

Guidelines for 1st Quarter, A.Y. 2022-2023

I. Learning Mode: Tri-X and Blended

All courses for the 1st Quarter of A.Y. 2022-2023 will be delivered either in Blended (with face-to-face component) or Tri-X mode.

SCHOOL/DEPARTMENT	BLENDED			TRI-X
School of AR-ID-BE	All courses			
School of CBMES	BE103P BE107P BE170P BE182P CH040 CH125P CH136P CH137P CH138P CH146P CH154 CH155P CH156P CH160-1 DS100-1 ENV111 FSE113	GCE113 PRT110 CM125 CM133 CM133-2 CM134-1 CM150 MSE020 MSE020-2 MSE121 MSE126P MSE128P MSE147P MSE131 MSE132 MSE137	MSE141 MSE141 MSE144 BE14L BE160L BE167L CH116L CH141L CH160-1L CH158P CM125L CM133-2L CM133L CM134-1L CM150L CM162L	BE166 CH116P CM113P MSE121
School of EECE	All EE Lecture Courses All EE Laboratory Courses EE198L Correlation Course 1 EE198-1L Correlation Course 2 All ECE lecture courses All ECE laboratory courses ECEA200-1L - Thesis 1 ECEA200-3L - Thesis 3 ECEA120D – Electronics Design ECEA198L – Correlation 1 ECEA198-1L – Correlation 2 All CpE Lecture Courses All CpE Laboratory Courses			EEA101 ECEA101 CPE112
School of IE-EMG	All courses			

School of CEGE	All courses			CE50P-2 CEM50P-2
School of MME	ME101-2 ME112 ME131-2 ME133-2 ME133-2 ME134-2 ME135-2 ME141-2 ME143-2 ME146-2 ME150-2 ME150P ME152-2 ME190-5 ME190-6 ME192-4 ME192-5 ME193-5 ME193-6	ME22 ME50-2 ME70/ME70-2 MEC32-2 PRT113 MFGE10 MFGE21-2 MFGE100-2 MFGE22-2 MFGE25-2 MFGE26-2 MFGE27 MFGE28-2 MFGE40 ME123L-2 ME134L-2 ME136P-2 ME137L-2 ME138P-2	ME139L-2 ME144L-2 ME148F-2 ME151P-2 ME152L-2 ME152P-2 ME154-1P ME156P-2 ME158P-2 ME160P-2 ME200L-2 ME201L-2 ME199R-2 MFGE09L-2 MFGE138P MFGE199R-2 MFGE11P-2 MFGE23P-2 MFGE26P	
School of IT	All courses			CS172 IT182
ETY School of Business	ACC101 BAC110 ACC106 ACC-LAW102 ACC117 ACP103 ACP 104 BAC108	BAC101 BAC102 BAFE101 BAME101 BAOE101 BAFP101 BAMC101	BAOC101 BAFP102 BAOC102 BAC114-1 BAFP108 BAMC108 BAOC108	
School of Media Studies	AD101 AD106 AD107P AD108L AD116 AD117 AD167P BM101 BM120-1P DF100 DF106P DF107P DF108	DF116 DF124P DF125 DF135P DF141 DJ101 MA102S MA114L MA121P MA122P MA124P MA125P MA127P	MA141P MA147P MA151P MA157P MA161P MA167P MAS101-1L MAS163P MEDIA100 MEDIA104 MMA101 MMA102S	DF130 MA108

Department of Liberal Arts	GED101 GED103 GED104 GED105 GED106 GED107 GED108 GED109 RZL110 HUM18 HUM128 SS18 All other HUM courses All ENG courses All FIL courses All TC courses			
Department of Mathematics	DS101 DS131 DS165 DS165L DS166 DS167 DS180F DS200L GED102 GED102-1 MATH221P	MATH139-1 MATH140 MATH142-1 MATH142-2 MATH142-3 MATH142-4 MATH142-5 MATH144 MATH145-1 MATH146	MATH147 MATH148 MATH149 MATH156 MATH144-2 MATH146-1 MATH158 MATH159 MATH161 MATH220	DS121
Department of PE and Athletics	All courses			
Department of Physics	PHY11 PHY12 PHY13 PHYS100-1 PHYS100-2 PHYS101 PHYS102 PHYS101-2 PHYS101-3 PHYS102-2 PHYS117 PHYS125 PHYS126	PHYS127 PHYS129 PHYS134 PHYS135 PHYS137 PHYS142 PHYS143 PHYS144 PHYS160 PHYS11L PHYS12L PHYS13L PHYS100-2L	PHYS101L PHYS101-2L PHYS101-3 PHYS102-2L PHYS102L PHYS116L PHYS117L PHYS134L PHYS135L PHYS137L PHYS138L PHYS200L	PHYS116
Department of Psychology	PSY110 PSY119-1 PSY119-1L PSY180-1 PSY180-1L	PSY127-1 PSY145-1 PSY144-1 PSY140-1 PSY136-1	PSY137-1 PSY183-1 PSY183-1L	PSY118-1

a) All lecture courses must conduct module exams face-to-face. Faculty shall announce this on the first day of classes.

- b) Experiments in laboratory courses, correlation courses, and exit examinations must be conducted face-to-face.
- c) The deans and department chairs shall announce which among their offered courses will be delivered in Blended mode or Tri-X. Only one mode of learning delivery shall be used for all sections of a course. Thus, a course that is determined to be delivered in Blended mode shall have all its sections in Blended mode, and a course that is determined as Tri-X shall have all its sections in Tri-X.
- Blended mode is a combination of face-to-face, bichronous online, and asynchronous online sessions. The faculty determines, based on the syllabus of the course, the schedule of the lessons that will be delivered face-to-face.
 - Tri-X is a combination of face-to-face, in-class synchronous, and in-class recorded asynchronous sessions. The faculty member delivers the lessons face-to-face, records it, with some students attending the class onsite. Other students may join the class online synchronously wherever they are, while others who are not able to attend the class onsite or online synchronously may just view the recording at their preferred time (asynchronous). Tri-X gives students the choice of learning delivery mode that works best for them in a particular meeting.
- d) Students residing outside the country with enrolled courses offered in Blended mode as well as those who are residing outside the Greater Manila Area who cannot come to school during face-to-face classes because of lodging concerns must inform their assigned instructors about their current residence and concerns so that arrangements can be done in lieu of the face-to-face components of the lessons and/or examinations. Proof of residence, authenticated by the Admissions Office (for incoming freshmen) and the Registrar's Office (for existing students) during enrollment, must be presented accordingly. Students must secure for themselves the necessary software or hardware (e.g., webcams) that may be required by their instructors when taking online exams. Everybody is required to attend face-to-face classes in the subsequent quarters of the academic year.
- e) Post-graduate courses shall be delivered in BiO-X. Blended mode shall be implemented starting the 2nd Quarter of A.Y. 2022-2023.

II. COVID-19 Vaccination Requirement

- a) All students participating in face-to-face classes are required to be fully vaccinated (at least two doses of two-dose vaccines and one dose of single-dose vaccines) at least 2 weeks before the start of face-to-face classes.
- b) Students must submit a copy of their vaccination card to f2f_documents@mapua.edu.ph. The deadline for submission is August 13, 2022, for undergraduate students.

- c) Unvaccinated undergraduate students will be classified as students residing outside Greater Manila Area, as indicated in the released guidelines for 1Q AY 2022-2023 Learning Delivery Modality. Unvaccinated students due to medical reasons must submit copy of their medical certificate coming from their attending physician specifying the reason/s of being such. Unvaccinated students due to reasons other than medical must submit a copy of notarized certificate from the head of the organization justifying such. The certificate must be submitted to the Registrar's Office for existing undergraduate students and Admissions Office for incoming freshmen.

III. Screening protocols upon entering the campus

- a) Upon entering the campus, all students are required to undergo thermal scanning at all entry points, including students with vehicles.
- b) Once students have entered the campus, they shall be required to always wear facemasks and to strictly comply with the University's health and safety protocols.
- c) Students entering the campus will be required to accomplish the online *Daily Health Checklist Form* at <https://dhc.mapua.edu.ph/> before they will be allowed to go to their classes.
- d) Anyone who presents with a body temperature higher than the recognized normal ($\geq 37.5^{\circ}\text{C}$) and/or exhibits any COVID-19 signs and symptoms such as ***fever, sore throat, cough, or colds*** shall be asked to go home.
- e) Physical distancing must be observed at all entrance and exit points.

IV. School Policy on Quarantine & Isolation

- a) Students **SHALL NOT BE ALLOWED** to enter the campus if they have any of the symptoms of COVID-19. Students must remain at home until they are at least 24 hours symptom-free.
- b) Students who **TEST POSITIVE FOR COVID-19** (whether by RAT or RT-PCR) must *inform their professors and the Health Services Department* (thru: jsbonifacio@mapua.edu.ph) of their condition. They **MUST REMAIN IN ISOLATION/QUARANTINE AND REFRAIN FROM GOING ON CAMPUS FOR AT LEAST 7 DAYS** starting from the day that they were tested until they **BECOME ASYMPTOMATIC FOR AT LEAST 24 HOURS**.
- c) Students who were exposed to a confirmed COVID-19 patient but remain asymptomatic must stay home and refrain from going on campus for at least 7 days from the last day of exposure. ***Whole classes or sections who will be exposed to a confirmed COVID-19 patient will follow the same advice and may opt to attend their classes fully online for the full duration of the quarantine period as may be determined by their instructors/professors upon the advice of the Health Services Department.***

- d) Students coming from sick leaves (for absences of more than 3 days for any other illness) shall be required to submit medical certificates before being allowed to attend face-to-face classes. These shall be submitted to the Health Services Department for validation.

V. On-campus COVID-19 Detection and Management

- a) If a student develops COVID-19-like symptoms while on campus, they must be immediately brought to the Health Services Department and placed in an isolation room, where they will be evaluated by the on-duty school physician. Evaluation will entail physical examination by the on-duty physician and possibly a COVID-19 Rapid Ag Test.
- b) The Health Services Department will then notify the student's immediate family or relatives and inform them of the student's condition. After evaluation by the Health Services Department staff, the student and their family or relatives will be either advised to do home isolation and management or referred to a medical facility for further management.
- c) Students who were **EXPOSED TO A CONFIRMED COVID-19** individual **MUST REFRAIN FROM ATTENDING FACE-TO-FACE CLASSES AND FOLLOW THE INSTRUCTIONS IN ITEM 2C**. They must also inform their professors/teachers and the Health Services Department of their condition.
- d) **Students who were exposed to a confirmed COVID-19 patient and becomes SYMPTOMATIC** while on quarantine or isolation are strongly advised to undergo testing and **MUST** stay home and refrain from going to school until they are asymptomatic and have completed their isolation period. Furthermore, they **MUST** seek clearance from the Health Services Department before being allowed to resume face-to-face class engagement.

VI. Additional Health & Safety Guidelines

- a) Meetings using conference calls, video calls, Zoom or Microsoft Teams and the like are encouraged.
- b) Extra-curricular activities especially those involving in-person engagements are highly discouraged. Use of online platforms are instead suggested to minimize risk of exposure.
- c) The canteen will be opened and be used as common eating area for employees and students, but physical distancing of at least 1.5 meters apart will be strictly implemented. Bringing of "baon" or lunch meals is highly encouraged.
- d) For common comfort rooms, only two (2) persons will be allowed to use it at the same time.
- e) Frequent hand disinfection is highly encouraged with the use of available disinfectants (e.g., alcohol) distributed along key areas of the campus.

VII. Preventive Suspension and Reopening Protocols of Limited F2F Classes

According to the CHED-DOH Joint Memorandum Circular (JMC) 2021-004, the implementation of limited face-to-face classes can be suspended or reopened based on the following scenarios:

Scenario	Preventive Suspension Protocol	Reopening Protocol
The locality of the HEI is reclassified to Alert Level 4 or 5.	Automatic preventive suspension for the entire HEI. **	Reclassified to Alert Level 3 or better.
The locality of the HEI is under granular lockdown.	Automatic preventive suspension for the entire HEI.	Granular lockdown is lifted.
School / building / classroom lockdown for case clustering.*	The preventive suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of the HEI and upon consultation with the Local Task Force against COVID-19.	Continue limited face-to-face classes after completing contact tracing and disinfection activities and quarantine period for the confirmed and suspected cases.

**As stated in DOH AO No. 2021-0043, cluster refers to an unusual aggregation, real or perceived, of health events that are grouped together as to time and space and that is reported to a public health department. There are two or more confirmed cases from the same area over a period of fourteen (14) days. Building lockdowns should be done when clustering is reported in two (2) or more rooms of the building.*

***For medical education programs, CHED DOH JMC No. 2021-002⁸ will apply.*

VIII. Enrollment

Online enrollment and academic advising for the 1st Quarter of A.Y. 2022-2023 is from August 9-12, 2022. The schedule is as follows:

August 7, 2022 (12:00 NN)	SUNDAY	DEADLINE OF FINAL GRADE ENCODING (FACULTY)
August 8, 2022 (12:00 NN)	MONDAY	ONLINE VIEWING OF GRADES (STUDENTS)

ONLINE ENROLLMENT				
August 9, 2022	Starting 8:00 AM	TUESDAY	BATCH 2021	ALL PROGRAMS
August 10, 2022	Starting 8:00 AM	WEDNESDAY	BATCH 2020	ALL PROGRAMS
August 11, 2022	Starting 8:00 AM	THURSDAY	BATCH 2019	ALL PROGRAMS
August 12, 2022	Starting 8:00 AM	FRIDAY	BATCH 2018 & prior	ALL PROGRAMS

ACADEMIC ADVISING/ENROLLMENT					
August 9, 2022	8:00 AM - 12:00 PM	A - I	TUESDAY	BATCH 2021	ALL PROGRAMS
	1:00 PM - 5:00 PM	J - Z			
August 10, 2022	8:00 AM - 12:00 PM	A - J	WEDNESDAY	BATCH 2020	ALL PROGRAMS
	1:00 PM - 5:00 PM	K - Z			
August 11, 2022	8:00 AM - 12:00 PM	A - J	THURSDAY	BATCH 2019	ALL PROGRAMS
	1:00 PM - 5:00 PM	K - Z			
August 12, 2022	8:00 AM - 12:00 PM	A - J	FRIDAY	BATCH 2018 & prior	ALL PROGRAMS
	1:00 PM - 5:00 PM	K - Z			

POINTERS:
LAST DAY OF ENROLLMENT is on August 12, 2022
SECTION CLEARING is on August 22, 2022 , at 12:01 a.m. and daily thereafter
ALL SCHOLARSHIPS must be validated on or before August 26, 2022
LAST DAY OF CONVERSION from installment to full payment mode is on August 27, 2022
LOAD CLEARING is on August 28, 2022 , at 12:01 a.m.
Enrollment schedule is on a per BATCH basis. Batch is defined as the ADMISSION YEAR of the student to Mapúa as a college student (e.g., Batch 2018 are students who enrolled as college students during A.Y. 2018-2019 regardless of their student numbers)

IX. Implementation of Modular System

Modular system will continue to be implemented in all courses starting Batch 2018 to present. All students who passed at least one module in a course will be given one (1) quarter to convert their IP grades into a grade of 3.00 for free through Completion Module in BB. Please contact you instructors. Students who fail to convert modular

grades of IP to a passing mark after one quarter will be enrolled in a Remedial Module. The released guidelines for Remedial Modules will continue to be implemented.

A student who gets a modular grade of “I” will be given one (1) quarter to complete the module. If the completion grade is 5.00 or F, the student must repeat the whole course. If the completion grade is IP, student will be given one quarter to convert their IP grades into a grade of 3.00 for free through Completion Module in BB. Students who fail to convert modular grades of IP to a passing mark after one quarter will be enrolled in a Remedial Module.

X. Prerequisite Requirement

Except for those programs that allowed waiving of prerequisites related to exit exams, no waiving of prerequisites will be allowed this quarter. Under the modular system, a student must pass all the modules in the prerequisite course before being allowed to take the advanced course. If in case the Dean or Department Chair allows a graduating student to waive prerequisites, all the rules prior to 3rd Quarter of A.Y. 2019-2020 on waiving of prerequisites will be applied.

XI. Academic Integrity Policy

It is the student’s responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any of the following sanctions may be imposed to any student who is found guilty of committing online academic dishonesty:

- a. Failed mark in the course.
- b. Suspension for a period of less than one term, with or without community service.
- c. Suspension for a period of one term or more, with or without community service.
- d. Non-readmission to the University.
- e. Dismissal from the University.
- f. Expulsion.

The following are considered academic dishonesty:

1. Using another MyMapua email address to login to any platform (such as BlackBoard and Coursera) with or without permission.
2. Asking or hiring someone else to do their exams, homework, Coursera course, papers, projects or other academic requirements.
3. Recording and saving copies of exam questions or answers, or answer keys for distribution.
4. Receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.
5. Plagiarizing or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student’s work without permission and submitting it as own work.

6. Massive, pre-meditated, organized online cheating using instant messaging/email during a quiz or exam.
7. Any form of dishonesty in peer-reviewed assignments/submissions (e.g., Coursera peer-graded submissions).
8. Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others.
9. Any other form of dishonesty or cheating in any assessment or course requirement.

XII. Use of Laboratory

Students in any program who would like to do onsite thesis work using any of the laboratory equipment will be allowed provided application for reservation is properly accomplished. These students must also be fully vaccinated. Onsite thesis work will be allowed every week from Tuesdays to Thursdays only.

A. General Guidelines

1. All laboratory rooms shall be occupied in accordance with the 1.5-m distance seating capacity.
2. There shall be a separate entrance and exit doors in the laboratory room so there will be a one-way traffic when entering and leaving the laboratory. Alcohol dispensers shall be provided at these doors.
3. Entrance and exit of students to the laboratory room shall be one at a time. Foot markers along the hallways shall be provided for reference.
4. Students shall only be allowed to enter the laboratory room in the presence of the faculty.
5. All students, faculty, and personnel must wear facemasks and other appropriate personal protective equipment (PPE) at all times while inside the laboratory room.
6. There shall be designated areas as students' work areas in the laboratory. Seats marked "X" must not be occupied to ensure proper physical distancing.
7. Students shall stay in their assigned work area at all times and shall inform the faculty of their intention to leave the area for any reason.
8. Performance of laboratory experiments whether by group or by class shall be upon the discretion of the faculty.
9. Before the start of the laboratory activity, ILMO personnel shall open all doors and inspect the laboratory room in terms of proper lighting, adequate ventilation, and complete first aid and safety equipment.
10. Submission of all reportorial requirements for laboratory courses (e.g., Data Sheet, Final Report, etc.) shall be done online.
11. Use of open laboratory rooms and other laboratory rooms (for thesis, investigatory/special projects, etc.) shall be coordinated with ILMO for scheduling and the reservation can be processed onsite or online.
12. Submission of accomplished ILMO forms can be done onsite or online to facilitate reservation of ILMO facilities and equipment and other requests. However, due to limited number of equipment, only fully accomplished reservation forms shall be accommodated on a **first-come-first-serve basis**.
13. Charging of breakages/losses shall be done onsite or online.
14. ILMO personnel shall disinfect all equipment/tools after each use.

15. CDMO personnel shall disinfect the laboratory rooms and hallways at twelve noon (12:00 noon) and at the end of the last laboratory period on a daily basis.
16. Students shall be required to bring their safety kit like alcohol, tissue paper, etc. They should spray alcohol to their seats and working tables prior to their use.

All grades of "C" in Thesis can be converted to a passing mark in four (4) quarters except in BSAR and BSINT programs, which require only two (2) quarters to obtain a passing grade.

XIII. Class Suspension

All classes are automatically suspended during regular and special holidays, and during class suspensions announced by the government. Class suspensions announced by the local government is only applicable in the affected campus. For example, if only the Manila local government announces suspension, then there will be classes in all the programs in Makati campus, and vice-versa.

XIV. On-the-Job Training (OJT)

The acceptable modes of internship are as follows:

- a. Face-to-face OJT (actual company immersion)
 - b. Virtual Internship Program (VIP)
 - c. Virtual Internship of Students by Mentorship or Apprenticeship (VISMA)
 - d. Alternative Learning Activity (ALA)
1. ICEP shall seek confirmation from existing partner companies to implement either the face-to-face OJT or the VIP.
 2. For non-partner companies, ICEP shall proceed with the usual process of company accreditation for OJT and MOA processing. A student who wishes to render his internship in a non-partner company shall make sure to coordinate with ICEP for the MOA processing. Send your inquiries regarding MOA processing to **ojt@mapua.edu.ph**.
 3. For face-to-face OJT, ICEP shall assess the readiness of both the partner and non-partner companies in its capacity to conduct safe face-to-face OJT activities within its premises and other places the OJT student may be deployed. Hence, the company shall be required to submit the following documents:
 - a. Health and safety protocols implemented in the company and other places the OJT student may be deployed (e.g., construction site).
 - b. Proof that all employees are fully vaccinated or at least for those who are reporting in the workplace.
 - c. Pictures of the possible workplace/s students will be assigned to.
 - d. COVID-19 Support programs for employees reporting in the workplace if any.
 4. Upon careful assessment, should ICEP deem the company to be a safe workplace for OJT, the company shall be included in the list of partner companies for face-to-face OJT. The same list shall be provided to the schools for dissemination. Only companies with finalized MOA (i.e., signed by both parties) shall be included in the list. Moreover, the list of partner companies for VIP shall also be provided to the schools for dissemination.

The complete OJT guidelines shall be released by ICEP at the start of the term.

XV. Shifting of Modality: UOx to Blended and Blended to UOx

Students can shift from UOx to blended mode, or from blended to UOx mode. The policies and procedures for shifting from UOx to blended mode, or vice versa, are enumerated in the 2022-2023 Academic Handbook

(<https://www.mapua.edu.ph/Academics/Undergraduate/Assets/MU%20Academic%20Handbook%202021.pdf>).

Students who want to shift from one modality to another must accomplish the Request to Shift Form (FM-RO-11-05) that can be downloaded from [https://www.mapua.edu.ph/Downloads/Assets/RO/FM-RO-11-05 - REQUEST TO SHIFT FORM.pdf](https://www.mapua.edu.ph/Downloads/Assets/RO/FM-RO-11-05_-_REQUEST_TO_SHIFT_FORM.pdf).

Submit the completed form to the Registrar's Office at erneri@mapua.edu.ph.

CONTACT INFORMATION

For other concerns and more information, students may get in touch directly with their respective dean or department chair.

School	Email
ARIDBE	gbteodoro@mapua.edu.ph
CBMES	arcaparanga@mapua.edu.ph
CEGE	bsvillaverde@mapua.edu.ph
EECE	apaglinawan@mapua.edu.ph
ETYSBM	eabalboa@mapua.edu.ph
Graduate Studies	raccascual@mapua.edu.ph
IE-EMG	mnyoung@mapua.edu.ph
MME	adcalderon@mapua.edu.ph
SMS	bbagapito@mapua.edu.ph
SOIT	akdbalan@mapua.edu.ph
Department	Email
DLA	mestorres@mapua.edu.ph
Math	malaalacapuno@mapua.edu.ph
Physics	djsauquillo@mapua.edu.ph
Psychology	ahchoy@mapua.edu.ph
PE	mpdivina@mapua.edu.ph
Correlation Courses	jmhernandez@mapua.edu.ph jammendoza@mapua.edu.ph hbdelacruz@mapua.edu.ph
NSTP	jmqagas@mapua.edu.ph
Registrar's Office	registrar@mapua.edu.ph