is not in demand.
6.2 Specific Loan Policies

a) Fiction Books
   *Two weeks loan period
   *A maximum of three (3) books may be borrowed at a time.
   *Overdue fine: PhP10.00 a day/book (including Sunday)

b) Graduate School Books
   *One week loan period (for graduate/double degree students only)
   *Room use and photocopying purposes (for undergrad students)
   *A maximum of three (3) books may be borrowed at a time.
   *Overdue fine: PhP10.00 a day/book (including Sunday)

c) Filipiniana, AR-ID and Circulation Books
   *One week loan period
   *A maximum of three (3) books may be borrowed at a time.
   *Overdue fine: PhP10.00 a day/book (including Sunday)

d) Reserve Books
   *One (1) reserve book may be borrowed for overnight use, but must be returned not later than 10:00 AM the next school
day.
   *Overdue fine: 20.00 a book/day (including Sunday)

e) General Reference Collection (e.g. encyclopedias, dictionaries, atlases, almanacs, manuals, handbooks etc.)
   *Can be loaned out for a day
   *Loaned out materials not returned on time will be charged with PHP 10.00/hr.

f) Periodicals (e.g. journals, magazines, etc.)
   *Current Periodicals: Library users can photocopy articles and contents within the publication but, home use of said
   material is not allowed.
   *Bound Periodicals: Can be borrowed for two (2) day check-out loan period. Borrowed items can be renewed twice. Online
   renewal is likewise possible when you login to your library account http://ls.mapua.edu.ph:8080/#section=home

g) Non-Print Materials (e.g. CD’s, VHS, etc.)
   *Two-day check out.
   *A maximum of three (3) materials may be borrowed at one time.
   *Overdue Fine: P50.00 a day/material (including Sunday)

h) Theses, Feasibility Studies, Archives & Departmental Exams (Print)
   *For library use only.
   *Any person who consults an academic exercise or research study must not quote from them without due
   acknowledgment.
   *Photocopying, taking digital snap shots of these materials are strictly prohibited

MAPUA LIBRARY engage with their clients beyond the physical walls of the library through social media platforms. To connect with
the library, please visit their official social media sites:

   Facebook - MapuaLibraryOfficial
   Twitter –@Mapua_Library
   Instagram - @mapualibrary
SECTION II: INSTITUTIONAL LABORATORY MANAGEMENT OFFICE

The Institutional Laboratory Management Office (ILMO) was created to direct the operation of all laboratory facilities based on class schedules and research undertakings as well. ILMO ensures that the different laboratories have the basic and advanced facilities and equipment that students need. Under the supervision of the Executive Vice President for Academic Affairs, ILMO is in charge of the operations and maintenance of the laboratory facilities and equipment. ILMO serves all undergraduate and graduate engineering, business and information technology programs and the Senior High School Department in upgrading the laboratories to keep up with the technological developments in the industry. Moreover, ILMO assists in the establishment of networks with some government agencies, industry partners and other academic institutions.

1. POLICIES ON RESERVATION

   a. No one is allowed to use the laboratory room without the required reservation form.
   b. Reservation forms are available at the ILMO.
   c. The fully accomplished reservation forms must be submitted at least three (3) days before the laboratory activity.
   d. Only Deans, department heads and faculty advisers are authorized to sign the reservation form.
   e. Final approval of reservation shall come from the ILMO.
   f. Reservation is subject to the availability of the equipment and on a first-come, first-served basis.

2. GUIDELINES FOR RESERVATION

   a. Students are not allowed to enter to the laboratory room without the faculty adviser and/or laboratory personnel.
   b. All laboratory users are required to wear appropriate Personal Protective Equipment (PPE).
   c. Foods and drinks are not allowed inside the laboratory room.
   d. All chemicals/supplies shall be provided by students doing thesis/research projects.
   e. All breakages/losses shall be charged to the students or requesting party/department.
SECTION III: DEVELOPMENT OFFICE FOR INFORMATION TECHNOLOGY

1. INTRODUCTION

The DEVELOPMENT OFFICE FOR INFORMATION TECHNOLOGY (DO-IT) provides all the information and communications technology needs and requirements of Mapúa University.

1.1 Vision

The Development Office for Information Technology, with its competent workforce, provides appropriate ICT services, through the utilization of existing and new technologies, committed to effect continuing quality improvement in the academic, administrative, and student services.

1.2 Mission

We are a workforce of researchers and innovators that instigate a secure, reliable and fault-tolerant information infrastructure; we pioneer solutions and adopt the industries' best practices to deliver information with accuracy and reliability.

2. MYMAPÚA

Another first from MAPÚA UNIVERSITY!
Through the myMapua portal,
(a) Students may view their own grades
(b) Students may view their own curriculum
(c) Students may pay matriculation charges online

To register
(a) Go to the myMapúa portal, https://my.mapua.edu.ph.
(b) Sign in with your username and default password found on your Generated Schedule of Assessment (GSA).
(c) Fill up all the necessary personal information like Name of student, Student number, Program, Birth date, etc.
(d) Enter the word that is generated by the CAPTCHA security service.
(e) Review all the inputted information and press the Submit button.

As an improvement to the service, the department, provisioned Office 365 myMail accounts for the students. The myMail accounts allowed for single sign-on wherein students need only to logon once to access the various services offered by myMapúa.

3. CARDINAL PLUS

With the launching of the CARDINAL Plus© (CARD and Integrated Network Access Log-in Plus), MAPÚA has evolved into a Smart Campus and is now at the forefront of technological innovation. In 2001, MAPÚA became the first school in the Philippines to implement this particular identification system. The card is an integrated, multiple activity contactless card containing the services and entitlement of data relating to the cardholder and can be used at terminals deployed in the University. It also serves as an ATM Card powered by RCBC MyWallet (a YGC Member).

The following steps must be taken in the event that a student loses or damages his ID.
3.1 FOR LOST ID

Proceed to the Security Office to acquire a temporary ID.
(a) Apply for Affidavit of Loss and present it at the Center for Student Activities and Discipline (CSAD) for clearance.
(b) Submit the Affidavit of Loss and Clearance together with your CM to the Development Office for Information Technology (DO-IT) for assessment.
(c) DO-IT will bill you for the ID REPLACEMENT FEE.
(d) Proceed to the Office of the Treasurer for payment and return to DO-IT for processing. Your picture and signature will be taken again to update your record.
(e) You may claim your ID at the Security Office after three working days.

3.2 FOR DAMAGED ID

Proceed to the Security Office to surrender your ID.
(a) The security officer will issue a temporary ID.
(b) Proceed to the Development Office for Information Technology (DO-IT) for assessment.
(c) Proceed to the Office of the Treasurer for payment and return to DO-IT for processing. Your picture and signature will be taken again to update your photo and signature on record.
(d) You may claim your ID at the Security Office after three working days.

4. INTERNET BANDWIDTH INCREASE

Over the past 8 years, the internet bandwidth of the University have increased significantly as plan, for Intramuros campus the increase is from 20 Mbps in 2010 to 300 Mbps in 2018 and for Makati campus, the increase is from 12 Mbps in 2011 to 100 Mbps in 2018. The bandwidth for direct connection (local loop) between campuses was also increase, for example, the bandwidth for Intramuros campus was increase from 12 Mbps in 2011 to 320 Mbps in 2018.

In 2016, the University became a member of DOST-ASTI PHopenIX, a neutral and non-commercial Internet Exchange that interconnect (“peer”) local telecommunication companies and other data service provider. This peering further support the University’s growing internet traffic, as of now we have 700 Mbps bandwidth direct connection to PHopenIX.

Bandwidth increased and interconnection allows faster access to the University’s online resources such as the MU Website, myMapua, library system, LMS (Learning Management System) and websites needed for the students and faculty’s research. In addition, students and personnel in the various campuses can interact with each other through video teleconferencing and voice-over-IP telephony systems.

5. MANAGEMENT INFORMATION SYSTEMS

With the coming of age of the University’s computerization efforts, the need for more information increases as each school entity recognizes the advantage of the underlying technologies that integrate various aspects of the business processes. This enables the University to provide enhanced productivity tools that caters not only to the students, but also to their employees and alumni.

Systems for Online Admissions and Entrance Examination Results, Fully Online Programs, Peer Advising, Graduates Verification, Online Laboratory Assessment and Online Faculty Evaluation to name a few, not only significantly addressed the needs of Mapúa’s stakeholders, but also drive the University’s business goals.

DO-IT is also tasked to develop various services that go beyond the norm but is beneficial to the whole Mapúa Community. These include systems for the Center for Guidance and Counseling, Health Services Department and Human Resources Department

The University, along with other companies under the House of Investments Group has also adopted Oracle Financials. This move will not only improve and hasten the processing of financial data and reports within various campus and affiliate schools, it also promises faster consolidation of financial reports.

6. NETWORK AND SYSTEMS INFRASTRUCTURE

All cores and edge network equipment used by the University are up to date with built-in dual power supply system for redundancy and improved quality-of-service mechanisms. The network infrastructure is scalable, reliable and efficient because of comprehensive and effective routing and switching protocols.
The network backbone, composed of fiber-optic cables, can support higher data rates or heavier traffic load such as communication via high-definition video and voice applications, file transfer, internet and other traffic.

Security appliances are already in-place providing the network and system infrastructure a comprehensive threat protection, intrusion prevention, web filtering, anti-malware and application control.

Access points are already deployed throughout the campus on both Intramuros and Makati. This access points provides campus-wide WI-FI network access for the Mapua community and guest while on campus.

Through the long-standing University’s partnership with Microsoft, newer releases of Microsoft’s server and client operating systems and applications gave users a more streamlined and enjoyable experience while giving system administrators better tools to manage and secure the various servers. Upgrades in the University’s client domain infrastructure, client operating system and e-mail service as well as the setup of collaboration software and network monitoring systems were also undertaken.

The University also offers “office 365 education”, a collection of services that allows you to collaborate and share your schoolwork. It’s available for free to teachers who are currently working at the university and to students who are currently enrolled. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), unlimited personal cloud storage, Yammer, and SharePoint sites.

7. THE OFFICIAL WEBSITE OF THE MAPÚA UNIVERSITY

The current website of the University was launched in May 11, 2016. It is a modern design that is sleeker and more responsive. It aims to enhance the functionality and content of the website to make it more interactive and informative.

This main portal contains links to the academic and non-academic offices and departments of the University.

It also contains the various online services and social media sites of the school.


8. PARENT PORTAL

Almost everybody nowadays is going online and has access to internet and we know that majority of parent population are technology savvy enough to navigate a webpage.

With this knowledge, DO-IT provided a portal that will cater to these young generation of parents. Once registered, validated and logged in, the portal provides features that focuses on what matter most to them.
Parents can view their children’s historical grades, their current class schedules, and even their gate IN/OUT records.

They can also view their kid’s unsettled charges, payment history and even make payment online via several online payment channels offered by the University.
SECTION IV: OFFICE OF THE REGISTRAR

1. REQUEST FOR CORRECTION OF NAME, DATE, OR PLACE OF BIRTH

1.1 The requestor must submit the following documents:

(a) The original copy of the birth certificate with the National Statistics Office (NSO) security paper or the Alien Certificate of Registration (ACR)
(b) A personal affidavit, if of legal age, or the affidavit of parents
(c) A joint affidavit of two disinterested parties

1.2 Results shall be released one (1) day after submission of requirements and payment.

2. REQUEST FOR DIPLOMA

2.1 The diploma is issued only once. For a duplicate copy, a letter addressed to the Registrar stating the reason for the request must be submitted.

2.2 A letter of authorization to request for, or to claim the diploma, must be presented if the applicant is not able to do so.

2.3 The following requirements must be submitted:

(a) Accomplished diploma request form (available at the Customer Service Section of the Office of the Registrar)
(b) A “1” x “1” recent photo
(c) Diploma fee

3. REQUEST FOR TRANSCRIPT OF RECORDS (TOR)

3.1 Transcript of Records shall be issued only to students, or their authorized representative, and to the school where a dismissed student has transferred.

3.2 An official request from the school or the MAPUA TRANSFER CREDENTIAL RETURN SLIP is needed to process the TOR.

3.3 Newly graduated students may apply for the transcript of records after payment of the diploma fee.

3.4 Undergraduates and old graduates may apply anytime.

3.5 The following requirements must be submitted at the Customer Service Section of the Office of the Registrar:

(a) Transcript request form
(b) Transcript fee

3.6 Mailing of transcript of records abroad

(a) Students may request for their official transcript of records through fax, e-mail, or snail mail. Request form from school where the official transcript of records is needed must be attached.
(b) Pertinent information like name used while studying in the university, program, date of graduation, and date of birth must be indicated.
(c) Official transcript of records shall be mailed to the addressee within 21 working days from receipt of request and payment of transcript and mailing fees.

4. REQUEST FOR CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV)

4.1 Requirements for CHED Certification, Authentication, and Verification (CAV)

(a) A clear duplicate copy of the official transcript of records
(b) A clear duplicate copy of the diploma
(c) A certification of enrollment (for undergraduates only)
(d) A letter of authorization to transact or to claim (if the applicant is not available)

4.2 Document shall be released 15 working days after receipt of request.
5. REQUEST FOR DIPLOMA/TRANSCRIPT OF RECORDS AUTHENTICATION (LOCAL)

5.1 Requirements for Diploma/TOR Authentication (LOCAL)
   (a) A clear duplicate copy of the diploma and/or transcript of records
   (b) An authorization letter (if the applicant is not available)

5.2 Document shall be released one (1) week after receipt of payment.

6. REQUEST FOR OTHER CERTIFICATIONS

6.1 Academic record-related certifications may be issued upon request at the Customer Service Section of the Office of the Registrar.

7. REQUEST FOR TRANSFER CREDENTIALS (HONORABLE DISMISSAL)

7.1 All inactive students/graduates who shall transfer to another school should apply for his/her transfer credentials (honorable dismissal).

7.2 Transfer credentials shall be released to students at the Customer Service Section of the Office of the Registrar one (1) day after receipt of the duly accomplished request form and payment.

7.3 The following requirements must be submitted:
   (a) Transfer credentials request form
   (b) Transfer credentials fee
   (c) Upon request for the transfer credentials, a student may also apply for the following:
      - Certificate of good moral character
      - Certified true copy of grades/course description/F137A/F138
      - Certificate of attendance/number of units earned
      - Grade certification
      - Description of courses taken and passed
SECTION V: HEALTH SERVICES DEPARTMENT

In accordance with the present policy of the government requiring a yearly medical examination of all students enrolled in private schools, colleges and universities, the University has maintained a medical clinic for that purpose. The services of a medical director and a staff of physicians together with a staff of nurses have been engaged by the University to take charge of the protection and the maintenance of the health of the MAPÚA population most especially the students.

1. MEDICAL SERVICES

1.1 Basic Services include:
   a) Physical examination of incoming freshmen which includes chest x-ray, complete blood count and urine and stool examination.
   b) First aid treatment of walk-in patients with wounds, fever, headaches, sore eyes, colds, cough, diarrhea, asthma, sprain and other minor illnesses.
   c) Referral to a medical specialist for cases requiring further evaluation and management.
   d) Emergency care in case of serious illness or injury. The patient is afterwards taken to the Manila Doctor’s Hospital which is affiliated with MAPÚA.
   e) Free computerized eye check-up with the aid of a private optometrist once a year.
   f) Maintenance of medical health records.

1.2 Supplementary Services include:
   a) Vaccination and isolation of students with communicable diseases like hepatitis, chicken pox, conjunctivitis, measles, etc. Students are charged a minimal fee for the cost of the vaccines.
   b) Inspection of school surroundings and facilities to maintain sanitation and cleanliness in the campus.
   c) Recommendation for the improvement of school surroundings and facilities for the protection of the physical health of the MAPÚA community.
   d) Administration of seminars on drug abuse, on coping with stress, etc. in the interest of the general well-being of MAPÚA students.

2. DENTAL HEALTH SERVICES

2.1 Dental health services are rendered to students and likewise extended to the rest of the MAPÚA community.
   a) Dental examination of incoming freshmen and upperclassmen at least once a year or when deemed necessary.
   b) Treatment and restoration of decayed tooth.
   c) Extraction of diseased or fractured tooth.
   d) First-aid treatment of cases requiring immediate attention such as post extraction hemorrhage or traumatic injuries.
   e) Preventive procedures such as oral prophylaxis, oral hygiene instructions and dietary analysis.
   f) Maintenance of dental health records.
   g) Maintenance of a referral and follow-up system for cases not within the scope of the school dental services.
SECTION VI: CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE

1. FUNCTIONS OF THE CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE (CDMO)

The Campus Development and Maintenance Office carry out the following functions:

1.1 Maintains a campus environment that is conducive to learning through a regular upkeep of buildings and grounds and all facilities and equipment therein.

1.2 Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities.

1.3 Implements corrective measures for the improvement of student and personnel services.

1.4 Maintains a clean and safe environment through sanitation and waste management.

2. GUIDELINES FOR THE USE OF THE AUDIO VISUAL ROOMS (AVR)

The university has three (3) Audio Visual Rooms which can be used as venue by the faculty, students and employees for events that require multi-media services.

2.1 Reservation
   a. No one is allowed to use the AVR without the required permit.
   b. Reservation forms are available at the Audio Visual Department.
   c. Reservation forms must be fully accomplished for the request to be processed.
   d. Only school deans, department heads and faculty advisers are authorized to sign the application form.
   e. Reservation is on a first-come, first-served basis.
   f. Final approval of requests for reservation shall come from the Campus Development and Maintenance Office.

2.2 Guidelines
   a. Students shall not be allowed to enter the AVR without an accompanying faculty member.
   b. Users of the AVR are expected to observe total cleanliness and orderliness. The faculty member concerned shall be responsible for the conduct of the students.
   c. Food, drinks and school bags are not allowed inside the AVR.
   d. Any damage and/or loss of property shall be the responsibility of the requesting party/department.
   e. Bringing in of office furniture and equipment must have prior approval from Campus Development and Maintenance Head.
   f. Physical set-up must also have prior approval.
   g. Students should observe the proper use of the air-conditioned rooms. Rooms must not be left open. Users must refrain from frequent switching of temperature control.

2.3 Prohibited Events
   a. Exhibits may be allowed at the lobby area only. Exhibit materials however are not to be attached to the walls.
   b. Lectures not requiring multi-media aid
   c. Organizational assemblies not requiring multi-media aid
   d. Any other event which the Office of the Executive Vice President for Administration or Campus Development and Maintenance Head may find not suitable for the AV room
   e. Regular scheduled classes and examinations

3. GUIDELINES FOR PARKING

3.1 Parking accommodations inside the campus premises are only for non-teaching and teaching employees.

3.2 The NO STICKER, NO ENTRY policy shall be strictly enforced.

3.3 Before entering the school compound, all vehicles should come to a complete stop at the main entrance for the checking of the car sticker issued by MAPÚA. The person using the vehicle shall be required to open the trunk compartment for inspection and search by a security guard who shall repeat the procedure before the vehicle leaves the school compound.
3.4 All persons inside the vehicle must have valid MAPÚA ID’s. All ID’s must be shown to the security guard upon entering the compound. Passengers of the vehicle including the driver who are not students, faculty members or employees shall be required to register in the Visitor’s Logsheet at the Security Information Lobby.

3.5 Stickers should be posted inside the windshield on the right corner for the immediate scrutiny of the security guards. Security guards are authorized to confiscate stickers not properly pasted. Stickers once pasted shall not be removed and transferred to another vehicle. The rule is: ONE VEHICLE, ONE STICKER. Lamination of stickers shall not be allowed.

3.6 Damage or injury to persons or property caused by vehicles within the compound shall automatically mean that the parking permit of vehicles involved shall be suspended until after the investigation is completed and the responsibility thereof is established.

3.7 Occasionally, parked vehicles shall be inspected without previous notice. The user of the car must cooperate by opening the trunk compartment for inspection and search.

3.8 The Mapúa University shall not assume responsibility for the loss or damage of vehicles and the contents thereof and for any damage caused by such vehicles or drivers thereof.

3.9 If a car is parked without any person assigned to watch it, the vehicle should be securely locked with all windows closed.

3.10 Unnecessary noise from cars and other vehicles such as burglar alarms, stereos and/or cassettes while inside the school compound is prohibited.
SECTION VII: SECURITY OFFICE

The Security Office is entrusted with the responsibility of keeping peace and protecting persons and property within the University. Its functions and responsibilities are the following:

1. Spot and random verification of ID shall be regularly done by MAPÚA security officers.

2. Doers of wrongful acts causing physical injuries, damage to property, vandalism, theft and other criminal acts within the MAPÚA compound shall be apprehended and brought to the Office of Student Activities or Office of the Prefect for Discipline for investigation and proper action.

3. Violation of other misdemeanors by the student shall also be reported by the apprehending officers to the Prefect and the school/department where the student belongs.

4. Bags, bundles, knapsacks, etc. of students entering the MAPÚA premises shall be inspected by the MAPÚA guards in order to prevent entry of prohibited or dangerous materials within the premises.

5. Any unauthorized person, intruder or outsider found or apprehended within the premises must be duly identified, his name recorded in the MAPÚA Security Service Logbook, and brought directly to the nearest police precinct for investigation and proper action.

6. Severe disciplinary measures and legal action if proper shall be brought against any person or persons participating or involved in hazing.

7. Strict prohibitions must be enforced against the carrying of firearms or other weapons within the campus. The weapons may be turned over to the police.
SECTION VIII: MAPUA BOOKSTORE

1. The bookstore is open from 7:00 AM to 6:00 PM, Monday to Saturday.

2. The bookstore has the following merchandises and services:

   a) Uniforms for PE, ROTC and CWTS students
   b) Textbooks and Manuals
   c) Mimeographing and photocopying services
   d) School supplies
   e) Gift items
   f) Cellphone and internet cards
   g) Togas for commencement and conferment exercises
   h) Payment transaction for car stickers and car passes
SECTION IX: MAPUA CANTEEN

1. The MAPUA canteen is located on the ground floor of the West Building in Intramuros. A coffee counter has also been provided at the students’ lounging area.

2. The canteen in Makati is located on the third floor of the East Wing. Food stalls are also provided at the students’ lounging area in the second floor and at the newly opened garden area.

3. Breakfast, lunch and early dinner as well as snacks are served. The main canteen is open from 6:00 AM to 7:00 PM.

4. Catering services are also available for birthday parties and other functions. A variety of menus are available including pastas, salads and all-time favorites.