



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE ASSISTANT VICE PRESIDENT
FOR UNDERGRADUATE EDUCATION

11 July 2023

TO: Department Chairs/Program Coordinators
School Coordinators for Student Exchange
Undergraduate Students

CC: Deans
University Registrar
Associate Dean for the Core Curriculum
Associate Dean for Student Affairs
Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila
(Sanggunian)

FROM: (SGD) Josefina D. Hofleña, PhD
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(SGD) Ma. Cristina M. Alikpala
Asst. Vice President for University Partnerships and Internationalization

RE: JTA/STA Academic Guidelines

As approved by the Loyola Schools Vice President's Council on 20 March 2023 and presented at the LS Administrators' meeting on 5 May 2023, please find below the guidelines covering the Junior Term Abroad (JTA) and the Summer Term Abroad (STA) programs for undergraduate students. These guidelines take effect in the Second Semester (Spring Term) SY 2023-2024.

1. Eligibility Requirements

- 1.1. Students should meet the following minimum QPI Requirements at the time of application and immediately prior to the student's departure from the Philippines:



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- 1.1.1. For JTA Spring Deployment:
 - 1.1.1.1. Cumulative QPI: at least 2.80 at the time of deployment (inclusive of all grades from First Year to First Semester of Junior Year)
 - 1.1.1.2. Yearly QPI: Junior Intersession + First Sem QPI should be at least 2.80
- 1.1.2. For JTA Fall Deployment:
 - 1.1.2.1. Cumulative QPI: at least 2.80 at the time of deployment (inclusive of all grades from First Year to Intersession of Junior Year)
 - 1.1.2.2. Yearly QPI: for Sophomore Year should be at least 2.80
- 1.1.3. For STA Deployment
 - 1.1.3.1. CUMULATIVE QPI: At least 2.80 at the time of deployment (inclusive of all grades from First Year to the academic term immediately prior to deployment)
 - 1.1.3.2. YEARLY QPI (for the most recently completed School Year): At least 2.80
- 1.1.4. Irregular students should consult the Office of the Asst. Vice President for Undergraduate Education for the computation of their Yearly QPI. An irregular student is one whose Year Level is not aligned with the regular SY (Intersession, First Semester, Second Semester), usually as a result of having just returned from a Leave of Absence.
- 1.2. Students should not have received any grade of “F” (Failure) or “W” (Withdrawal without Permission) at any point during their undergraduate studies.
- 1.3. Students should have no "INC" (Incomplete) and "NE" (No Final Exam) grades at the time of their application nor at the time of their departure for their JTA/STA term.
- 1.4. Students should not have incurred any major disciplinary offense as defined in the “Code of Conduct for Students” in the Undergraduate Student Handbook.



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- 1.5. Students who participate in the JTA and STA Programs may enroll in a partner university abroad for only one academic term (Summer, Fall, or Spring)
2. Alignment of Academic Calendars
 - 2.1. The academic calendars of partner universities are to be made available to students applying for JTA/STA. If calendars are not aligned, the ADMU cannot guarantee that students will graduate on time.
 - 2.2. Students should be aware of possible delays to their graduation if they opt for deployment in partner universities where academic calendars are not aligned with that of the ADMU.
3. Enrollment Requirements
 - 3.1. Students on JTA/STA deployment may not simultaneously take courses in the ADMU.
 - 3.2. Minimum and Maximum Load
 - 3.2.1. Students on JTA should enroll in the equivalent of between 12 and 18 units in their host university.
 - 3.2.2. Students on STA should enroll in the equivalent of between 3 and 9 units in their host university.
4. Commitment to Complete JTA/STA Term
 - 4.1. Students are expected to complete their JTA/STA term. Failure to do so may result in a delay in graduation.
 - 4.2. Students who discontinue their studies prior to the end of their JTA/STA term should file an application for a Leave of Absence with the Office of the Asst. Vice President for Undergraduate Education (OAVP-UEd).
 - 4.3. Students who fail to timely file an application for LOA will be issued a hold order on their enrollment by the OAVP-UEd. They will then have to submit a request for reinstatement. Such requests are subject to the approval of the ADAA.



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4.4. Students who discontinue their studies prior to the end of the JTA/STA term will not be allowed to enroll in the ADMU for the remainder of the term.

5. Code of Conduct

While deployed for a JTA/STA term, students must continue to abide by the Undergraduate Student Code of Conduct. Violations of the provisions of the Code are subject to disciplinary action.

6. Emergency Response

In case of emergencies, students should immediately contact the Office of the Assistant Vice President for University Partnerships and Internationalization (OAVP-UPI) of Ateneo de Manila and its counterpart office in the host university. The OAVP-UPI will coordinate with its counterpart office to facilitate the provision of reasonable assistance depending on the circumstances.

7. Yearly QPI Requirement

7.1. For JTA Deployment

7.1.1. For the Junior Year semester spent in residence in the ADMU, students should be enrolled on a full-time basis (i.e., between 12 units and the maximum load of a student's official curriculum). The Junior Year QPI will be based on this load and the load taken in the Junior Year Intersession (if enrolled).

7.1.2. Grades for credits transferred from the JTA host university are not included in the computation of a student's Quality Point Index (QPI).

7.1.3. Since a QPI is not computed for a JTA term, students are not eligible for the Dean's List for the term of their JTA deployment.

7.2. For STA Deployment

The Yearly QPI computation for students deployed for a summer term will follow the standard computation for the student's Year Level. Students should be enrolled on a full-time basis (i.e., between 12 units and the maximum load of a student's official curriculum).



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8. Validation of Courses Taken in the Host University

- 8.1. **If allowed by the student's home department/program and the offering department/program**, students may take the equivalent of their **major/required courses** in their JTA/STA host university. Prior to a student's deployment, Departments/ Programs should review the courses that students intend to take at the host university and determine the ADMU equivalent courses. In determining equivalences, departments/programs should confirm that the course description, credits/units, course learning outcomes, and assessments are equivalent.
- 8.2. **If allowed by the student's home department/ program and the offering department program**, validation of JTA/STA courses as **major electives** does not require the identification of an equivalent ADMU course. However, departments/ programs must provide justification for the validation of the course as a major elective, e.g., alignment with the Program Learning Outcomes and the Core Curriculum Program Learning Outcomes, and the location of the major elective in the formation stages of the undergraduate curriculum framework.
- 8.3. Validation of JTA courses as **free electives** does not require the identification of an equivalent ADMU course. Approval of validation is c/o the **student's home department/program and the Registrar**.
- 8.4. Validation of JTA courses as **interdisciplinary electives** does not require the identification of an equivalent ADMU course. Approval of validation is c/o the **Associate Dean for the Core Curriculum (ADCC) and the Registrar**.
- 8.5. Unless otherwise allowed by the home department/ program, **thesis and capstone courses** may not be taken in the JTA/STA host university.
- 8.6. As a general rule, Ateneo **core courses** should be taken in the Ateneo de Manila. There may be exceptions, however, if courses taken outside the Ateneo are shown to achieve the learning and formation outcomes of the equivalent Ateneo core courses. Prior approval for taking the equivalent of core curriculum courses in a partner university should be given by the **ADCC**.
- 8.7. Please see the Appendix below for the allowed validations per course type.



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9. Validation for the Minor Program

Upon the approval of the offering department/program, courses taken during a JTA/STA term may be credited towards a student's Minor program, subject to the regulations on Minors (See Undergraduate Regulation I.9). In determining equivalences, departments/programs should confirm that the course description, credits/units, course learning outcomes, and assessments are equivalent.

10. Credit Equivalencies

10.1. The credit/unit equivalencies to be followed are determined by the Office of the University Registrar. Please see the Office of the Registrar webpage (<https://www.ateneo.edu/document/policy/2023/07/06/admu-foreign-universities-credit-unit-equivalencies>).

10.2. The following will be allowed provided accepted equivalencies of academic credits/units and course content/outcomes are applied:

10.2.1. Breaking up of units/credits

10.2.2. Combining units/credits, provided: leftover units from the breaking up of courses may no longer be combined for additional validation of courses

10.3. Sample Validations

SAMPLE VALIDATION OF JTA/STA UNITS				
BREAKING UP OF UNITS	JTA COURSE	JAPANESE CREDITS (2 JPN CREDITS = 1 ADMU UNIT)	ADMU EQUIVALENT	ADMU UNITS
	COURSE A	12	1 ME	3
			1 FE	3
	Total:	12 credits		6 units
COMBINING UNITS	JTA COURSE	ECTS (2 ECTS = 1 ADMU UNIT)	ADMU EQUIVALENT	ADMU UNITS
	COURSE A	10	2 FE	3 + 3



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SAMPLE VALIDATION OF JTA/STA UNITS				
	COURSE B	2		
	COURSE C	2	1 ME	3
	COURSE D	2		
	COURSE E	2		
	Total:	18 ECTS		9 units
COMBINING UNITS (BUT WITH EXCESS) Excess of 4 units cannot be applied to another course	JTA COURSE	US CREDITS (1 US CREDIT = 1 ADMU UNIT)	ADMU EQUIVALENT	ADMU UNITS
	COURSE A	4	1 FE	3
	COURSE B	1		
	COURSE C	1		
	Total:	6 credits		3 units

11. Transcript of Records

The grade for the course to be entered in the student's transcript of records is the grade given by the student's host institution.

12. End of Deployment

Students should return to the country at the end of their JTA/STA deployment.

13. Graduation Honors

To be eligible for graduation honors, only a maximum of 20 percent of the total units of a student's program may be taken outside the ADMU. This 20 percent covers credits transferred from one's JTA/STA university as well as transfer of credit via other routes (e.g., IB/AP credit, units validated from a student's cross-enrollment in, or transfer from, another school).

The OAVP-UPI will issue a full JTA/STA manual, which will include the guidelines set forth in this memo as well as additional guidance on other related matters.

Thank you very much.



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Appendix

Allowed Validations Per Department/Program

DEPARTMENT/ PROGRAM	ALLOW VALIDATION OF MAJOR COURSES?	ALLOW VALIDATION OF MAJOR ELECTIVES EVEN WITHOUT ADMU EQUIVALENT COURSE?	ALLOW VALIDATION OF THESIS PREPARATORY COURSES? (defined as thesis courses offered in junior year)	ALLOW VALIDATION OF THESIS/ CAPSTONE COURSES?	COMMENTS
School of Humanities					
English	YES	YES	YES	NO	
Filipino	YES	YES	NO	NO	
Fine Arts	YES	YES	NO	NO	Fine Arts majors may validate major subjects for as long as the course description, course learning outcomes and/or syllabi are analogous. Major Electives without equivalent can also be validated EXCEPT Theater Arts Electives because these are considered thesis preparatory courses in the theater arts track that students choose.
Interdisciplinary Studies	YES	YES	NO	NO	IS Dept validates courses taken abroad as either Required Majors or IEs. Validation of IEs requires approval of the ADCC.



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Modern Languages	N/A	N/A	N/A	N/A	Similar to Theology. ML only offers the FLC 1 of the core curriculum. But it also offers courses leading to a minor or can be credited as a free elective. In some cases, its offerings are considered part of the required major of a program (e.g., History, EU, IS, Hum).
Philosophy	YES	YES	NO	NO	
Theology	N/A	N/A	N/A	N/A	Core Courses only - prior approval by the ADCC is required
John Gokongwei School of Management					
JGSOM	YES	YES	NO	NO	For all departments and programs Major electives may be validated without equivalent ADMU course provided the courses are aligned with the PLOs.



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School of Science and Engineering					
Biology	YES	YES	NO	NO	MEs, with or without existing AdMU equivalent course: subject to evaluation of syllabus and approval of the Department Chair and/or Program Director
Chemistry	YES	YES	NO	NO	
ECCE	YES	YES	NO	NO	
Environmental Science	YES	YES	NO	NO	
Health Sciences	YES	YES	NA	NA	
DISCS	YES	YES	NO	NO	
Math	YES	YES	NO	NO	
Physics	YES	YES	NO	NO	
School of Social Sciences					
Chinese Studies Program	YES	NO	NO	NO	
Communication	NO	YES	NO	NO	
Development Studies	YES	NO	NO	NO	
Economics	NO	NO	NO	NO	
European Studies	YES	YES	NO	NO	May validate particularly language courses (AB EU requires 15 units of FLC)
History	YES	NO	NO	NO	Validation of Major - conditional



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Japanese Studies Program	YES	N/A	NO	NO	Validation of Major - conditional
Korean Studies Program	YES	N/A	NO	NO	Validation of Major - conditional
Political Science	NO	YES	NO	NO	
Psychology	NO	YES	NO	NO	
Sociology and Anthropology	YES	YES	NO	NO	Validation of Major - conditional