



STUDENT

Handbook



2024 EDITION

This
STUDENT HANDBOOK
belongs to

Full Name

Program

The CTU Student Handbook 2024 is approved by the Board of Regents through a Board Resolution No. 174, Series of 2024 and was implemented through the CTU Memorandum No. PH15-251(A), s. 2025

TABLE OF CONTENTS

I. VISION, MISSION GOALS, AND OUTCOMES OF THE UNIVERSITY

- Chapter 1. Vision**
- Chapter 2. Mission**
- Chapter 3. Goals**
- Chapter 4. Outcomes**
- Chapter 5. University Core Values**
- Chapter 6. Quality Policy**
- Chapter 7. Graduate Attributes**
- Chapter 8. CTU Seal and Color**
- Chapter 9. CTU Map**
- Chapter 10. Organizational Structure**

II. STUDENTS' RIGHTS

- Chapter 1. The Right to Admission without Discrimination**
- Chapter 2. The Right to Quality Education**
- Chapter 3. The Right to Due Process**
- Chapter 4. The Right to Association**
- Chapter 5. The Right to Speech**
- Chapter 6. The Right to Religion**
- Chapter 7. The Right to Privacy**
- Chapter 8. The Right Against Abuse and Neglect**
- Chapter 9. The Right against Sexual Harassment**
- Chapter 10. Student Representation on the Board of Regents**
- Chapter 11. Right to Student Support Services**
- Chapter 12. Other Rights as May be provided by Law**

III. ACADEMIC POLICIES

- Chapter 1. Academic Calendar and Class Size**
 - Art. 1. Academic Calendar
 - Art. 2. Class size

Chapter 2. Admission

- Art. 1. Admission Process
- Art. 2. Non-Discriminatory Admissions
- Art. 3. Admission Application
- Art. 4. Admission Requirements
 - Art. 4.1. Grade Requirements
 - Art. 4.2. Admission Documents
 - Sec. 1: Foreign Students
 - Sec. 2: Old Students (Readmission/transfer/Shift)
 - Sec. 3: ALS Passers
 - Sec. 4: Graduates of old Secondary Curriculum
 - Sec. 5: Transferees from Other HEIs
 - Sec. 6: DOST Scholars
 - Sec. 7: CTU Regular Employees' Dependents and Spouse
- Art. 5. Second Semester Admission Policy
- Art. 6. Policies on Re-admission of Old Students
- Art. 7. Admission Policies for CTU Plantilla Item Employees and their Dependents
- Art. 8. Admission Policies for Student-Athletes and Students with Exceptional Talents
- Art. 9. Admission Policies for DOST Scholars
- Art. 10. Admission Policies for Applicants in Certificate of Technology in the Main Campus
- Art. 11. Affirmative Action Program for College Admission
- Art. 12. Registration
- Art. 13. Student Classification
 - Sec. 1. By Course Load
 - Sec. 2. By Year Level
 - Sec. 3. Special Students
 - Sec. 4. Refresher Course for Professional Teachers
- Art. 14. Additional Requirement for Enrollment
 - Sec. 1. New First-Year Students

Sec. 2. Transfer Students and Cross-Enrollees from other Institutions

Sec. 3. Returning Students and Old Students

Sec. 4. Shiftees (Within CTU System)

Sec. 5. Admission Requirements for MSMarE Program

Chapter 3. Academic Load

Art. 1. Undergraduate Program (Understanding Course Load Terminology)

Art. 2. Prerequisite and advanced Courses

Art. 3. Overload Policy

Art. 4. Adjustment of Courses

Sec. 1. Adding and Dropping Courses

Sec. 2. Changing Courses

Sec. 3. Requesting Unscheduled Courses

Sec. 4. Substituting Courses

Sec. 5. Shifting to another Program

Sec. 6. Cross-Enrollment

Sec. 7. Opt-out Mechanism

Chapter 4. Attendance of Students

Art. 1. Admission to Class

Art. 2. Tardiness and Absence

Art. 3. Excused Absences

Art. 4. Dropped Due to Absence

Chapter 5. Selective Retention Policy

Art. 1. General Retention Policy

Art. 2. Academic Status

Art. 3. University-Wide Guide for Retention Policy

Art. 4. Selective Retention Procedure

Chapter 6. Leave of Absence

Chapter 7. Off-Campus Activities

Art. 1. Curricular Activities

Art. 2. Non-Curricular Activities

Art. 3. Approval Process

Art. 4. Parental Consent and Waiver

Chapter 8. Educational Trips and Field Trips

Art. 1. Definitions

Art. 2. Planning and Procedures

Chapter 9. Foreign/International Travels

Chapter 10. Student Internship

Art.1. Local Internship Program

Art. 2. International Internship Program

Chapter 11. Transfer Credit Evaluation

Art. 1. Guidelines for Transfer Credit Evaluation

Art. 2. Transfer Credit Evaluation for Shifters and Transferees

Sec. 1. Transfer Credit Evaluation Process

Sec. 2. Eligible Courses for Transfer

Sec. 3. Transferable Courses

Sec. 4. Evaluation limits and Requirements

Chapter 12. Evaluation

Art. 1. Resident Credits

Art. 2. Residency Requirements

Art. 3. Maximum Residency Requirements

Sec. 1. Maximum Residency Rule

Chapter 13. Grading System

Art. 1. Grading Scale

Art. 2. Grading System

Art. 3. Grading System for Marine Engineering

Art. 4. Midterm and Final Grade Calculation

Art. 5. Special Examinations

Art. 6. Academic Performance and Program Evaluation

Sec. 1. Academic Advising

Sec. 2. Focus on Scholastic Achievement

Art. 7. Academic Honors and Special Awards

Sec. 1. Committee on Academic Honors and Special Awards

Sec. 2. Committee Functions

Sec. 3. Determining Academic Honors

Sec. 4. Other Qualifications for Academic Honors

Sec. 5. Special Awards

Sec. 6. Application Process

Art. 8. Dean's List and Special Awards

Sec. 1. Dean's List Recognition

Sec. 2. Dean's List Qualifications

Chapter 14. Experiential Learning Programs (Internship/Practice Teaching/Industry Immersion)

Art. 1. Program Selection and Guidelines

Art. 2. Eligibility and Requirements

Art. 3. Application Process

Art. 4. Course Load during Experiential Learning

Chapter 15. Credentials for Transfer

Art. 1. Certificate of Transfer Credential (CTC)

Art. 2. Certification of Good Moral Character

Chapter 16. Graduation and Commencement Activities

Art. 1. Graduation Requirements

Art. 2. Notification of Graduation Status

Art. 3. Graduation Approval Process

Art. 4. Diploma and Transcript of Records (TOR)

Art. 5. Certificate of Completion

IV. STUDENT SERVICES

Chapter 1. Scholarship

Art. 1. CTU-Funded Scholarship/Grant

Art. 2. Government Funded

Chapter 2. Student Housing and Residential Service

Chapter 3. Safety and Security Services

Chapter 4. Foreign/International Students Services

Chapter 5. Student Research and Development

Chapter 6. Guidance Services

Art. 1. Counseling Service

Art. 2. Information Service

Art. 3. Individual Inventory/Appraisal Service

Art. 4. Follow-up Service

Art. 5. Referral

Art. 6. Career Guidance

Art. 7. Research and Evaluation

Chapter 7. Career and Job Placement Services

Art. 1. University Career Center/JPO

Art. 2. Goals and Objectives

Art. 3. Core Services

Art. 4. CTU-UCC/JPO Clients

Chapter 8. Campus Ministry and Multi-faith Service

Chapter 9. Library Services

Art. 1. The University library

Art. 2. Hours of Service

Art. 3. Technical Service

Art. 4. Circulation Service

Art. 5. Reference and Information

Art. 6. Interlibrary Loan Service

Art. 7. Library Instruction/Orientation

Art. 8. New Acquisitions and Current Awareness

Art. 9. Research Assistance

Art. 10. Referral Service

Art. 11. Online Service

Sec. 1. Electronic Library Services

Sec. 2. Document Delivery Service (DDS)

Sec. 3. Circulation Drive-thru

Sec. 4. Remote Electronic Access (REA)

Sec. 5. WE-CHAT SERVICES

Chapter 10. Food Services

Chapter 11. Health Services

Art. 1. Medical Clinic

Art. 2. Dental Clinic

Art. 3. Medical Requirements for Incoming First Year/New/Transfer
Students/Returning Students.

Art. 4. Other Medical Requirements

Chapter 12. Sports and Wellness

Art. 1. Admission and Selection Policy for Athletes

Sec. 1. Eligibility/Qualification of Athletes for Higher Athletic

Meet

Sec. 2. Selection Process

Sec. 3. Retention Policy

Art. 2. Awards and Incentives

Chapter 13. Economic Enterprise Development

Art. 1. Proposal for Economic Enterprise Development (EED)

Sec. 1. Objectives

Sec. 2. Implementation

Art. 2. Guidelines

Chapter 14. Social and Community Involvement

Chapter 15. Gender and Development

Chapter 16. Student Inclusion

Chapter 17. Student Organization Services

Art. 1. Student Organizations

Art. 2. Privileges of a Recognized Organization

Art. 3. Establishment of Student Organization

Art. 4. Renewal of Recognition and Permit to Operate

Art. 5. Types of Student Organizations

Sec. 1. Curricular Student Organizations

Sec. 2. Non-Curricular Student Organizations

Sec. 3. Federation of Student Governments

Sec. 4. Future Science & Technology Leaders of the Philippines
(FSTLP)

Art. 6. Role of Student Affairs and Services Office. (SASO)

Art. 7. Posting of Notices and Announcements

Art. 8. Printing of Souvenir Materials Using the Name of the
University

Chapter 18. Establishment of Student Publication

Chapter 19. Alumni Affairs

Art. 1. Communication

Art. 2. Engagement

Art. 3. Fundraising and Donations

Art. 4. Benefits and Services of an Alumni

Art. 5. Alumni Association and Groups

V. GENERAL UNIVERSITY POLICIES

Chapter 1. Flag Ceremony

Chapter 1. Student Activities

Chapter 3. School Uniform

Art. 1. Prescribed Uniform

Sec. 1. Female School Uniform

Sec. 2. Male School Uniform

Art. 2. Internship uniform (to be worn during practicum/OJT period only)

Art. 3. Physical Activity towards Health and Fitness (PATHFIT) uniform

Art. 4. Laboratory gowns/shop uniform

Art. 5. Exemption from Wearing the Prescribed School Uniform

Art. 6. Proper Haircut

Art. 7. Dress code During Washday

Art. 8. Footwear Policy

Art. 9. Body Art and Piercings

Art. 10. Identification (ID) Card

Chapter 4. Media Interviews

Chapter 5. Convocations

Chapter 6. Research, Monitoring, and Evaluation of Student Affairs and Services

VI. STUDENT CODE OF CONDUCT AND DISCIPLINE

Chapter 1. Preamble

Chapter 2. Statement of Policies

Art. 1. Scope

Art. 2. Mission Statement

Art. 3. Student Responsibilities

Art. 4. Classification of Student Offenses and Sanctions

Sec. 1. Academic Violations committed either offline or online

Sec. 2. Non-Academic Offenses

- Art. 5. Disciplinary Actions
- Art. 6. Discipline Committee
- Art. 7. Jurisdiction over Discipline-related Cases
- Art. 8. Filing of Complaints/Charges

Chapter 3. Proceeding before the Discipline Committee

- Art. 9. Answer
- Art. 10. Notice of Hearing
- Art. 11. Hearing
- Art. 12. Summary Proceeding
- Art. 13. Decision
- Art. 14. Appeal
- Art. 15. Effectivity of Final Decisions given prior to Final Examination
- Art. 16. Records

VII. GRIEVANCE MACHINERY

- Art. 1. Procedure for handling complaints/grievances against a student
- Art. 2. Procedure for handling complaints/grievances filed by a student against Academic personnel, non-teaching personnel or university officials.

I. VISION, MISSION, GOALS, AND OUTCOMES OF THE UNIVERSITY

Chapter 1. University Vision

CTU as a premier, inclusive, globally recognized research and innovation smart, community responsive and sustainable technological university

Chapter 2. University Mission

The University is primarily providing leading - edge degree programs, innovative professional, entrepreneurial and technological instruction as well as research, extension and resource generation programs that address both the needs of the region and the nation in the context of the global knowledge economy, Fifth Industrial Revolution and sustainability.

Chapter 3. University Goal

By the end of 2024, CTU will be globally recognized for its equality. Specifically, it will:

- Obtain a Philippine university system status with CHED SUC level V recognition and equivalent
- Be ranked among the Top 10 University in the Philippines;
- Achieve world-class performance and excellence using leading quality management systems for quality assurance and control;
- be an internationally recognized and ranked university (including Quacquarelli Symonds, Times Higher Education, Shanghai University Ranking, World University Rankings);
- Develop innovative academic initiatives, medical and allied fields engineering and technology, and transnational higher education programs for enhance career pathways, qualifications, recognitions, accreditations, specialization and progression programs, and global mobility; and
- Lead innovations in the Fifth Industrial Revolution.

Chapter 4. University Outcomes

1. Transformed visionary leadership in innovation to accelerate regional and national development in the context of the modern industrial revolution;
2. Increased access by economically challenged but deserving student to relevant, quality and world-class tertiary education with learning integration of practical experiences to achieve inclusive and sustainable growth;
3. Develop research-intensive and multi-disciplinary university culture that

strengthens higher education research, leading to economic productivity and innovation;

4. Instituted innovative system resulting in effective, efficient, sustainable and Equitable resource general, mobilization and management, including optimal utilization of resources provided by the government and expansion of other revenue and funding streams for financial sustainability;
5. Heightened sustainable community and stakeholder's engagement. With harmonized institutional, financial, administrative. and policy frameworks that attain the highest academic research, extension, and resource generation excellence standards;
6. Forged strategic local and international linkage, partnerships, and initiative leading to heightened regional and global role in the modern industrial revolution and human and intellectual capital for sustained economic development.

Chapter 5. University Core Values

C – COMMITMENT	-to expand access to relevant, effective and quality education for all.
T – TRANSPARENCY	-in implementing good governance for efficient management of resources.
U – UNITY	-in harmonizing operations of the university with clear and strengthened industry and community collaboration.
P - PATRIOTISM	- by giving appreciation and pride to the country and people.
I – INTEGRITY	- by embracing moral uprightness and having strong adherence to honesty and fairness.
E – EXCELLENCE	- in developing CTU as a research - intensive university with a good academic reputation that creates solutions to improve lives, communities, and the world through research, innovation and extension across a spectrum of disciplines and in collaboration with the industry and community for sustainable development.
S – SPIRITUALITY	- by cultivating truth, righteousness, peace and love.

Chapter 6. Quality Policy

CTU in compliance with statutory and regulatory requirement is committed to provide quality instruction, research, extension and production towards customer satisfaction.

Chapter 7. Graduate Attributes

CTU Graduate Attributes:

- **Highly Skilled Individual** - CTU graduates possess the expertise and practical skills needed to succeed in their fields, developed through rigorous academic programs and hands-on learning experiences.
- **Ethically-Imbued Professional**- Integrity is fundamental to CTU's Professional ethos, guiding graduates to uphold honesty, fairness, and respect in their workplaces and communities.
- **Service-Oriented Worker** - CTU alumni are driven by a commitment to serving others, whether in public service, private sectors, or non-profit organizations, striving to make meaningful contributions to society.
- **Effective Communicator** - Communication is a cornerstone of success for CTU graduates, who excel in conveying ideas, collaborating with peers, and engaging with stakeholders across various contexts.

Chapter 8. CTU Seal and Color

The official color of the Cebu Technological University is a combination of Nile green, permanent red, golden yellow, and thalo blue. This bears the superimposed official seal of the university. Nile green symbolizes agriculture and forestry, permanent red the industrial thrusts of the curriculum, and thalo blue the fisheries technology. All these offerings are the polytechnological thrusts of the university. The official seal of the university shall be round, with the inscription alongside the circle; the name of the university shall be in capital letters.



1. Book and Torch. They symbolize the educational thrusts of the university to promote services in the fields of research, instruction, production, research and graduate studies for progressive leadership. It also represents the College of Education.

2. Nine Rays. They represent the nine major campuses of the university in the various technological areas.

3. Laurel. It signifies excellence in the continuous acquisition of knowledge, skills and competence in developing minds through arts, technology, and different sciences. It also represents the College of Arts and Sciences.

4. **Globe with the map of Cebu.** It stands for the contribution of the university to the country and the world.

5. **Waves and Fish.** They embody the College of Fisheries

6. **Anchor.** It stands for the College of Engineering.

7. **Field with Sprouting Plants.** It represents the College of Agriculture.

8. **Industrial Building and Communications.** It stands for the College of Technology and the College of Engineering

9. **Ribbon with Date.** It symbolizes the Foundation Year of the institution
Chapter 9. CTU Map



Chapter 10. Organizational Structure

The University shall be governed by a Board of Regents (BOR).

Composition of the Board:

Chairperson :The Chairperson of the Commission on Higher Education (CHED)

Vice-Chairperson :The President of the University

Members:

- Chairperson of the Senate Committee on Technical Education
- Chairperson of the Committee on Technical Education of the House of Representatives
- Regional Director of the National Economic and Development Authority (NEDA)
- Regional Director of the Department of Science and Technology (DOST)
- President of the Federation of Faculty Associations of the University
- President of the Federation of Alumni Associations
- President of the Federation of Student Governments of the University
- Two (2) prominent citizens from the private sector with distinguished achievements in their professions or fields of specialization.

Term of Office:

The presidents of the faculty, alumni, and student government associations will serve on the Board for the same duration of their terms in their respective organizations.

II. STUDENTS' RIGHTS

Chapter 1. The Right to Admission without Discrimination

The University admits all qualified students regardless of physical disability, socioeconomic background, political and religious beliefs, sexual orientation, pregnancy status, or past drug use. Students with a history of drug use must demonstrate successful rehabilitation.

Chapter 2. The Right to Quality Education

The University is committed to providing students with a high-quality education that is relevant to national goals and fosters their full development as individuals. This education is delivered primarily through qualified instruction.

Chapter 3. The Right to Due Process

Students facing disciplinary action have the right to a fair hearing. This includes the right to defend, themselves, present evidence on their behalf, and be heard by an impartial committee.

Chapter 4. The Right to Association

Students have the right to form, join, and participate in officially recognized campus organizations, unions, societies, youth groups, alliances, or federations, as long as their activities are lawful.

Chapter 5. The Right to Speech

Students have the right to freely express themselves through appropriate academic channels and through official university administrative bodies. This right is limited by law and should not be used for illegal purposes.

Chapter 6. The Right to Religion

The University supports the right of all students to freely practice their religion without discrimination or preferential treatment towards any one faith.

Chapter 7. The Right to Privacy

The University respects the privacy of students' communication and correspondence. This includes protecting the confidentiality of emails, messages, and personal information.

Chapter 8. The Right Against Abuse and Neglect

This chapter draws upon Article XV Section 3(b) of the 1987 Philippine Constitution. It guarantees students' right to protection from all forms of abuse, neglect, cruelty, exploitation, and other harmful conditions. The Family Code (Article 218) reinforces this concept by giving schools and child care institutions "special parental authority" while a student is under their care. This means these institutions share responsibility with parents to ensure a safe and nurturing environment.

Chapter 9. The Right against Sexual Harassment

Valuing the dignity of every individual enhances the development of human resources, guarantees full respect for human rights, and upholds the dignity of the students.

Chapter 10. Student Representation on the Board of Regents

This chapter affirms the right of students to have a voice in university governance. The duly-elected president of the University's Federation of Student Government (FSG) will hold a seat on the Board of Regents (BOR), the university's policy-making body.

Chapter 11. Right to Student Support Services

The University recognizes the importance of student well-being. This chapter guarantees students access to adequate student welfare services and school facilities, within the university's financial capabilities. This may include services like counseling, healthcare, or academic support programs.

Chapter 12. Other Rights as May Be Provided by Law.

III. ACADEMIC POLICIES

Chapter 1. Academic Calendar and Class Size

Article 1. Academic Calendar. The University's academic calendar will follow the general framework set by the Commission on Higher Education (CHED). Specific details regarding start and end dates, breaks, and holidays will be developed by the University itself. Each semester will be at least 18 weeks long. The mid-year session, if offered, will provide an equivalent workload to a regular semester.

The University will implement strategies to make up for class time lost due to unforeseen events such as typhoons or earthquakes.

Article 2. Class size. The University prioritizes quality instruction and maintains class sizes that adhere to its own quality standards. These standards establish an optimal student-to-faculty ratio to facilitate effective teaching, considering both local and international benchmarks.

The University offers day and evening classes for select undergraduate programs. The day classes shall start from 7:00 in the morning to 4:00 in the afternoon. The evening classes shall start from 4:00 in the afternoon to 9:00/10:00 in the evening as may be applicable.

- Class size will be determined based on the specific teaching method employed (lecture, discussions, etc.) and the availability of facilities to ensure a conducive learning environment.
- Generally, lecture classes for general education courses will have a minimum of 30 students, while graduate classes will have a minimum of 5 students.
- For laboratory classes, the University strives to maintain a minimum of 30 students per class wherever possible.

Chapter 2. Admission

Article 1. Admissions Process

Selective Admissions Policy

The University has a selective admissions policy, ensuring only qualified students are accepted. Applicants must meet the standards and requirements set by the chosen program, college, and the university as a whole. The University adheres to all applicable laws, regulations, and policies, including those from the Republic of the Philippines, Commission on Higher Education (CHED), Board of Regents (BOR) resolutions, and university/campus-specific policies.

Admission Requirements

Admission requirements vary depending on the applicant's category and chosen program. All applicants must meet the following general university requirements:

- **Choice of Program:** Applicants have the right to choose their field of study and program according to the college's screening policies.
- **Application Process:** All new students must complete the admissions Process following the college's established criteria.
- **Program-Specific Requirements:** Applicants must meet the specific requirements set by the program they are applying to, including submitting necessary documents and adhering to additional screening standards set by the college.
- **Entrance Exam:** Most applicants will be required to take the university entrance exam. Exemptions may apply for certain categories (details outlined in a separate manual). Colleges/departments may further assess applicants through additional tests or interviews.
- **Selection Process:** Applicants are ranked based on a comprehensive set of criteria, including their General Weighted Average (GWA), entrance exam results, interviews, and any additional criteria established by the college/department. This ranking determines who qualifies for enrollment.
- **Official Enrollment:** Only students who complete the admissions process and officially enroll will be admitted to classes.

Article 2. Non-Discriminatory Admissions. The University is committed to fair and inclusive admissions practices. It does not discriminate against applicants based on race, age, gender, sexual orientation, nationality, physical abilities, socioeconomic status, religious beliefs, ethnicity, political affiliation, or ideology. However, applicants must meet the academic and other requirements set forth by the chosen program, college, and university.

The University follows these principles to ensure equal opportunity:

- **Universal Access:** In line with R.A. 10931 ("Universal Access to Quality Tertiary Education Act of 2017"), we prioritize academically qualified students from marginalized sectors.

- **Gender Equality:** Following R.A. 9710 ("Magna Carta of Women"), the University promotes equal opportunity for all female applicants. There will be no discrimination based on sex during the application process or program offerings. Pregnant students are welcome to apply, but must provide medical clearance confirming their ability to handle academic duties throughout the pregnancy term.
- **Gender Sensitivity:** The admissions policies are designed to be gender-responsive and inclusive, adhering to CTU GAD Policies.
- **Disability Inclusion:** We adhere to R.A. 7277 ("Magna Carta for Disabled Persons" or "Magna Carta for Persons with Disability" as amended by RA 10524) by providing assistance to applicants with disabilities during admission testing and throughout their academic journey.
- **Support for Solo Parents:** The University welcomes applications from solo parents and their dependents, following R.A. 8972 ("Solo Parents' Welfare Act of 2000").
- **Indigenous Communities:** We uphold the rights of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs) enshrined in R.A. 8371 ("Indigenous Peoples' Rights Acts of 1997") by offering them equal educational opportunities.
- **Lifelong Learners:** Lifelong learners, such as ALS passers and graduates of older secondary curriculums, are also encouraged to apply, course to university admissions policies and/or CHED issuances.
- **Senior High School Strands:** In accordance with CHED Memorandum Order No. 105 Series of 2017 ("Policy on the Admission of Senior High School Graduates to the Higher Education Institutions") all Senior High School applicants are allowed to apply in all programs regardless of their track or strand taken in the Senior High School course to the program admission requirements.

Article 3. Admission Application. The University utilizes its own online admissions portal as the primary platform for all application submissions. All required application documents must be uploaded through this portal, following the specific screening guidelines set by the chosen college.

Article 4. Admission Requirements. Admission requirements vary depending on the applicant's category. All required documents are for internal processing and verification purposes only.

4.1. Grade Requirements

4.1.1 New Applicants

- Applicants must meet the General Weighted Average (GWA) set by the department/program they are applying to.

- In accordance with Board Resolution No. 43, Series of 2017, “A Resolution Approving the CTU Selective Admission and Retention Policies”, all college entrants to be qualified for screening in the board programs shall have a General Weighted Average of 85.00 or higher or its equivalent. Their individual final ratings for English, Science, and Mathematics and each of the areas of specialization shall also be 85.00 or higher or its equivalent.
- Specific grade requirements for each program will be published by the respective campus/college.

4.1.2. Transferees from other universities/HEIs

- Transferees from other universities/HEIs may apply subject to evaluation and compliance with the receiving program requirements.

4.2. Admission Documents

All application documents must be uploaded through the University’s online admissions portal

4.2.1. General Requirements

- **Senior High School Graduates:** High School Report Card (Original or Certified True copy)
- **Transfer Students:** Official Transcript of Records from the previous school
- **Certificate of Good Moral Character** (issued by the previous school)
- **Recent 2x2 Colored Picture** with white background and name tag

4.2.2. Additional Requirements

Section 1: Foreign Students

- **Apostille** from the Department of Foreign Affairs (DFA)
- **Official Transcript of Records/ Scholastic Records** (English translation required if applicable)
- **Bio-data Page of Applicant’s Passport**
- **Proof of English Proficiency:** Certificate of English as Medium of Instruction or Duolingo Certificate (may be waived depending on program)
- Letter of Recommendation from last school attended or working organization that can vouch the applicant’s good conduct or any equivalent document for the Certificate of Good Moral Character

Section 2: Old Students (Readmission/Transfer/Shift)

- **Verified Printout of Information Copy of Grades** (from the previous enrollment)
- **Endorsement Letter:**
 - For transfer students from other CTU campuses: issued by the Campus Director of the previous campus
 - For students shifting programs within CTU: issued by the previous College Dean

- **Letter of Intent:** addressed to the College Dean (applicable for returnees, shifters, and transferees), with recommending approval from the program Chair.

Section 3: ALS Passers

- **ALS Examination Rating**
- **Certificate of Eligibility to College**
- The overall percentile score in the ALS Examination Rating must meet the required General Weighted Average (GWA) of the program
- Course on the assessment and evaluation of the concerned college/department.

Section 4: Graduates of the Old Secondary Curriculum

- Course on the assessment and evaluation of the concerned college/department.

Section 5: Transferees from Other HEIs

- Applicants must meet the minimum residency requirement of 2 years before graduation from the university.
- Official Transcript of Records from the previous school
- General Weighted Average (GWA) Applicants must meet a minimum cumulative GWA set by the department

Section 6: DOST Scholars

- Notice of Award of Scholarship

Section 7: CTU Regular Employees' Dependents and Spouse

- **PSA Birth Certificate** (for dependent)
- **Certificate of Employment** (for CTU employee)
- **Marriage Certificate** (for spouse)

Article 5. Second Semester Admission Policy. Second-semester admissions are limited to returning students (readmission) and students transferring from other CTU campuses (inter-campus transfer). These students must have completed the required courses offered during the first semester of the academic year they last attended CTU. All applicants for second-semester admission, including returnees, inter-campus transferees, and shifters are course to the following:

- They must apply directly to the college.
- They will be evaluated based on the current program curriculum and screening requirements set by the college offering the program they are applying to.

NOTE: New students from other CHED-recognized HEIs and internal program shifters are highly encouraged to apply during the regular admissions period, which typically occurs before the start of the first semester of the incoming academic year.

Article 6. Policies on Re-admission of Old Students. This article outlines the process for re-admission of former students, including returnees, shifters within CTU, and transferees from other CTU campuses. All applications for

re-admission must directly apply to the college. Re-admission students will undergo evaluation by the college they are applying to. The Admission Portal is exclusive only to new applicants.

Re-admission Requirements:

- **Curriculum Requirements:** Re-admitted students will be course to the program's current curriculum offered by the college.
- **Curriculum Changes:** If a student's previous curriculum is no longer offered, they will be required to follow the current curriculum.
- **Academic Requirements:** Applicants must meet the established grade requirements for their chosen program.

Article 7. Admission Policies for CTU Plantilla Item Employees and their Dependents. In recognition of CTU employees' valuable contributions to the university's

success, their legitimate spouses and children are eligible for exemption from the university entrance exam when applying for admission to any CTU campus course to pertinent resolutions approved by the Board of Regents such as:

7.1 Benefits and Requirements:

- Exemption from the entrance exam
- However, all applicants in this category must still undergo the following:
 - Verification of submitted documents (e.g., proof of relationship to the employee)
 - Evaluation based on the program's General Weighted Average (GWA) requirement
 - Interview (if applicable)
 - Ranking among other applicants for the program

Note: This benefit is a privilege and does not guarantee automatic admission. Applicants must still meet the academic standards and ranking requirements set by the chosen program and college

Article 8. Admission Policies for Student-Athletes and Students with Exceptional Talents

As part of the university's process in recruiting top-caliber student-athletes and students with exceptional talents, incoming admission applicants who are student-athletes and students with exceptional talents are eligible for exemption from the university entrance exam when applying for admission to any CTU campus course to pertinent resolutions approved by the Board of Regents such as:

8.1. Benefits and Requirements:

- Undergo a pre-screening process by the Campus Sports Director or Campus Culture and Arts Director to assess their potential to be part in the university's sports and culture and arts roster of talents

- Endorsed by the office of the Campus Sports Director of Campus Culture and Arts Director to the Admissions Office
- Exemption from the entrance exam
- However, all applicants in this category must still undergo the following:
 - Verification of submitted documents
 - Evaluation based on the program's General Weighted Average (GWA) requirement
 - Interview (if applicable)
 - Ranking among other applicants for the program

Article 9. Admission Policies for DOST Scholars

DOST Scholarship Examination passers or current DOST Scholars are exempt from taking the university entrance examination. Their General Weighted Average (GWA) will be considered equivalent for the entrance exam requirement, provided they meet all other standard admission requirements.

Article 10. Admission Policies for Applicants in Certificate of Technology in the Main Campus

Applicants for the Certificate of Technology in the Main Campus are exempt from taking the university entrance examination. Their General Weighted Average (GWA) will be considered equivalent to the entrance exam requirement, provided they meet all other standard admission requirements.

Article 11. Affirmative Action Program for College Admission.

11.1. Commitment to Accessibility

As a public university, CTU is committed to increasing access to quality education for deserving students from disadvantaged backgrounds. This aligns with our university vision and the "Universal Access to Quality Tertiary Education Act of 2017" (R.A. 10931). We also adhere to the affirmative action program requirements outlined in the law's Implementing Rules and Regulations (IRR) and the goals of accrediting bodies like AACUP, Times Higher Education (THE), and SUC Levelling.

11.2 Who Qualifies?

The Affirmative Action Program (AAP) as approved by Board Resolution No. 146 Series of 2022 supports disadvantaged students, including:

- Indigenous Peoples (IPs) and members of Indigenous Cultural Communities (ICCs)
- Students with disabilities
- Top Ten Graduates from public high schools
- Students from economically disadvantaged areas
- Solo parents and their dependents

- Alternative Learning System (ALS) passers eligible for college admission

11.3 Admission Process.

Students qualifying for the AAP program will go through the regular admissions process and must meet the program's minimum grade requirements. They are also course to the general admissions policies of the university and college.

In addition to the standard application documents, AAP applicants must submit additional documents to verify their eligibility:

- **Economically Disadvantaged Applicants:** (Anyone with the following)
 - Certificate of No Taxable Income (BIR) or parents' latest Income Tax Return (ITR) showing an annual income P250,000.00 and below.
 - Certificate of Indigency from DSWD
 - 4Ps ID (Pantawid Pamilyang Pilipino Program) of a parent, along with the applicant's PSA Birth Certificate (if applicable)
 - Indigenous Peoples (IPs) and ICC Members: Certificate of Tribe Membership or equivalent certification.

- **Solo Parents and Dependents:**
 - Solo Parent ID (for solo parent applicants)
 - PSA Birth Certificate and Solo Parent ID (for dependents of solo parents)
- **Students with Disabilities:** PWD Identification Card (acceptance may depend on the availability of facilities for specific disabilities)
- **ALS Passers:** Certificate of Eligibility to College
- **Top Ten Graduates from Public High Schools:** Certification from the public school principal, signed and stating the applicant's rank within the Top Ten of their graduating class (Grade 12).

Important Note:

The AAP program allocates a total of 5% of enrollment slots per college across all programs to qualified applicants. This benefit does not guarantee automatic admission. Students must still meet the academic requirements and compete for available slots based on their ranking within the AAP pool.

Article 12. Registration. All students, including freshmen, returning students, cross-enrollees (students taking courses in another college within the university), transferees, program shifters, irregular students (those not enrolled in a full academic load), and foreign students, are required to register within the designated period set by the university. Official registration is essential for students to be enrolled in courses and receive credit for completed coursework.

Article 13. Student Classification

Section 1. By Course Load

- **Regular Student:** Enrolled in the standard number of credits for their year level.
- **Irregular Student:** Enrolled in less than the standard number of credits for their year level.

Section 2. By Year Level

- **Freshman:** Has completed less than 25% of the total units required for a four-year program, or less than 20% of the total units required for a five-year program.
- **Sophomore:** Has completed 26-50% of the total units required for a four-year program, or 21-60% of the total units required for a five-year program
- **Junior.** Has completed 51-75% of the total units required for a four-year program, or 61-81% of the total units required for a five-year program.
- **Senior.** Has completed 76% or more of the total units required for a four-year program, or 81% or more of the total units required for a five-year program.

Note: These are general guidelines. Specific unit requirements may vary depending on the chosen program.

Section 3. Special Students. Special students are those with documented exceptionalities, such as:

- Acquired brain injury
- Developmental delay
- Giftedness and talent
- Hearing loss
- Medical conditions (including chronic illness and mental health)
- Neurodevelopmental disorders
- Intellectual disability
- Specific learning disability
- Physical disability
- Speech/language disorder
- Vision loss

The university is committed to providing inclusive educational opportunities and encourages students with exceptionalities to apply.

Section 4. Refresher Course for Professional Teachers. A requirement as per Republic Act 9293, An Act Amending Certain Section of Republic Act numbered Seventy-Eight and Thirty-Six (R.A. 7836), otherwise known as the Philippine Teachers Professional Act of 1994, stipulates that: A registered professional teacher with the National Board for Teachers under Department of Education Culture and Sports (DECS) pursuant to Presidential Decree No. 1006 (Section 26, b.)

Article 14. Additional Requirement for Enrollment.

Section 1. New First-Year Students

- Marriage Certificate (PSA copy, only if applicable)
- For medical requirements, refer to Chapter 11 of this Student Handbook.

Section 2. Transfer Students and Cross-Enrollees from Other Institutions

- For medical requirements, refer to Chapter 11 of this Student Handbook.
- Marriage Certificate (PSA copy, only if applicable)
- Course Accreditation Form 518

Note: Marine Engineering applicants require additional documents from DOH and Marine Accredited Laboratories.

Section 3. Returning Students and Old Students

- Returning Students in the Same Program: Must submit grades for all courses taken in the previous semester.
- Students exceeding the maximum residency may be required to enroll in additional residency units (up to 50% of the program's total units).

Section 4. Shiftees (Within CTU System).

Students shifting programs must submit a course accreditation form to the enrollment office of their new college.

Section 5. Admission Requirements for BSMarE Program.

The following requirements apply to applicants for the BSMarE program:

Freshmen Applicants:

- High school graduation diploma
- Successful completion of the following entrance examinations:
 - IQ Test
 - Aptitude Test
 - Personality Test
 - Math, Science, and English Tests
- Physical and medical fitness examination conducted by a Department of Health (DOH) accredited medical practitioner, as mandated by Regulation 1/9 of the STCW Convention 1978 (as amended).

Transfer Students:

- Students transferring from an authorized maritime higher education institution only need to complete the physical and medical fitness test mentioned above.

Students from Institutions Facing Closure or Not Recognized:

- Physical and medical fitness examination conducted by a DOH-accredited medical practitioner (as above).
- Written and practical assessment of prior learning in professional courses. Students may need to retake failed courses through written and practical assessments.
- Students transferring from institutions that only accept freshmen may be course to the admitting institution's specific admission policies.

International Applicants:

- Evaluation based on existing statutory and regulatory requirements before admission.

Assessment Tools:

Maritime Higher Education Institutions (MHEIs) will develop assessment tools following the procedures outlined in Annex E of this circular.

General Enrollment Procedure

Step 1. Signing in the Student Portal. Log in to your portal account at <https://portal.ctu.edu.ph>

Step 2. Online Enrollment

- a. Student: Update your profile, especially your year level and enrollment status, whether new or old student
- b. Student: Select enrollment period example: 1st Semester 2022-2023

Step 3. Student Verification and enrollment approval by the enrollment committee per College

Step 4. Medical Approval by authorized staff of the Medical Student: Upload the medical requirements once your enrollment application is verified and approved.

Step 5. Course Loading

- a. For Regular Students, the respective College will assign the block section
- b. For Irregular Students, pick and submit the courses to enroll

Step 6. College Dean Approval

Step 7. Registrar Validation / Approval

- a. Students can view and print your Certificate of Registration (COR) as your proof of enrollment and guide for class schedules. Present your COR to your respective course teachers for verification.
- b. Student: Submit all documentary requirements for enrollment within the first term of admission.

Note: This is a general enrollment procedure. Specific requirements and steps may vary depending on your student category. Please refer to official university announcements for the most up-to-date information.

Chapter 3. Academic Load

Article 1. Undergraduate Program (Understanding Course Load Terminology). The university uses various terms to define the number of credits a student enrolls in for a semester. Here's a breakdown of these terms:

- **Regular Load:** This refers to the standard number of credits a student

should take in a semester according to their program's approved curriculum.

- **Normal Load:** This term is not typically used at CTU. It can sometimes refer to the average number of credits a student takes over the entire program duration (often cited in CHED documents).
- **Summer Load:** This refers to the maximum number of credits a student can enroll in during the summer semester. It can be 12 units for non-laboratory courses, 6 units for laboratory courses, or a combination of both.
- **Overload:** This refers to additional credits a student takes beyond the regular load prescribed for their semester. To overload, a student must be in good academic standing and have approval from the Vice President for Academic Affairs through the university's directory for instruction. The overload permission is typically limited to no more than six additional credits for graduating students or students nearing graduation.

Article 2. Prerequisite and advanced Courses. Students may enroll in a prerequisite course and its corresponding advanced course at the same time, provided one or more of the following conditions are met:

1. **Repeating the Prerequisite:** The student is retaking the prerequisite course due to a previous failing grade.
2. **Strong Academic Performance:** The student has a demonstrably strong academic record, indicating the ability to handle the workload of both courses.
3. **Graduation Requirement:** The student is graduating at the end of the current term, and taking both courses simultaneously is necessary to meet graduation requirements.
4. **Administrative Approval:** The student has obtained written permission from the college dean, campus director, vice president for academic affairs, or another authorized academic official.

Article 3. Overload Policy

Undergraduate Students

- **Approval Process:** All undergraduate overload requests must be submitted to the respective college dean. The campus director, vice president of academic affairs, or their authorized representative will approve the request for satellite campuses, with a recommendation from the department director/chair.
- **Meritorious Cases:** In exceptional circumstances, overload requests for graduating students or other qualified students can be approved by the department director/chair for an additional six (6) units of academic courses.

Planning for Internship

Students planning to participate in an internship program are strongly encouraged to submit an overload application one semester in advance.

Article 4. Adjustment of Courses.

- All enrollment adjustments require approval from the college dean as endorsed by the program chair.
- Changes made outside the designated timeframe or without proper approval may result in denied requests or failing grades.

Section 1. Adding and Dropping Courses

- Adding: Students can add a course within one week after the semester starts, provided it doesn't exceed their regular load. Instructor and department head approval are required. Changes in tuition fees must be processed accordingly.
- Dropping: Students can drop from a course with the dean's approval before scheduled midterm. Dropping after midterm results in a failing grade (5.0).

Section 2. Changing Courses

- Changes are allowed only for valid reasons, within the specified period, and course to fees. The total course load, including added courses, cannot exceed the program's maximum limit.
- Withdrawing a course/enrolment is permitted within two weeks from the start of classes.
Failure to withdraw within the prescribed period will be considered dropped.

Section 3. Requesting Unscheduled Courses

- A sufficient number of students can request to open an unscheduled course for undergraduate programs, provided it is still within the free higher education period. Approval requires a recommendation from the college dean and approval by the campus director.

Section 4. Substituting Courses

- This applies only when a student's curriculum has been replaced with a new one. Substitutions aim to align the old curriculum with the new.
- The courses must have the same number of units, and the dean must approve the substitution upon the department chair's recommendation.
- Time limits exist for submitting substitution requests. Appeals beyond deadlines are considered for the next term. The dean has three days to decide on the application, with the option for students to appeal to the university president for a final decision.

Section 5. Shifting to Another Program

- Students must file an application endorsed by the dean and approved by the campus director.
- Program shifts are granted based on the student's academic suitability.

Section 6. Cross-Enrollment

- This is generally discouraged but allowed for valid reasons with prior approval from the student's home institution.
- Permission is issued by the registrar upon the dean's recommendation. It's typically allowed when:
 - The desired courses are unavailable at CTU during the enrollment term.

- There's a scheduling conflict with other classes.
- The student is spending the term in their home province and enrolling in a relevant course at a local institution (course to the accepting institution's policy).

Section 7. Opt-out Mechanism

- This section details who is not eligible for free tuition under the Republic Act 10931 (UNIFAST) Act. It covers students who:
 - Already hold a bachelor's degree.
 - Fail to comply with CTU's admission and retention policies.
 - Exceed the program's prescribed completion time by more than a year.
 - Are international students.

Note: Information regarding online enrollment steps has been omitted as it may change over time. Refer to the official CTU website or student portal for the latest enrollment procedures.

Chapter 4. Attendance of Students

Article 1. Admission to Class

Enrolled students must present proof of registration before being admitted to class. Non-enrolled students may be admitted at the instructor's discretion and course-to-university conditions.

Article 2. Tardiness and Absence

Regular attendance is mandatory throughout each course. Tardiness occurs after 25% of the class period has elapsed, with three tardy instances equating to one absence. During instructor tardiness, students must wait until the first third of the class time passes before leaving. Absences during the add/drop period are not counted.

Article 3 Excused Absences

Students are responsible for meeting class requirements after missed sessions. Absences are excused for:

- Illness: With a medical certificate authenticated by the University/Campus Medical Personnel
- Natural calamities/fortuitous events that oblige the student to stay home.
- Official participation in university-sanctioned activities, requiring prior approval from the Dean or authorized representative. Instructors should provide equivalent work opportunities.

Article 4. Dropped Due to Absence

Students with three consecutive unexcused absences or exceeding 20% of total contact hours receive a Dropped with Failure (D/F) grade. If absences occur

after midterms, the student receives the computed semester grade. If a passing midterm grade exists, final grading considers all activities rather than absences.

Chapter 5. Selective Retention Policy

Article 1. General Retention Policy

1. All major and core courses in the license-granting curricular programs must require a final course rating of at least 80 or 2.5.
2. The average rating for the semesters within an academic year must be at least 80 or 2.5.
3. The transmutation of scores for significant examinations should be based on a scale where 75 out of 100 equates to 80 or 2.5 (hereinafter referred to as the transmutation of scores).
4. The amended transmutation of scores in the grading system should apply to all Curricular programs, whether license-granting or not.
5. The proposed amendment of the Retention Policy shall take effect immediately upon approval by the Board of Regents of Cebu Technological University (CTU).

Article 2: Academic Status

The University has established a system for the selective retention of deserving students. Physical Education (PE/PATHFit) and National Service Training Program (NSTP) courses are considered non-academic and are excluded from the evaluation.

	Warning	Probation	Mandatory exit from program /major	Permanent Separation from the University
1st year after 1st semester	Failed 6 units in any course	Failed 9 units or more in any course		
1st year after 2nd Semester		Failed 6 units in any course	Failed 9 units in any course; or 2 major courses; 2 successive probationary	Failed 12 units in any course

Upper-class students not done with 75% (for 4 year program) or 80% (for 5 year program) of course work		Failed 6 units in any course	Failed 9 units in non-major courses; or failed same course twice; or 2 major courses; 2 successive probationary	Failed 12 units in any course; or failed same course four times
--	--	------------------------------	---	---

Article 3. University-Wide Guide for Retention Policy

Colleges/Programs may set their own retention parameters according to their specialization, provided they do not raise the number of failed units required for retention.

1. **Warning:** First-year students who fail six units after their first semester will receive a Warning Letter from the Department Chairperson, noted by the Dean/Satellite Campus Director.
2. **Probation:** Students will be placed on probation if they fail:
 - Six units after the first semester
 - Nine units after the first semester of first year
 - Six units after the second semester
 - Six units for second-year and upper-class students who have not completed 75% or 80% of coursework
3. **Mandatory Exit from Program:** Students (except third- and fourth-year level) will be advised to exit the program if they fail nine or more units or fail twice in any course.
4. **Permanent Separation from University:** Students (except first-year and those who have completed 75% or 80% of coursework) will face permanent separation if they incur two successive probationary statuses, fail twelve units in a semester, or fail the same course four times
5. **Reduced Academic Load:** To assist students in removing deficiencies, their academic load may be reduced, course to evaluation by the department chair and approval of the dean/satellite campus director. The reduction should correspond to the number of failed units (excluding PE/NSTP).
6. **Program Exit and Shifting:** Students on warning or probationary status may exit from a board and non-board program and be accepted into other programs, course to evaluation and compliance with the receiving program's requirements. Conditions include:
 - Failed courses are not part of the new program's curriculum.

- Failed units in the new program's curriculum are less than nine units.
 - If a failed course is part of the new program, the grade status carries over.
7. **Retention for Upper-Class Students:** Students who have completed 75% of four-year programs and 80% of five-year programs (third or fourth year) may be retained, course to residency and UNIFAST regulations.

Article 4: Selective Retention Procedure

This policy is activated during the enrollment process. The Department Chair evaluates student records from the Registrar's Office and advises students on necessary actions, including courses to enroll in, based on their current academic status.

Chapter 6. Leave of Absence

Students who do not plan to enroll for a semester or academic year must apply for a Leave of Absence (LOA). The LOA form can be obtained from the Registrar's Office, completed by the student, and submitted to the Department Chair for approval, then to the Dean. A maximum of one school year of LOA may be granted. The period of LOA is not counted towards residency years. If there are any changes in the program or curriculum during the LOA, returning students are evaluated by the department chair for the dean's approval.

Chapter 7. Off-Campus Activities

All student organizations planning local off-campus activities must adhere to the guidelines outlined in CHED Memorandum Order 63, series of 2017, "***Policies and Guidelines on Local Off-Campus Activities.***" This memorandum order details specific regulations and safety protocols for such events.

Article 1. Curricular Activities

Curricular activities are integral to the instructional program, providing students exposure to industry culture and technology to enhance theoretical understanding. Educational tours, field trips, and experiential learning are categorized as curriculum components, requiring mandatory attendance during regularly scheduled class time.

The following policies apply:

1. Activities do not substitute major examinations.
2. Trips are not scheduled one month after classes start, one week before midterms, or two weeks before finals.
3. No trips during accreditation visits.
4. Trips aim for cost efficiency and proximity to the university.
5. Students are consulted regarding additional costs.
6. Only officially enrolled students participate.

7. Parallel learning experiences are not exam substitutes.
8. Students must arrange make-up classes with other instructors for missed classes.

Article 2. Non-Curricular Activities

Non-curricular activities, course to university discretion, include competitions, system events, and volunteer work. Excused absences apply, with approval channels through the Campus Director, CVPAA, or University President based on event scale. CMO 63, s. 2017 lists non-curricular activities as mission-based events, conventions, seminars, volunteer work, advocacy projects, sports, interschool competitions, and cultural performances.

Article 3. Approval Process

- **Campus-Level Activities:** For activities held within Cebu province and at the campus level, approval can be granted by:
 - The Campus Director, with a recommendation from the Student Affairs Dean.
- **University-Level Activities:** For activities held within Cebu province and involving organizations under the Federation of Student Governments (FSG) or other university-level federated student organizations, approval can be granted by:
 - The University President, with a recommendation from the Vice President for Student Affairs.
- **Activities Outside Cebu Province:** Regardless of the activity's level (campus or university), any event traveling outside Cebu province requires approval by:
 - The University President, with a recommendation from the Vice President for Student Affairs.

Article 4. Parental Consent and Waiver.

Parents/guardians of all participating students must sign a notarized parental consent and waiver form.

Chapter 8. Educational Trips and Field Trips

This chapter outlines the guidelines and procedures for educational trips and field trips, following the directives set forth by CHED.

Article 1. Definitions

- **Educational Tour:** A student travel experience outside the campus, typically lasting several days and visiting multiple destinations.
- **Field Trip:** A student travel experience outside the campus, typically lasting only one day and visiting a single destination or a few closely located destinations.

Article 2. Planning and Procedures

- **Financial Considerations:** Student financial contributions will be predetermined for each trip/field trip. A detailed program budget will be submitted to the Office of the Campus Director for approval, with a recommendation from the Student Affairs and Services Office (SASO)
- **Parental Consent and Medical Clearance:** Written consent from parents/guardians and medical clearance documentation will be required for all participants.
- **Faculty Supervision:** Supervising instructors/professors have full responsibility for student safety and well-being during the entire trip/field trip.
- **Pre-Trip Orientation:** Participants will attend a mandatory orientation/seminar covering safety, security, and appropriate behavior during the trip/field trip.
- **Documentation and Reporting:**
 - The Student Affairs and Services Office will issue a certificate confirming the completion of the trip/field trip as planned.
 - Within one day of the trip/field trip's conclusion, the supervising instructor/professor must submit a narrative report to the Campus Director through the Student Affairs and Services Offices (SASO). The report should include observations on student behavior during the trip/field trip and recommendations for future improvements.
- **Debriefing:** Participants will participate in a debriefing session after the trip/field trip.

Chapter 9. Foreign/International Travels

The university permits official international student travel, course to the following requirements:

- **Prior Approval:** Approval from the Board of Regents (BOR) is mandatory.
- **Travel Guidelines:** Students must adhere to the "Guidelines for Securing Authority to Travel Abroad" outlined in the CHED Officer-in-Charge Memorandum dated July 4, 2018, and Executive Order No. 77, series of 2019.
- **Facilitation:** The Internationalization and ASEAN Integration Office, in collaboration with the Vice President of Student Affairs, will facilitate the travel process for approved trips.

Chapter 10: Student Internship

As an integral component of our commitment to bridging the gap between academia and industry, Student Internship programs aim to provide students with practical knowledge, skills, and values within reputable establishments. Participation entails strict adherence to university and government regulations.

Article 1. Local Internship Program

The CTU Local Internship Program Manual, adapted from CMO 104, s. 2017, outlines procedures and guidelines. Students must meet specific criteria, comply with pre-internship requirements, and can only be deployed upon completion of the Memorandum of Agreement (MOA) between the partner industry and the university. Key provisions include:

1. Enrollment in an internship course.
2. Submission of a medical certificate and parental consent.
3. Completion of an internship contract and orientation.
4. Adherence to rules, regulations, and confidentiality agreements.
5. Submission of an internship journal and completion of the agreed duration.
6. Notification of any premature termination to the coordinator.

Article 2. International Internship Program

Compliance with CMO 22, s. 2013, or the "Student Internship Abroad Program" (SIAP) is essential.

Criteria include:

1. Filipino citizenship and enrollment in CTU.
2. Completion of pre-practicum/internship requirements and good academic standing.
3. Physical and psychological fitness certified by accredited clinics.
4. Articulacy in English or the host country's language.
5. Written consent from parents/guardians/spouse.
6. Completion of orientation and reporting to relevant authorities.
7. Maintenance of a bi-monthly journal and completion of the agreed duration.
8. Submission of terminal reports and compliance with CHED and foreign service requirements.

Chapter 11. Transfer Credit Evaluation

This chapter outlines the policies for evaluating coursework completed at other institutions of higher education (HEIs) for students transferring to Cebu Technological University (CTU). These policies apply to both shifters (students changing programs within CTU) and transferees (students coming from other HEIs).

Key Terms

- **Curriculum:** The entire program of study offered by the university.
- **Course:** An individual course within a curriculum.

Article 1. Guidelines for Transfer Credit Evaluation

1. **Course Applicability:** Courses from any recognized SUC (State University or College) may be considered for credit, provided they:

- Are included in the student's new CTU program curriculum.
 - Have equivalent content and the same number of units as the corresponding CTU
2. **course. Accredited Private Institutions:** Courses from accredited private institutions may also be considered for credit, as long as they meet the criteria in point 1 above. The private institution's curriculum must be duly accredited by a legitimate accrediting agency.
 3. **Transferable Courses:** Only courses leading to a degree program taken by transfer students are eligible for evaluation.
 - For foreign students, only collegiate-level credits will be considered.
 - Credits earned in technical/vocational programs or high school may not be directly applied toward a CTU degree program.
 4. **Evaluation Timeline:** Transfer credit evaluation must be completed within three semesters of the student's admission to CTU.
 5. **Maximum Transferable Credit:** The total number of transfer credits cannot exceed 50% of the total units required for the student's new program at CTU.
 6. **Prerequisite Validation:** Transfer students must have the prerequisites for CTU courses validated before enrolling. Prerequisites taken at other institutions require evaluation to ensure they meet CTU's standards.
 7. **Validation Exams:** Transfer students with major courses completed at institutions with a rating lower than 2.5 (on a specific scale, which may need clarification) may be required to take validation exams administered by the relevant CTU college/department. These exams assess the student's understanding of the transferred coursework.

Article 2. Transfer Credit Evaluation for Shifters and Transferees

Section 1. Transfer Credit Evaluation Process

- **Timing:** Transfer credit evaluation typically occurs **upon enrollment**.

Section 2. Eligible Courses for Transfer

- Courses from accredited public or private institutions may be considered for credit if:
 - They are included in your new CTU program curriculum.
 - They have equivalent content and the same number of units as the corresponding CTU course.
 - The private institution's program is duly accredited by a legitimate accrediting agency (clarification on accreditation might be needed during evaluation).

Section 3. Transferable Courses

- Only courses leading to a degree program taken previously will be evaluated.
 - For international students, only collegiate-level credits are transferable.
 - Credits from technical/vocational programs or high school cannot

be applied towards your CTU degree.

Section 4. Evaluation Limits and Requirements

- The total number of transferred credits cannot exceed 50% of your CTU program's total units.
- Prerequisite courses taken elsewhere must be validated before enrolling in related CTU courses.
- Transfer students with major courses from institutions rated lower than 2.0 in a licensure program (as per CMO, clarification needed) may need to take validation exams administered by the relevant CTU department.

Chapter 12. Evaluation

Article 1. Resident Credits. Resident credits are academic courses and units earned at this university, or from other institutions and accepted (validated/accredited) by the university, that fulfill the requirements for a specific degree program. Only resident credits are counted when evaluating student's progress towards a degree.

Article 2. Residency Requirements

Undergraduate Programs

- Graduation with Honors: To graduate with honors, students must complete at least 75% of the required courses in their program at this university.
- Graduation Requirements: All undergraduates must complete the following minimum residency requirements:
 - One (1) year for programs lasting 2-3 years.
 - Two (2) years for all other undergraduate programs.

Article 3. Maximum Residency Requirements

Section 1: Maximum Residency Rule

Residency refers to the number of years or terms a student must be enrolled to complete a program.

Undergraduate Programs

Undergraduate students must complete their degree requirements within a period of actual enrollment equivalent to a maximum of one and a half times the normal program length. Students who exceed this timeframe will not be allowed to re-enroll in the same program.

Chapter 13. Grading System

There are two main grading terms per academic year which shall consist of midterm and finals.

Article 1. Grading Scale

Academic grades are determined based on the calculations outlined in the program syllabus, which adheres to Board of Regents (BOR) Resolution No. 81, s 2019 approving the proposed revision of the Transmutation of Scores in the Grading System which uses numerical grades ranging from 1.0 (highest) to 3.0 (lowest) passing grade. The specific details of the grading system are outlined below.

RAW SCORES	EQUIVALENT RATINGS	
	GPR	NPR
100	95	1.0
99	94	1.1
98	93	1.2
97	92	1.3
96	91	1.4
95	90	1.5
93 – 94	89	1.6
91 – 92	88	1.7
89 – 90	87	1.8
87 – 88	86	1.9
85 – 86	85	2.0
83 – 84	84	2.1
81 – 82	83	2.2
79 – 80	82	2.3
77 – 78	81	2.4
75 – 76	80	2.5
70 – 74	79	2.6
65 – 69	78	2.7
60 – 64	77	2.8
55 – 59	76	2.9
50 – 54	75	3.0
47 – 49	74	3.1
44 – 46	73	3.2
41 – 43	72	3.3
38 – 40	71	3.4
35 – 37	70	3.5
32 – 34	69	3.6
29 – 31	68	3.7
26 – 28	67	3.8
23 – 25	66	3.9
20 – 22	65	4.0
18 – 19	64	4.1
16 – 17	63	4.2
14 – 15	62	4.3
12 – 13	61	4.4
10 – 11	60	4.5
8 – 9	59	4.6
6 – 7	58	4.7
4 – 5	57	4.8
2 – 3	56	4.9
0 – 1	55	5.0

Interval of Scores at 1

Interval of Scores at 2

Interval of Scores at 5

Interval of Scores at 3

Interval of Scores at 2

* Passing for Licensure-Based Curricular Programs

* Cap for Candidates for Honors for all Curricular Programs

* Passing for all Non-Licensure Based Curriculum Programs

Supplemental Marks

	Passed	
*DR	Dropped	
*DR/F	Dropped with Failure	is given to the student who dropped after the scheduled midterm
*IP	In progress	is applicable for ongoing undergraduate and graduate thesis dissertation writing
*NC	No Credit	is applicable for refresher course
*INC	Incomplete	must be completed within one academic year
*W	Withdrawn	is given to the student who voluntarily and officially withdraws his/her registration

Components of Class Standing:

- Quizzes
- Session Appraisals (e.g., In-class presentations, discussions)
- Classroom Participation
- Projects
- Final Reports (may include research papers, presentations, etc.)

Calculating Final Grades:

- The midterm grade and a tentative final grade (based on remaining coursework) are averaged to determine the final course grade.

Passing Grade:

- The minimum passing grade after incorporating all course components is 3.0.

Re-examination/Removal:

- Students with conditional grades (potentially failing) may be offered a chance to improve their grade through a re-examination or removal exam one week after the final exam. The list of eligible students will be posted by the department.

Incomplete (INC) Grade:

- An "Incomplete (INC)" grade is assigned if a student with a passing class standing fails to take the final exam or complete other course requirements due to documented illness or other valid reasons.
- If a student with a failing class standing misses the final exam (regardless of reason), a failing grade of 5.0 is awarded.
- To remove the "INC" grade, students must complete all course requirements (e.g., passing an exam) within one academic year. Upon successful completion, a final grade will be assigned.

Article 2. Grading System

Lecture Class:

Class Standing 60%

- Quizzes 30%
- Graded Oral Recitation 20%
- Projects/Assignments/Final Reports 10%

Term Examination 40%

Laboratory Class:

Class Standing 30%

- Quizzes 20%
- Graded Oral Participation 10%

Term Examination 20%

Performance 50%

- Practical Exam/hands-on 30%
- Projects/Shopwork 20%

Article 3. Grading System for Marine Engineering.

The grading system for Marine Engineering students follows the guidelines established in Joint CHED-MARINA Memo Circular No. 01, series of 2022 (pages 31-32).

Key Points:

- Final grades are determined solely based on a student's academic performance in a course.
- Adjustments to final grades based on co-curricular activities, attendance, or misconduct are not permitted.
- Students with unexcused absences exceeding 20% of required class days will be automatically dropped from the course

MHEIs shall ensure that all course outcomes shall be assessed and passed with more weight given to the indicators of assessment standards.

Percentage grade	Letter grade	Descriptive rating	Five-point grading	Remarks
90-100	A	Excellent	1.0	Meets minimum competence with exceptional score
80-89	B	Very Good	1.5	Meets minimum competence with over and above average score

70-79	C	Good	2.0	Meets minimum competence with above average score
60-69	D	Satisfactory	2.5	Meets minimum competence with average score
50-59	E	Pass	3.0	Meets minimum competence
0-49	F	Fail	5.0	Does not meet minimum competence

Article 4. Midterm and Final Grade Calculation

Lecture Classes:

- Midterm and final grades are calculated based on two components:
 - Term exam (40%)
 - Class standing (60%)

Class Standing Components:

- Quizzes
- Graded oral participation (class discussions)
- Projects/final requirements/assignments

Laboratory Classes:

- Midterm and final grades are calculated based on three components:
 - Term exam (20%)
 - Class standing (30%) - same components as lecture classes
 - Laboratory performance (50%)

Laboratory Performance Components:

- Practical exams (skills assessments)
- Hands-on activities
- Laboratory projects

Article 5. Special Examinations. Students who miss a regular exam due to a valid reason may be eligible for a special exam upon their return to class. Valid reasons include:

- Documented illness/hospitalization (medical certificate required)
 - Fortuitous events such as typhoons, earthquakes, or death in the family
- Special Exam

Requirements:

- The exam must be taken within three (3) days of returning to class.
- No additional fee is required for taking a special exam.

Article 6. Academic Performance and Program Evaluation.

Section 1. Academic Advising:

Students who experience academic difficulties will be offered support through advising. This may include:

- Transferring or shifting to a more suitable program if they fail two or more major courses or one major laboratory

course.

- Counseling and tutoring sessions if their grades in core or major classes fall below 2.5.

Section 2. Focus on Scholastic Achievement:

A student's academic progress is primarily assessed through their performance in coursework. Non-academic activities, such as National Service Training (NSTP) and all its components, shall not be considered in the computation of overall academic standing.

Article 7. Academic Honors and Special Awards.

Section 1. Committee on Academic Honors and Special Awards

- There shall be a committee that oversees academic honors and special awards.
- Composition:
 - Chairperson: Campus Dean of Instruction
 - Co-Chair(s): College Dean(s)
 - Members:
 - Student Affairs and Services Director(s)
 - Academic Chairperson(s)
 - Campus Registrar
 - Supreme Student Government President/Authorized Representative

Section 2. Committee Functions

- Schedule application calls for academic honors and special awards two months before graduation.
- Convene meetings to evaluate and deliberate applications.
- Recommend the official list of awardees to the Campus Director through the Dean of Instruction for final approval.

Section 3. Determining Academic Honors

Students may graduate with honors based on their final grade point average (GPA):

- Summa Cum Laude: 1.000 - 1.200 GPA
- Magna Cum Laude: 1.201 - 1.450 GPA
- Cum Laude: 1.451 - 1.750 GPA

Eligibility Requirements:

- Completion of all graduation requirements
- Minimum 75% residency credit

completion Disqualification for Honors:

- Final grade lower than 2.5 in any course
- Unresolved Incomplete (INC) grades after one academic year
- Disciplinary record of academic dishonesty (determined by the Academic Council)

Section 4. Other Qualifications for Academic Honors

(Combined and streamlined information from Section 3 and Section 4)

To be considered for academic honors, students must meet the following

criteria:

- Complete all graduation requirements
- Maintain a final GPA exceeding 2.5 in all courses
- Resolve all Incomplete (INC) grades within one academic year
- Have no record of academic dishonesty (as determined by the Academic Council)

Rounding: In case of a GPA ending in ".5," rounding should favor the student.

Section 5. Special Awards. The Committee recommends special awardees to the Campus Director for approval. Awards are presented during the graduation ceremony.

Available Special Awards:

- Presidential Citation (National and International): Recognizes significant contributions bringing prestige to the university (e.g., top 3 winners in national and international competitions).
- Campus Director's Citation (Local and Regional): Recognizes significant contributions bringing prestige to the university at local and regional levels (e.g., top 3 winners in competitions).
- Outstanding Student: Recognizes valuable contributions to the student body, university organizations, and the community (specific guidelines apply).
- Leadership Award: Recognizes service to the Supreme Student Government (SSG) for two years with no outstanding financial obligations.
- Social Responsibility, Civic and Cultural Engagement Award: Recognizes service in recognized organizations actively involved in community activities for at least two years.
- Journalist of the Year Award: Recognizes participation in the official student publication for at least two years.
- Staffer of the Year Award: Refers to Student Publication (details not provided).
- Awards for CT-SpEd and CIEBB Graduates: Endorsed by the CT-SpEd and CIEBB Chairperson.
- Athlete of the Year: Recognizes participation in National SCUAA, national and international competitions.

Other awards may be offered at the discretion of the Committee and duly approved by the University President.

Section 6. Application Process

- The Committee determines the application timeline for academic honors and special awards.
- The Campus Director releases a memorandum announcing the application call.
- Eligible graduating students submit applications with required documents by the deadline.
- The Committee reviews applications and makes recommendations.

- Recommendations are forwarded to the Campus Director for approval.
- Awards are presented during the commencement ceremony.

Article 7. Dean's List and Special Awards

Section 1. Dean's List Recognition

This section recognizes students for outstanding academic performance each semester. Campuses will schedule and conduct their own recognition programs, coordinated by the respective Campus Deans of Instruction.

Section 2. Dean's List Qualifications

To qualify for the Dean's List, students must meet the following criteria:

- Achieve a grade point average (GPA) of 1.750 or higher (excluding National Service Training Program (NSTP) and its component courses).
- Earn no grade lower than 2.5 in any course taken during the semester.
- Maintain a regular course load as prescribed by the curriculum, with a minimum of 18 academic units completed during the regular semester.
- Have a disciplinary record free of serious offenses (minor offenses may be considered).

Chapter 14. Experiential Learning Programs(Internship/Practice Teaching/Industry Immersion)

This chapter outlines the requirements and procedures for experiential learning programs, including internships, practice teaching, and industry immersion experiences.

Article 1. Program Selection and Guidelines

- Specific program details, rules, and policies are available in the relevant program manual (e.g., Internship Manual).
- Students are encouraged to consult their academic advisor for guidance on choosing the most suitable program.

Article 2. Eligibility and Requirements

- Students must be in good academic standing, with no deficiencies in required courses (except graduating Marine Engineering students).
- Program-specific requirements may exist (e.g., completed coursework, year level). Refer to the relevant program manual for details.
- Intern students may be course to additional medical requirements set by the industry partner (e.g., stool exam for food-related fields).

Article 3. Application Process

- Students interested in participating in an experiential learning program should report to their designated program coordinator (e.g., Internship Coordinator, Practice Teaching Coordinator) for an evaluation.

- The program coordinator will review the student's academic record (permanent records or evaluated prospectus) to verify completion of required program

Article 4. Course Load During Experiential Learning

- Students enrolled in an experiential learning program may be allowed to take an overload of up to six (6) units under the following conditions:
- A written request for overload approval must be submitted to the Dean/Director before enrollment, with a recommendation from the program coordinator/chair.
- The overload courses must not conflict with the student's regular program schedule.

Chapter 15. Credentials for Transfer

This chapter outlines the documents required for transferring to another institution.

Article 1. Certificate of Transfer Credential (CTC). Students seeking to transfer to another institution can request a Certificate of Transfer Credential (CTC) from the Office of the Registrar.

Article 2. Certification of Good Moral Character. Students can obtain a Certification of Good Moral Character from the Dean/Director of Student Affairs and Services.

Chapter 16. Graduation and Commencement Activities

Article 1. Graduation Requirements. To be eligible for graduation, students must fulfill all academic and non-academic requirements as outlined by the university.

- Diplomas and Transcripts of Records (TORs) will reflect the actual graduation date.
- Only students whose names appear on the final, approved list of graduates, confirmed by the Board of Regents upon recommendation by the Academic Council, will be allowed to participate in the commencement ceremony.
- All graduation requirements, including resolving academic deficiencies and clearing outstanding records, must be completed by the deadline specified in the academic calendar. Exceptions may be made for currently enrolled courses.

Article 2. Notification of Graduation Status. The Registrar's Office will post a complete list of graduating students on the university bulletin board at least two months before the end of the semester.

Article 3. Graduation Approval Process

- The Registrar's Office verifies the academic records of all potential graduates.
- Students with verified records are then recommended to the Academic Council for approval of graduation.

Article 4. Diploma and Transcript of Records (TOR). Graduates can obtain their diplomas and Transcripts of Records (TORs) from the Office of the Registrar.

- Diplomas will:
 - Reflect on the actual date of the commencement ceremony.
 - Bear the signatures of the University President, Campus Director, and Registrar.

Article 5. Certificate of Completion. Students who successfully complete pre-baccalaureate degree programs will be awarded a Certificate of Completion.

IV. STUDENT SERVICES

Chapter 1. Scholarship

This chapter provides an overview of the scholarships and financial assistance programs offered by Cebu Technological University (CTU) and recognized external organizations. These programs aim to support students in achieving their academic goals by alleviating financial burdens.

Article 1. CTU-Funded Scholarship/Grant

Upon availing the privileges of the scholarship programs, students must follow the following guidelines:

- a. Must have a General Weighted Average (GWA) of at least 2.5 in the previous semester upon application;
- b. must carry a load of not less than eighteen (18) units;
- c. must be of good moral standing with no violation/s of the serious and grave offenses as decided by the Student Discipline Committee.
- d. **Study-Work Program.** This program has two (2) categories, to wit:
 1. The Student Assistant (SA) is given to students who render service to the University and shall be paid in his/her service at P45.00 per hour but do not exceeding four (4) hours of service per day, course to the availability of funds.
 2. Student Athletes and Performers Incentive Program is given to students who render hourly training for the respective field of sports and artistic disciplines. However, these student athletes and performers must render not more than 12 hours per week. Moreover, coaches are given the prerogative to limit the number of eligible students for the honorarium.

Article 2. Government Funded. The University accepts scholarship programs/grants offered by the government and non-government agencies. Below are some of the programs recognize by the University, as follows:

- a. **Free Higher Education.** This is one of the provisions of RA 10931 (Universal Access to Quality Tertiary Education) wherein a qualified grantee shall avail of the free tuition and other school fees since the national government will subsidize the payment for their school fees. Students must follow the policies of the University and show good academic performance.
- b. **Tertiary Education Subsidy (TES).** This is another provision of RA 10931 wherein qualified grantees can receive a stipend of P10,000.00 per semester.
- c. **Tulong Dunong Program-Tertiary Education Subsidy (TDP-TES).** This is a grant given to selected students with a P7,500.00 stipend per semester.
- d. **CHED Merit Programs.** A program for incoming first-year students with good academic performance during senior high school years.
 - Full Merit – ₱ 40,000.00
 - Half Merit – ₱ 20,000.00
- e. **Overseas Worker Welfare Administration (OWWA).** Programs intended for students that have immediate family working abroad. Stipend at ₱ 30,000.00 per semester.
- f. **Sugar Regulatory Administration (SRA).** The Department of Agriculture offers programs for students who have relatives working in the Sugarcane Industry. Stipend at ₱ 55,000.00 per semester.
- g. **CHED CoScho.** Scholarship programs for coconut farmers and their families. Stipend at ₱ 40,000.00 per semester.
- h. **CHED Estatistikolar.** Program for students who are studying BS in Statistics
 - Full Merit – ₱ 40,000.00
 - Half Merit – ₱ 20,000.00
- i. **Department of Science and Technology (DOST).** A program that offers students with programs in Science and Technology and Mathematics.
- j. **Local Government Unit (LGU).** Educational programs offered by municipalities and cities across Cebu Province. The students must present their voter ID or Certificate to avail the program.
- k. **Bureau of Fisheries and Aquatic Resources.** Scholarship programs offered for students with programs in Bachelor of Science in Fisheries. Stipend at ₱ 27,000.00 per semester.
- l. **Tulong Dunong Programs- State University and Colleges (TDP-SUC).** Educational grants offered by Senators. TDP- SUC can be continuing or a one-time grant. Stipend at ₱ 7,500.00 per semester.
- m. **Scholarships sponsored by the Non-Government Organization/Foundation.**

Scholarships from private organizations have their own qualifications for the students. A memorandum of agreement will be released to the university, and the stipend depends on the offering of a certain company or foundation. For

duplication, it depends on the company if they allow the grantee to have another scholarship program, unlike in the Government, where the student must choose the higher amount.

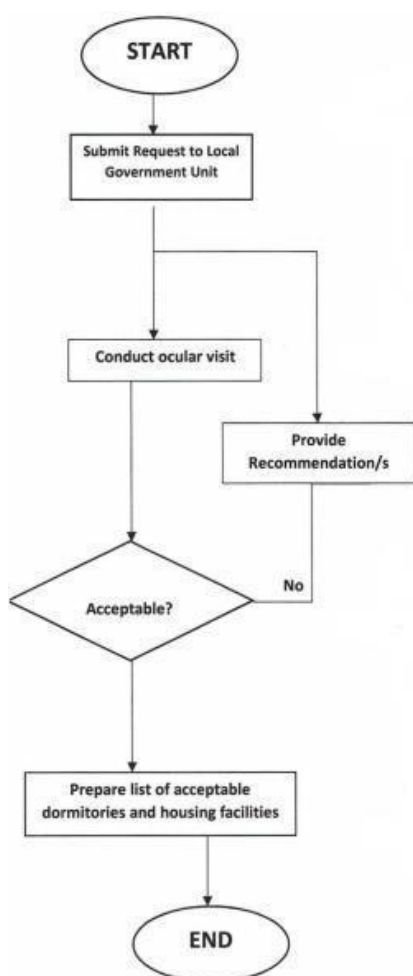
Chapter 2. Student Housing and Residential Service

For campuses offering dormitory or housing services, students can access these facilities according to the Dormitory policies. The Campus Student Affairs Office manages listings, monitors establishments, and establishes Memoranda of Agreement (MOAs) with dormitories and boarding houses. Accreditation of these accommodations by the office ensures student safety and well-being. The process for accreditation shall be attached herein as Annex A.

Process Chart

Preparing a List of Acceptable Dormitories and Housing Facilities

PROCESS FLOW



RESPONSIBILITY	DETAILS
Office Assistant Student Affairs and Services	The SAS Dean shall direct the office assistant to prepare the list of registered dormitories, and boarding houses through a letter to the municipal/city government office and seek approval to conduct an ocular visit to dormitories And housing facilities outside the university that shall be conducted done on or before the first month of the first regular semester of the academic year.
Office Assistant Student Affairs and Services	The Office Assistant of the Student Affairs and Services Offices, after the Approval of the municipal/city
Dean of the Student Affairs and Services	The Dean of the Student Affairs and Services evaluates objectively using the criteria using the Student Housing and Residential Services Monitoring and Evaluation Form and provides recommendation/s and conducts revisit to dormitories and housing facilities that haven't passed the criteria.
Dean of the Student Affairs and Services	List of acceptable dormitories and housing facilities is prepared and submitted by the Dean of Student Affairs, which is noted by the Campus Director and approved by the Vice President for Student Affairs and Services

Annex B

Student Housing and Residential Services Monitoring and Evaluation Form

Date of Evaluation:				
Name of Boarding House/Housing Facility:				
Address:				
1. Amenities	4 Totally Unacceptable	3 Totally Acceptable	2 Acceptable	1 Completely Acceptable
1.1 Receiving room				
1.2 Kitchen				
1.3 Dining Area				
1.4 Study Area/Room				
1.5 Washing Area/Laundry Area				
1.6 Comfort Room & 1.7 Shower Room				
1.7 Bed Room				
3. Cleanliness/Maintenance				
3.1 Electrical/Fire Safety				
3.2 Ventilation				
3.3 Monitoring				
3.4 Telephone/WiFi				
3.5 Internal Rules and Regulations/				
4. Rental fee				
Free and/or Shared Amenities readily available:				
_____television_____internet_____washing machine_____cctv_____aircon_____refrigerator_____				
Others: Please specify: _____ Services:				
___laundry___food/canteen___gym___living area___library/study area				
Others:Please specify: Facilities, amenities and services for PWD Student (if there is any)				
Remarks:				

Prepared by:				
_____		Acknowledged by: _____		
Office Assistant, Student Affairs and Services		Signature over Printed Name BH/Dorm Manager/House Parent		

Evaluator's Guide for Dormitory/Boarding House Visitation

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
1. Facilities				
1.1 Receiving room	Limited space/ No receiving room available	-Small receiving room is available -Lighted and ventilated	Adequate space for receiving room with chairs and table -well- lighted -well- ventilated	Adequate space for receiving room with sala set and reading materials -well- lighted -well- ventilated
1.2 Kitchen	Limited space/ No kitchen available -Insufficient water supply	Small kitchen space is available -with clean water supply	Kitchen is availbale with provision for cooking equipment -with clean water supply well- ventilated -well lighted	Kitchen is availale with provided cooking equipment, tools and utensils -clean water supply is available -well- ventilated - well lighted
1.3 DininG Area	Limited space/ No dining area available	Small dining area with tables and chairs	-with tables and chairs that can accomodate atleast 50% of boarders -with potable drinking water supply -well- ventilated -well- lighted	-with tables and chairs that can accomodate all boarders -with potable drinking water supply -well- ventilated -well - lighted
1.4 Study Area/ Room	No study area available	Study area is inside the room	There is a separate study area for boarders. -well- lighted -well ventilated	Separate study area with shelves for books and other reading materials -well lighted -well ventilated
1.5 Washing/ Laundry Area	Limited space/ No washing area available -Insufficient water supply	Small space for washing is available with enough water supply	Washing area is available with enough water supply	Washing Area is available with provisions to laundry equipment and hampers
1.6 CR & Shower Rooms	Limited space -Insufficient water supply	Toilet and bathroom is "buhos" type.	With faucets and Showers with enough water supply -enough space -separate bathroom and toilet for male and female	Water supply is available in anytime of the day -With faucets and showers -enough space -Separate bathroom and toilet for male and female -Separate toilet from bathroom
1.7 Bed rooms	Small space for bedroom.	There is enough space for the boarders to move freely.	There is ample space for closets and other stuff There are separate rooms for male and female.	There is ample space for closets and other stuff There are separate rooms for male and female Mattress is available in every bedroom

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
2. Cleanliness/ Maintenance				
2.1 Waste Management	Waste are thrown or put in any available area	There is inadequate available trash bins There is a functioning drainage system in the entire boarding house	There are adequate available trash bins There is a functioning drainage system in the entire boarding house	There are available trash bins with waste segregation following the ordinance of the local government There is well- functioning drainage system in the entire boarding house.
2.2 Cleanliness of Public Areas	No assigned personnel cleans the public areas	Assigned personnel cleans the public areas not on a regular basis	Assigned personnel cleans the public areas on a regular basis	Assigned personnel to regularly clean the public areas, assist in the maintenance of facilities and equipment
3. Safety and Peace Order				
3.1 Electrical/ Fire safety	Electric socket are loose and in octopus connection No fire exit available	Electric socket are fixed to the wall Small fire exit is available with fire extinguisher	Electrical connection is well maintained, fixed and installed properly There us enough fire extinguisher for the borders, with fire extinguisher and emergency lights available	Electrical connections is well maintained, fixed and installed properly Fire exit is large enough for the students to pass with adequate fire extinguisher and enough emergency lights
3.2 Ventilation	Windows are small	There is enough space for air circulation	Windows are big enough for the passage of air	With large windows in room takes up more than half of the wall
3.3 Monitoring	Visit of owner/ houseparent/dorm management is irregular -no logbook available	Owner/Dorm manager /houseparent does not live in the same house/ compound but regularly visits the boarders	Owner/Dorm manager /houseparent does not live in the same house/ compound -regularly visits the borders	Owner/Dorm manager /houseparent does not live in the same house/ compound -regularly visits the borders -with logbook used for monitoring of boarders
3.4 Telephone	No telephone for use of boarders	With telephone for boarders	With telephone/moile phone for use of borders (incoming and outgoing calls;with additional charge for outgoing calls)	With telephone/moile phone for use of borders (incoming and outgoing calls;with additional charge for long distance calls)
3.5 Rules and Regulation	No prescribed rules and regulation implemented	With some rules and regulations followed	With minimum rules and regulations regarding the following: curfew, visiting hours, study period	With additional rules to cover misbehavior, damagee to property and equipment and boarding house/dorm security

Criteria	Totally Unacceptable (1)	Slightly Acceptable (2)	Acceptable (3)	Completely Acceptable (4)
4. Rental Fee				
Rated ACCEPTABLE		Rated COMPLETELY ACCEPTABLE		
Rental fee is above Php 1,600/boarder inclusive of electric and water bill -Rental fee is above Php 1,400/boarder (electric and water not included)	Rental fee is Php 1,401-Php 1,600 inclusive of electric and water bill -Rental fee is Php 1,201-Php 1,400/boarder (electric and water not included)	Rental fee is above php 1,900/ boarder inclusive of electric and water bill -Rental fee is above Php 1,700 exclusive of electric and water bill	Rental fee is Php 1,701- Php 1,900/ boarder inclusive of electric and water bill -Rental fee is Php 1,501-Php 1,700 exclusive of electric and water bill	Rental fee is Php 1,201- Php 1,400/ boarder inclusive of electric and water bill -Rental fee is 1,001-Php 1,200/boarder (electric and water bill not included)
Rental fee is Php 1,201- Php 1,400/ boarder inclusive of electric and water bill -Rental fee is 1,001-Php 1,200/boarder (electric and water bill not included)	Rental fee is Php 1,200 and below /boarder inclusive of electric and water bill -Rental fee is Php 1,000 and below /boarder (electric and water bill not included)	Rental fee is Php 1,501- Php 1,700/ boarder inclusive of electric and water bill -Rental fee is Php 1,201- Php 1,500/ boarder exclusive of electric and water bill	Rental fee is Php 1,500 and below/boarder inclusive of electric and water bill -Rental fee is Php 1,200 or below/ boarder exclusive of electric and water bill	
<p>Nice to have Other amenities and services available for extra comfort, security and convenience of the boarders/dormers</p> <p>Amenities <input type="checkbox"/> television <input type="checkbox"/> internet <input type="checkbox"/> washing machine <input type="checkbox"/> cctv <input type="checkbox"/> aircon <input type="checkbox"/> others, please specify _____</p> <p>Services <input type="checkbox"/> laundry <input type="checkbox"/> food <input type="checkbox"/> gym <input type="checkbox"/> others, please specify _____</p> <p>Facilities, amenities and services for PWD (if there is any) _____ _____ _____</p> <p>For a fully-furnished or newly renovated building used as boarding house/ dormitory with three or more of these amenities or services, the following ratings for rental fee per boarder/dormer are applied: Completely Acceptable - rental fee is Php2,500 and below inclusive of electric and water bill or Php 2,000 exclusive of electric and water bill Acceptable - rental fee is P2,501- Php2750 inclusive of electric and water bill or Php 2,001-Php 2,500 exclusive of electric and water bill Slightly Acceptable - rental fee is P2,701- Php3,000 inclusive of electric and water bill or Php2,501-Php 2,750 exclusives of electric and water bill Totally Unacceptable - rental fee is above Php3,000 000 inclusive of electric and water bill or Php2,751 and above exclusive of electric and water bill</p>				

.....End of Evaluator's Guide for Dormitory / Boarding House Visitation.....

Chapter 3. Safety and Security Services

The University prioritizes safety through its Safety and Security Office. Licensed personnel ensure protection for all, especially students, across campus,

buildings, and facilities. The office coordinates safety programs, including drills and disaster management, in collaboration with university units and local authorities. Explicit guidelines are established, fostering student involvement in crime prevention. A contingency plan complies with disaster management laws, prioritizing accessibility and inclusion for persons with disabilities. Safety and security initiatives are continuously refined to uphold a secure and conducive academic environment for all community members.

Chapter 4. Foreign/International Students Services

Foreign students must secure a Special Study Permit (SSP) or Student Visa from a Philippine embassy before enrollment. Accredited institutions recognized by the Commission on Higher Education (CHED) are eligible for enrollment. Admission entails submitting academic records and English proficiency proof. The Bureau of Immigration issues SSPs, renewable annually for full-time students. Compliance with institution and immigration regulations is mandatory.

Chapter 5. Student Research and Development

The Student Affairs and Services shall conduct periodic studies on the placement program and facilitate consultative meetings with stakeholders, school officials and faculty members. (CMO 9 s. 2013)

Chapter 6. Guidance Services

The Cebu Technological University Guidance Services Center provides services and programs that foster personal, social and emotional growth to the students that will help them in their academic success and life. This is realized through face to face and online mode of service delivery. The guidance services are the following:

Article 1. Counseling Service. Counseling helps students in their self-understanding, goal achievement and concerns. This is carried out through tele counseling, web counseling and in-person.

Article 2. Information Service. Information service deals on information pertaining to personal, social and emotional development, and educational adjustment. This is delivered through webinars, in- person workshops, infographics and videos.

Article 3. Individual Inventory/Appraisal Service. This service is used to gather data about students using assessment tools, questionnaires, etc. that can be used in understanding the students, counseling and designing guidance activities. This will be done through in-person or online.

Article 4. Follow up Service. The Follow-up service is the monitoring of the progress of students who have undergone counselling, webinar/workshop,

referral or consultation.

Article 5. Referral . Referral is collaborating with other helping professionals for the benefit of the students. This is done through in-person, telephone or email.

Article 6. Career Guidance. Career guidance activities assist students in developing their profession by understanding their interests, goals and ambitions. This is accomplished through counseling, testing and webinars or workshops.

Article 7. Research and Evaluation. Research and evaluation are essential in monitoring the effectiveness of the guidance program , activities, and services. This is realized by conducting an evaluation of every guidance activity, program or service. A customer satisfaction survey is also given to the students. Research and evaluation will be done online or in-person.

Chapter 7. Career and Job Placement Services

Article 1. University Career Center/JPO. The University Career Center (UCC) provides a variety of employment services to help students/alumni meet their specific needs or concerns. Likewise, it functions as the implementing arm of the Department of Labor and Employment (DOLE) for Public Employment Service Office (PESO) Services now known as the Job Placement Office (JPO).

Article 2. Goals and Objectives:

1. Address the pre-employment and employment needs of the students and alumni;
2. Strengthen the industry-academe linkage; and
3. Serve as a referral and information center for the various services and programs of DOLE and other government agencies present in the area.

Article 3. Core Services:

1. **Referral and Placement.** Involves the registration, job matching, and if possible, preliminary interview for job seekers seeking assistance from UCC/PESO. Under referral and placement are the following
 - *Job Fair* - This is an event attended by employers and job applicants in the hope of finding employees and jobs.
 - *Local Recruitment Activity* – This activity allows employers the opportunity to hold presentation sessions and conduct job interviews inside the university.
 - *Out-campus Recruitment* – The process of sending applicants to companies that need manpower, for testing/ screening or job interview.
 - *Special Recruitment Activity* - This is an overseas recruitment activity by private agencies conducted inside the university.
 - *Special Program for Employment of Students (SPES)* - This is a program to help poor but deserving students pursue their education by encouraging their

employment during summer and/or Christmas vacations; providing income to finance/ augment/ subsidize their studies.

- *Phil-jobnet Registration* - An internet-based job and applicant matching system that aims to fast-track jobseeker's search for jobs and employers' search for manpower.
- *Tulong Alay sa Taong May Kapansanan (TULAY)* -Creating an inter-agency committee on employment promotion, protection, and rehabilitation of persons with disabilities.
-EO 261

2. **Labor Market Information.** Focuses on the Philippine setting for the operations of labor demand and supply; wages; work hours; employer hiring practices; worker job preferences; and many other factors which shape employer-employee relationship, policies, and programs of the government, investment decision by employers, and job selection by workers among others.

3. **Career Development Support Services.** This employment activity helps Junior or Senior High School students (JHS/SHS), college graduating students, and new graduates or jobseekers make informed decisions for a vocation that will match their knowledge and expertise, for a successful transition from school to work. Topics during the seminar may include the following:

- PESO Orientation
- Labor Education for Graduating Students (LEGS)
- Job Search Seminar
- Pre-departure Orientation Seminar (PDOS)
- Pre-employment Orientation Seminar (PEOS)
- Anti-child Labor
- (Other relevant Advocacies)

Article 4. CTU-UCC/JPO Clients

- Jobseekers
- Employers
- Students
- Out-of-School Youth
- Migratory Workers
- Planners
- Researchers
- Labor Market Information Users
- Persons with Disabilities (PWDs)
- Returning Overseas Filipino Workers
- Displaced Workers

Chapter 8. Campus Ministry and Multi-faith Service

At Cebu Technological University (CTU), religious freedom is respected and

regulated to maintain harmony. Students, regardless of faith, have the privilege to practice within designated areas and times. CTU values diversity, promoting an inclusive environment where respect for different beliefs is paramount. While practicing, students are expected to uphold decorum and avoid disturbances. Accommodations for specific religious needs are available upon request, ensuring fairness. CTU's articles highlight its commitment to diversity, religious freedom, accommodation, and respectful communication. Interfaith services, including worship, dialogue, and celebrations, foster understanding and unity among CTU's diverse community, reflecting its inclusive ethos.

Chapter 9: Library Services

Article 1. The University library. Serves as the instructional materials resource center.

Article 2. Hours of service.

Regular Service:

Monday to Friday- 8:00 a. m. to 5:00 p.m.

Extended service:

Monday to Friday- 5:00p.m.- 6:30p.m.

Saturday- 8:00 a. m. to 5:00 p.m.

Sunday -8:00 a. m. to 12:00 noon

Article 3. Technical Service. The selection process involves collaboration with faculty per college to ensure that the collection reflects the current and evolving needs of the CTU community.

Article 4. Circulation Service. Visit the circulation counter at the library to borrow materials.

Article 5. Reference and Information. It provides library users with directions to library materials. Personal assistance is given to the students in their information needs.

Article 6. Interlibrary Loan Service. The Library provides interlibrary loan services exclusively for libraries within the CTU network. Librarians from each CTU campus can inquire about the availability of books, whether in physical or online format, from other CTU libraries.

Article 7. Library Instruction/Orientation. It delivers instruction/orientation to all freshmen/ transferees on the library services.

Article 8. New Acquisitions and Current Awareness. Keep users informed about new acquisitions and resources of the library.

Article 9. Research Assistance. It gives assistance and guidance to all students in their research and related studies.

Article 10. Referral Service. Referral letters serve as official documentation, introducing the researcher to CTU Library and confirming their research intentions and affiliations.

Article 11. Online Services. It provides users access to the internet such as the following:

Section 1. Electronic Library Services- offers a wide range of digital services

Section 2. Document Delivery Service (DDS) - Clients of CTU Library can request electronic copies of journal articles, thesis/dissertations, or book chapters through the Online Document Delivery Service.

Section 3. Circulation Drive-thru- Requests for materials can be made through the library's designated online platform or by contacting the library staff via phone or email.

Section 4. Remote Electronic Access (REA)

For inquiries, assistance, or support related to accessing electronic resources, users can contact CTU Library by sending an email to ctumaincampuslibrary@gmail.com.

Section 5. WE-CHAT SERVICES- extends its reach to the popular social media platform, Facebook. Users can find the library's official Facebook

page,

where they can engage with librarians and access various library services.

Chapter 10. Food Services

Article 1. Ensure the availability of safe, affordable, and healthy food within the campus in accordance with food, safety, and sanitation guidelines.

Article 2. Conduct inspection of the school canteen for sanitation, hygiene, and compliance with local government requirements for food outlets and food handlers.

Chapter 11. Health Services

Article 1. Medical Clinic

- a. Provide primary medical care by a licensed physician and/or nurse to all students.
- b. Provide adequate facilities for health care.
- c. Collect and maintain health records of students. All incoming first year

students shall submit medical requirements to the local Campus Clinic. These will be part of the medical records of the student and shall be treated with confidentiality.

- d. Provide policy and environment to enable the practice of a healthy lifestyle such as, but not limited to: healthy diet; physical activity; substance abuse prevention; and HIV awareness and prevention.
- e. Comply with relevant and existing health related laws, rules and regulations.

Article 2. Dental Clinic

- a. Ensure access and delivery of quality dental health care services.
- b. Provide relevant and accurate information for oral health.
- c. Provide dental consultation and/or treatment.
- d. Manage emergency dental cases

Article 3. Medical Requirements for Incoming First Year/New/ Transfer Students/Returning Students.

(May be secured from any DOH-Accredited Laboratory of student's choice, within 6 months upon submission of medical documents to the medical clinic)

- a. Medical Certificate including a complete physical examination report.
- b. PEME (Pre-employment Medical Examination) issued by laboratories are preferred as it includes a physical examination report, and a medical examination rating which may serve as the medical certificate.
- c. Chest X-ray PA view

(Pregnant students may not submit a Chest X-ray result. Instead, they are required to submit any documentary proof of pregnancy such as but not limited to: Pregnancy Test Result issued by a diagnostic laboratory, Ultrasound Result, Prenatal record, or Certificate from Obstetrician.)

- d. Complete Blood Count
- e. Drug Test

As stated in the BOR approved **Drug-Free Policy for Students:**

Section V. Guidelines for Mandatory Drug Testing for Student Applicants.

- In case the test result is positive, the doctor or nurse shall inform both the parent/guardian and the student concerned that a confirmatory test shall be conducted.
 - If the confirmatory test yielded a positive result, the applicant will not be allowed admission for that particular semester the student intends to enroll. The student may reapply with a new drug test result the following semester.
- f. Stool Exam (Only for courses handling food)
 - g. ECG, Visual Acuity, Audiometry, Color Perception Test, HBsAg, Psychological Test, Urinalysis, Stool Exam (Only for incoming BS Marine Engineering Students. Must be secured from a DOH and MARINA accredited laboratory within 1 year).

Article 4. Other Medical Requirements

- a. On-the-Job-Training (OJT) - Updated and/or additional medical requirements may be required depending on the industry partner and/or Department Chairman/College Dean, if applicable.
- b. Course/Program specific medical requirements - Specific courses (ex. food related courses) may require additional medical requirements during the duration of the course as deemed necessary by the Department Chairman/College Dean.
- c. Pulmonary Tuberculosis. Due to the infectious nature of the disease, students with PTB are required to undergo treatment in DOH TB DOTS facilities or physician of choice. A certificate issued by the facility or physician is required indicating completion of treatment.
- d. For certain medical cases, the medical clinic may require additional requirements such as but not limited to: further medical evaluation/clearance from specialist doctors; updated medical certificates for chronic medical conditions; medical abstract.
- e. BSMarE students are required to undergo drug testing on the second and third year.

Chapter 12. Sports and Wellness

Article 1. Admission and Selection Policy for Athletes

Section 1. Eligibility/Qualification of Athletes for Higher Athletic Meet

- a. Must be a bona fide student, Filipino citizen and currently enrolled in the academic year.
- b. Must carry a minimum academic load of 12 units in the current semester. Must have passed the required percentage as follows:

12 units	100%
13 – 18 units	70%
19 – 30 units	60%

Note: For 4th year students in case of the prescribed load units, additional certification required.

- c. One must be a student standing with no records of violations from the Student Affairs and Services Office.
- d. One must have joined the campus intramural games and/or passed try out conducted by the campus official coach
- e. Must be of good health and with no existing medical conditions.
- f. Transferees from other SUCs and HEIs must establish one-year residency, before playing in the higher meets.
- g. Residency rule is not applicable to a returnee student.
- h. Must have not played in any commercial tournament in the last one (1) year.

- i. Must have not played as a member of the Philippine National Team.

Section 2. Selection Process

- a. Conduct tryout and scouting of potential athletes lead by the campus official coach.
- b. Selected potential athletes must then participate in the intramural games, unit meets, triangular meets.
- c. Athletes who excelled in the triangular meets become thereby a member of the roster of athletes representing the university in higher meets.

Section 3. Retention Policy

- a. Must participate 80% attendance to training and practices.
- b. Must establish a good academic standing with no failing grade.
- c. Must maintain outstanding athletic abilities with high moral values.
- d. Must strictly adhere to the prevailing set of rules by the coach and the university.

Article 2. Awards and Incentives. Qualified student athletes will be given the privilege to receive the following:

- a. Exempted in attending all PE and NSTP classes. The final grade of athletes will be given by the respective coach.
- b. Monthly meal allowance/cash allowance (*course to availability of campus funds*)

Incentives for winners during the higher meets:

Regional Level	Individual	Team
Gold	5,000.00	10,000.00
Silver	3,000.00	8,000.00
Bronze	2,000.00	7,000.00

National Level	Individual	Team
Gold	10,000.00	20,000.00
Silver	6,000.00	16,000.00
Bronze	4,000.00	14,000.00

***Course to availability of local funds.

Chapter 13. Economic Enterprise Development

Economic Enterprise Development (EED) encompasses services and programs that address students' financial needs beyond academics. These include, but are not limited to:

1. **Student Cooperatives:** Fostering teamwork and financial responsibility.
2. **Entrepreneurship Skills Development:** Equipping students to launch and manage their own businesses.
3. **Income-Generating Projects:** Empowering students to become financially independent.
4. **Savings Programs:** Encouraging students to develop sound financial habits.

Article 1. Proposal for Economic Enterprise Development (EED) Implementation

In accordance with CMO 9 S.2013 Section 16, this proposal outlines the recommended Implementing Guidelines for the Economic Enterprise Development (EED) program across all Cebu Technological University (CTU) campuses.

Section 1. Objectives:

- Implement a standardized EED program across all CTU campuses, ensuring its successful execution and achievement of program goals.
- Establish safeguards to prevent misuse of the EED program while protecting student interests and upholding the integrity of CTU schools

Section 2. Implementation:

- Existing EED programs within CTU schools will be aligned with the provisions of these guidelines.
- All Campus Directors, College Deans, and College Programs are encouraged to actively support the EED program's implementation.
- Campus Directors and College Deans are responsible for monitoring compliance with these guidelines within their respective schools.

Article 2. Guidelines

These guidelines aim to promote student participation in economic activities and develop essential skills.

1. **Raise Awareness & Train Staff:** Conduct workshops and create marketing materials to promote the program. Train faculty advisors on program components and student support.
2. **Recruit & Select Students:** Establish a clear registration process. Define selection criteria for program components. Implement a fair application review.
3. **Program Launch & Support:** Organize workshops, training, and

mentorship. Allocate resources based on student proposals. Collaborate with external partners.

4. **Track Progress & Recognize Achievements:** Monitor student progress and project development. Provide mentorship and open communication channels. Recognize outstanding participation.
5. **Evaluate & Report:** Conduct regular program evaluations. Gather feedback for improvement. Submit reports outlining program activities, student participation, and achievements.
6. **Ensure Sustainability:** Develop a resource management plan to secure long-term program support.

Chapter 14. Social and Community Involvement

Cebu Technological University fosters a culture of social responsibility and civic engagement in its students. Our programs aim to:

- **Instill Values:** Patriotism, nationalism, volunteerism, environmental protection, and active participation in public affairs.
- **Embrace Diversity:** We recognize the unique needs of each community we serve while fostering a sense of shared responsibility.

Programs:

- **NSTP (National Service Training Program):**
 - First-year students participate in community service promoting the core values mentioned above.
 - Graduates from CWTS/LTS and ROTC join the School-Based NSRC Unit and School-Based Ready Reserve Unit, respectively, for voluntary disaster relief, medical emergencies, and other services.

Collaboration:

- Activities are coordinated with local government units (LGUs) and NGOs to maximize impact and align with community needs.
- All programs comply with RA 9163 (NSTP Act).

Program Examples (not exhaustive):

- **Community Outreach:** *Medical missions, feeding programs, clean-up drives, blood donation campaigns, tutoring, skills training, gender awareness activities.*
- **Community Immersion:** *Volunteering with fire departments, search and rescue teams, coastal protection programs, social work organizations, etc.*
- **Environmental Protection:** Tree-planting projects, farm assistance, animal welfare support.

Program Requirements:

- Inclusion in the Program of Instruction.
- Signed Memoranda of Agreement/Understanding with partner organizations.

- Student insurance for field work and community immersion (parental consent and waiver required).
- Learning contracts between students and teachers.
- Individual accomplishment reports with documentation, learning journals, And other relevant materials.

Chapter 15. Gender and Development

Cebu Technological University prioritizes student safety. The university enforces the Anti-Sexual Harassment Act (RA 7877) and the Safe Spaces Act (RA 11313).

What is Sexual Harassment?

- Unwelcome sexual advances, requests, or verbal/physical conduct creating a hostile
- environment or impacting your academic standing.
- It can occur in person, online, or during school activities.

CTU Committee on Decorum and Investigation (CODI):

- A dedicated committee to investigate sexual harassment complaints from faculty, staff, and students.
- Ensures a fair and prompt process.
- Provides resources and support to complainants, including counseling, referrals, and legal aid (if applicable).

Who Can Be Held Liable?

- Faculty, staff, coaches, trainers, and students in authority.
- Persons engaging in sexual harassment.

Report Sexual Harassment:

If you experience or witness sexual harassment, report it to the CODI or the Dean of the Student Affairs and Services. CTU is committed to fostering a safe learning environment free from harassment.

Chapter 16. Student Inclusion

The university adheres to the inclusion policies set forth by existing laws and CHED memorandums. In line with this, the Student Affairs and Services is committed to provide equal opportunities and support services to students who belong to vulnerable populations such as members of the indigenous people's groups, LGBTQIA+ students, students with special needs or persons with disabilities and solo parents and their dependents.

The Student Inclusion Program aims to

1. Establish database on vulnerable populations in the university which are required in various accreditations;
2. Spearhead and monitor student inclusion activities in the university; and
3. Coordinate with the different Student Affairs and Services units on the needs of the students belonging to the vulnerable populations.

Chapter 17. Student Organization Services

Article 1: Student Organizations

Cebu Technological University encourages student organizations to foster skills and values alongside academic pursuits. These organizations help students discover talents, enhance potential, and achieve holistic growth. Participation is highly encouraged!

Recognition and Oversight:

- To operate, organizations need official recognition from the SASO.
- Constitutions and bylaws must be submitted for approval.
- Organizations undergo renewal or recognition annually based on activity evaluation.
- Probationary status may be granted initially. Recognition follows a year of successful operation.
- Major offenses may result in revoked recognition

Faculty Advisers:

- Each organization requires a qualified faculty adviser or personnel who meets specific criteria.
- Advisers offer guidance, endorse documents, and attend meetings/activities.
- Service is limited to two years per organization.

Officer Responsibilities:

- Officers must clear financial obligations before receiving clearances.
- Holding office in more than two organizations simultaneously is prohibited

Adviser Responsibilities:

Guide and advise officers and members.

- Attest to documents and proposals.
- Monitor meetings and activities.
- Accompany members to official off-campus events.
- Perform duties required by the SAS and organization goals.
- Meetings require adviser's approval.

Get involved! Student organizations offer a valuable platform for growth at CTU

Article 2. Privileges of a Recognized Organization

Official recognition unlocks valuable benefits:

1. Utilize university facilities for meetings, events, and activities.
2. Promote your organization through approved on-campus advertisements.
3. Organize campus activities to engage the student body.
4. Represent CTU in sanctioned external competitions, conferences, or events.
5. Access additional support from the university for approved activities.

Become a recognized organization to maximize your impact on campus!

Article 3. Establishment of Student Organization

To launch/establish a student organization at CTU, here's what you need to do:

1. Gather Your Documents:
 - A letter of intent signed by your organization's president.
 - A completed organization profile form (available at the SASO).
 - Approved constitution and bylaws.
 - A list of officers with IDs, student numbers, contact information, and current semester registration verification.
 - A member list with student IDs (not required for SSG, FSTLP, FSG, or Student Publication).
 - A calendar of activities with budgets for the academic year.
 - An endorsement letter from your dean/director/chair.
 - A temporary faculty advisor appointment signed by your president and approved by the organization.
 - A list of any organization-owned property.
2. Submit Application: Bring all these documents to the Student Affairs and Services Office (SASO) for review.

The SAO may request additional information. Once approved, you'll be officially recognized and can start making your mark on campus!

Article 4. Renewal of Recognition and Permit to Operate

To keep your student organization recognized and operating, submit the following documents annually to the Student Affairs Office (SAO) for renewal:

1. Letter of Intent: Signed by both the organization president and faculty advisor.
2. Updated Officer List: Including IDs, student numbers, contact information, and current semester registration verification.

3. Member List: With student IDs (not required for SSG, FSTLP, FSG, or Student Publication).
4. Activity Report: Detailing your accomplishments based on your calendar of activities.
5. Upcoming Activity Calendar and Budget: Outline plans for the next academic year.
6. Financial Statements: Including sources of funds, expenses, and liquidations for each semester.
7. Bank Statements: Photocopies showing the latest semester-end cash balance.
8. Property Inventory: List all organization-owned property.
9. Faculty Advisor Appointment: Signed by the campus director/university president.

The SASO may require additional documents. Once approved, you'll maintain access to the benefits of being a recognized student organization.

Minimum Officer Qualifications

- Must be a bona fide CTU student.
- Must have maintained good academic standing (no failing grades).
- Must have no disciplinary records (pending or implemented).
- Must be enrolled in a regular academic load.
- May have additional qualifications set by the SAO or your organization's constitution and by laws.

Article 5: Types of Student Organizations

Cebu Technological University fosters a vibrant student life through a variety of organizations catering to diverse interests. These organizations are categorized into three main types:

Section 1: Curricular Student Organizations

Curricular student organizations focus on enhancing student learning within a specific academic discipline. They achieve this by organizing activities that supplement classroom learning, such as:

- Special lecture series featuring experts in the field
- Symposia and conferences to promote in-depth discussions on relevant topics
- Seminars and workshops to provide hands-on training and skill development
- Educational exhibits and displays to showcase knowledge and research findings

These organizations are instrumental in helping students delve deeper into their

academic pursuits and gain practical experience.

Section 2: Non-Curricular Student Organizations

Non-curricular student organizations aim to promote well-rounded individuals by fostering areas beyond academics. They organize activities that develop the following aspects of student life:

- **Leadership Skills:** Workshops, simulations, and project management opportunities to hone leadership abilities.
- **Community Awareness:** Campaigns, outreach programs, and volunteer initiatives to raise awareness of social and environmental issues.
- **Social Responsibility:** Activities that encourage students to become responsible citizens, such as environmental clean-up drives or voter education initiatives.
- **Wholesome Fellowship:** Events and activities that promote positive social interaction, teamwork, and a sense of belonging among students.

These organizations provide a platform for students to develop their talents, give back to the community, and build meaningful connections with their peers.

Section 3: Federation of Student Governments

The Federation of Student Governments (FSG) serves as the unified voice of CTU students across all campuses. It is composed of the Supreme Student Government (SSG) or Student Council presidents from each satellite campus. The FSG Board, comprised of these SSG presidents, advocates for student interests and concerns to the university administration and the Board of Regents. The FSG President serves as the official representative of the entire CTU student body.

The Federation of Student Government shall be required to submit its yearly accomplishment report and financial report to the Office of the University President duly recommended by the Vice President for Student Affairs. The same must be thoroughly reviewed and assessed by the University Director for Student Development and Information in coordination with the FSG Adviser. Non-compliance of the required submissions shall be a bar for the FSG officers to continue their activities and be imposed with applicable student handbook violations.

Further, FSG funding shall be course to strict compliance to applicable and appropriate COA Rules and Regulations. As such, the FSG shall not disburse funds without proper documentary requirements and approval of the Adviser, the UD for Student Development and approved by the Vice President for Student Affairs.

Finally, the distribution of pertinent campus funds to each SSG as their share of the contribution shall not be approved without proper and prior liquidation of previous allocation given. Each campus SSG shall not be allocated with their share without complying with the required COA rules and regulations on use of government funds.

The FSG and SSG shall likewise be required to present their annual accomplishment report, liquidation of expenses and accounting of all income generated from approved activities and projects. Failure to do so shall result to filing of appropriate violations of the student handbook.

Supreme Student Government (SSG):

- The highest student governing body in each CTU campus.
- Represents student concerns to the administration, faculty, and staff.
- Acts as the official voice of the student body.

Section 4. Future Science & Technology Leaders of the Philippines (FSTLP):

FSTLP serves an organization for students enrolled in technical and vocational programs. They shall develop future leaders in research, science, technology, and vocational fields. The organization shall have a three-branch structure (executive, legislative, judiciary) similar to the Philippine government.

FSTLP Membership and Leadership:

- Membership requires attending an orientation seminar.
- Officers within the executive branch and judiciary/legislative chairs are elected.
- Cabinet members, judiciary officers, and committee heads are appointed with approval.

Connecting Across Campuses:

- Annual meetings of FSTLP presidents from all CTU campuses allow for collaboration and federation officer elections.

Article 6. Role of Student Affairs and Services Office. (SASO)

1. **Orientation.** The orientation activity is a very important aspect in assisting the students' adjustment to higher education and to their new school environment. This activity will inform the students about the university policies and services. This will be done through a webinar or in-person.

2. Student organizations. SASO provides opportunities for skills and values development support of the academic programs. These assist students to discover their talents and enhance their potentials, promote self-actualization and foster holistic growth and development. Participation and involvement of students in these organizations is highly encouraged.

SASO shall regularly monitor the affairs of the organizations and require submission of academic year-end accomplishment reports, financial statements with the bank passbook and other pertaining documents as the case may be.

Student organizations shall not be allowed to function or operate in the university without having been officially recognized by the university president through accreditation from the SASO. A copy of every ratified, amended or revised constitution and bylaws shall be furnished/submitted to SASO before approval.

Failure to submit within the prescribed period is deemed a violation and can be a ground for the suspension of the officers or the organizations' operation in the university.

Renewal or recognition of organizations shall be held at the start of the academic year, course to the evaluation of the organization's activities.

An organization shall be given probationary status on its initial operation. If it is unable to realize its objectives or has committed violation/s of the school rules and regulations, it shall be coursed to temporary or permanent suspension status. The probationary status may be changed to recognition status if after a year of operation, the organization is able to fulfil its objectives and activities without incurring any minor/major violations of the school's rules and regulations. Recognition of organizations with major offenses shall be revoked

Student organizations must have a faculty/personnel adviser. The student organization may opt to have an assistant adviser. Both advisers shall who meet the following criteria:

- has a regular position;
- has been employed at least one (1) year or more prior to the effectivity of his/her appointment as adviser;
- Preferably has the specialization, training, experience or interest attuned to the objectives of the organization;
- And has not advised any other organization in the same year.

The qualified adviser is not allowed to serve for more than two (2) consecutive years in any organization.

No clearance will be issued to officers who failed to liquidate cash advance/s and/or return the property issued to him/her duly owned by the organization. Furthermore, no student shall be allowed to be an officer of more than two (2) student organizations in the same year or term of office.

Article 7. Posting of Notices and Announcements

Student organizations can share announcements and notices with fellow CTU students, but following these guidelines is crucial:

1. **Get Approval:** All posters displayed on campus must be approved by the Dean/Director of Student Affairs.
2. **Respectful Posting:** Announcements should be placed in designated areas only.
3. **Be Timely:** Posters are allowed to stay up for one month. It's the organization's responsibility to remove them after this period.
4. **Stay Responsible:** Defacing, mutilating, or removing posters before their designated removal date can result in disciplinary action.
5. **Go Digital (with Approval):** Online announcements require registration and approval by the Director of Student Development.

By following these guidelines, student organizations can effectively communicate with their peers while maintaining a clean and professional campus environment

Article 8. Printing of Souvenir Materials Using the Name of the University.

Accredited student organizations can create and distribute souvenir items using the university's name and logos. Here's what to know:

1. **Design Approval:** Submit a physical copy of your design (shirts, mugs, etc.) to the Student Affairs Office (SAO) for approval **before printing**.
2. **Non-Commercial Use:** For non-commercial purposes, simply explain the intended use of the souvenirs.
3. **Commercial Sales:** If selling items, follow CTU's income-generating project rules and proper accounting procedures.

By following these guidelines, student organizations can proudly represent CTU while maintaining ethical practices.

Chapter 18. Establishment of Student Publication. Each campus shall have at least one student publication. Student publications shall be governed by Republic Act 7079 (Act Providing for the Development and Promotion of Campus Journalism and Other Purposes), unless otherwise rescinded.

A student publication is published by the student body through an editorial board and publication staff composed of the students who passed or met the qualifications and standards and likewise maintain a satisfactory academic standing. The editorial board must release a copy at least once every year through physical or digital copies, as may be applicable.

Chapter 19. Alumni Affairs

Alumni affairs establish and maintain a strong and lifelong relationship between the University and its former students, also known as alumni. Alumni affairs offices are responsible for engaging and connecting with alumni, fostering a sense of pride and loyalty towards the institution, and leveraging the support and resources that the alumni can provide. Each campus shall have an alumni affairs office headed by an Alumni Affairs Director.

Article 1. Communication

- a. Regular newsletters and alumni publications should be produced to keep alumni informed about university news, events, and developments.
- b. The University website will have a dedicated alumni section, which should include news, events, and opportunities for engagement.
- c. The Alumni Affairs Office would maintain an up-to-date alumni database, which should include contact information, professional details, and other relevant information.

Article 2. Engagement.

The University will provide opportunities for alumni to engage with the University, its students, and its faculty. The University will organize events, such as alumni reunions, homecoming celebrations, career fairs, mentorship programs, and networking events, that offer alumni the chance to reconnect with old friends and classmates, share experiences, and explore new opportunities.

Article 3. Fundraising and Donations

- a. The university could establish a dedicated alumni fundraising program, which should include targeted campaigns, events, and appeals.
- b. The university would maintain a close relationship with its major donors and provide regular updates on the use of funds and the impact of donations
- c. The university could provide alumni with opportunities to support the university in non- financial ways, such as by volunteering, mentoring, or providing internships

Article 4. Benefits and Services of an alumni

- a. Access to university facilities, such as libraries, sports facilities, and career

- services. (upon approval by the proper authorities)
- b. Discounts on university merchandise, events, and services. (case to case basis)
 - c. Career development support, such as job listings, networking opportunities, and access to career advice.
 - d. Continuing education opportunities, such as access to online courses, seminars, and workshops.

Article 5. Alumni Association and Groups

- a. The Alumni Affairs Office should provide support and guidance to alumni associations, including access to resources, and assistance with event planning.
- b. The Alumni Affairs office should work closely with alumni associations and groups to ensure that they are aligned with the objectives and values of the university.
- c. The Alumni Affairs office should encourage alumni associations and groups to participate in university events and activities.

V. GENERAL UNIVERSITY POLICIES

Chapter 1. Flag Ceremony

In fostering patriotism, adherence to the following is mandated:

- Weekly flag raising (every Monday or first working day of the week)
- Recitation of the pledge of loyalty (with raised right hand)
- Flag retreat (every Friday or final working day of the week)

Chapter 2. Student Activities

Classrooms serve exclusively for academic pursuits. No collective actions, such as class boycotts or demonstrations against individuals, issues, or faculty, are permitted

Chapter 3. School Uniform

The school uniform is required for identification purposes.

Article 1. Prescribed School Uniform. Students are expected to wear the official school uniform at all times, except on designated wash days. Uniform compliance will be monitored upon entry to campus. Students should adhere to the uniform guidelines based on their sex assigned at birth. However, students who identify as part of the LGBTQIA+ community are permitted to wear the uniform that aligns with their gender identity, provided they present relevant documentation in accordance with city or municipal ordinances, national laws,

or government directives. For detailed uniform requirements, please refer to the accompanying images below.

Section 1. Female School Uniform



Section 2. Male School Uniform



Article 2. Internship uniform (to be worn during practicum/OJT period only).

The internship uniform must be worn during practicum period only

Article 3. Physical Activity Towards Health and Fitness (PATHFIT) Uniform

(To be worn only during PATHFIT classes).

Students are allowed to enter the school premises wearing PATHFIT uniform if their first class is PATHFIT. The students shall be wearing the prescribed school uniform for the succeeding classes.



The faculty shall allow the students ten (10) minutes to change to their prescribed school uniform before and after PATHFIT time as may be applicable.

Article 4. Laboratory gowns/ shop uniform.

Students attending laboratory classes are required to wear laboratory gowns and shop uniforms during classes.

Laboratory and shop uniforms shall be worn only during laboratory and shopwork

Article 5. Exemption from Wearing the Prescribed School Uniform.

The following may be exempted from wearing the official school uniform: Pregnant women

Working students with company/office uniform after submission of the following:

1. Letter of Intent
2. Recent Certificate of Employment
3. COR

Article 6. Proper Haircut

Female Hair must be neatly kept.

Male hair must maintain a neat and well-groomed hairstyle. This can include short haircut, but also allows for longer styles as long as hair is kept tidy and out of the face.

It must not have striking colors like burgundy, green, yellow, orange and other luminous colors

Article 7. Dress Code During Washday. On wash days and non-school days while on campus, students must adhere to a proper, appropriate, and decent dress code. Closed-toe shoes are required during these times. Inappropriate

attire includes sleeveless tops, short skirts, shorts, transparent garments, and clothing with spaghetti straps

Article 8. Footwear Policy. Students are required to wear black shoes as part of the prescribed school Uniform

Article 9. Body Art and Piercings. Visible body tattoos and body piercings (including nose, lip, and eyelid piercings) are not permitted on campus.

Article 10. Identification (ID) Card.

1. **ID Card Requirement:** All students must wear the prescribed school ID card while on campus. ID cards are issued upon enrollment.
2. **Procedure for Lost ID Cards:**
 - 2.1. If a student loses their ID card, they must obtain an affidavit of loss.
 - 2.2. The affidavit, along with proof of payment for the replacement fee, should be submitted to the SAS Dean.
 - 2.3. Payment for the replacement fee should be made at the cashier's office.
3. **Replacement Policy:**
 - 3.1. The Office of the Dean of Student Affairs and Services will oversee The issuance and monitoring of lost ID cards.
 - 3.2. Students are eligible to request a replacement ID card up to two times per academic year.

Compliance with this policy is essential for maintaining campus security and ensuring a smooth administrative process.

Chapter 4. Media Interviews

Media interviews on educational matters shall be allowed, provided an approved request is sought. For classified information, the public information officer speaks on behalf of the university.

No media is allowed to enter the school premise without the consent of the public information officer. Unless authorized, students should not attempt to represent the viewpoint of the school especially outside the campus.

Chapter 5. Convocations

University convocations shall be under the auspices of the different departments/colleges upon the recommendation of the dean/director and approval of the campus director.

Student groups/organizations who plan to invite speakers should seek approval from the campus director.

Chapter 6. Research, Monitoring and Evaluation of Student Affairs and Services

Research findings and outputs on student assistance services programs and evaluation shall be disseminated and utilized.

VI. STUDENT CODE OF CONDUCT AND DISCIPLINE

Chapter 1: Preamble

This Student Code of Conduct ("Code") outlines the expectations for all students enrolled at Cebu Technological University Name. It aims to foster a safe, respectful, and inclusive learning environment that promotes academic integrity, personal responsibility, and good citizenship. By adhering to this Code, students contribute to a positive learning experience for themselves and their peers

Chapter 2. Statement of Policies.

CTU strives to develop individuals to become responsible and productive members of society. Its responsibility is not only confined in teaching and developing technical skills but also in inculcating values and discipline to its students.

The students' enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for every right enjoyed, there is a corresponding duty and accountability.

The rules and regulations define appropriate student conduct and determine sanctions for offenses/misconducts that endanger life, threaten peace and order inside the campus, or damage university/personal property.

A student shall be course to disciplinary action for conducts prohibited by law or by the regulations and rules enforced by the duly constituted authorities of the University. Due process shall be employed in dealing with student offenses/misconducts.

Article 1. Scope

This Code governs the conduct of all undergraduate students enrolled at Cebu Technological University, regardless of their program or campus location. It also applies to students participating in university-sponsored events and activities, whether held on or off campus. Additionally, this Code serves as a supplementary guide for graduate students at the university. All students are expected to adhere to these standards to maintain a respectful and orderly academic environment.

The sanctions are for student-related violations and will be imposed according to the gravity of the offense. Criminal offenses shall be dealt with separately by appropriate office, court and or tribunal.

Other violations not listed here but which directly affect the interest of CTU, its employees, students, stakeholders and cooperating agencies (for Internships) shall be dealt with by the Discipline Committee on a case-to-case basis.

Article 2. Mission Statement

Cebu Technological University is committed to fostering a learning environment that:

- Values academic integrity and intellectual honesty.
- Promotes respect for the rights and dignity of all members of the university community.
- Encourages responsible citizenship and personal accountability.
- Maintains order and safety on campus.

Article 3. Student Responsibilities

All students are responsible in performing the following:

- Familiarizing themselves with this Code and all university policies.
- Acting with integrity and honesty in all academic endeavors.
- Treating others with respect and courtesy, regardless of background or beliefs.
- Complying with all university regulations and directions from faculty and staff.
- Taking responsibility for their actions and the consequences thereof.

Article 4. Classification of Student Offenses and Sanctions
Section 1. Academic Violations committed either offline or online

Offenses	1st Offense	2nd Offense	3rd Offense
1. Plagiarism. Copying of intellectual materials or writings (including computer programs) in one's academic assignment without proper citation and acknowledgement of the author/source, and presenting such materials/writings as though one's own.	Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.	5 days suspension	Permanent separation from the university
2. False authorship or contract cheating. Asking a third party to provide written material that is then submitted for assessment presented as one's own original work	Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.	5 days suspension	Suspension for one semester/ Expulsion from the university
3. Collusion. Submitting work produced collaboratively for individual assessment and gain	Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.	5 days suspension	Permanent separation from the university
4. Falsifying data or evidence	Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.	5 days suspension	Permanent separation from the university
5. Taking a test/examination on behalf of another student or submitting works of another student as one's own.	Suspension for one semester	Permanent Separation from the university	
6. Intentionally changing the grades in official documents for purposes of favorable assessment	Suspension for one semester	Permanent Separation from the university	
7. Copying the answers of another or allowing another student to copy one's answers during a test/examination.	Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.	5 days suspension	Suspension for one semester
8. Leaking questions or answers of a test/examination to another student	Suspension for one semester	Permanent separation	

through the use of cellular phones, pagers, strips of paper or “codigo”, and other similar means.		from the university	
9. Non-participation to mandated campus/college programs and activities unless there is valid or justifiable excuse.	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule

Section 2. Non-academic Offenses

Light Offenses

Offenses	1 st Offense	2 nd Offense	3 rd Offense
1. Non-wearing of prescribed school ID card within campus premises.	Excused and permitted entry to the campus course to the signing of the undertaking in the Office of the Dean of Student Affairs and Services.	Excused and permitted entry to the campus course to the signing of the undertaking in the Office of the Dean of Student Affairs and Services.	Five (5) hours University Service within one (1) week without affecting his/her class schedule Consecutive offenses shall be given additional five (5) hours per violation.
2. Non-wearing of prescribed school uniform and not abiding with the prescribed haircut . Wearing of earrings (for male students).	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
3. Using of mobile phones and or other similar electronic gadgets inside the classroom while classes are ongoing and without permission from the faculty	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting

			his/her class schedule
4. Making noise and/ or other acts that disturb classes, academic-related activities, and/or school functions	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
5. Destruction, Damage, Misuse, or Defacing of fixtures, furniture, facilities and other school properties	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
6. Unauthorized staying in the University campus beyond 10:00 p.m. and non - school days	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
7. Speeding of pedaled or motorized vehicles and creating excessive noise (using modified muffler, sound booster) that disturb classes, exceeding the 10 kmph inside campus premises.	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule

8. Unruly behavior while within University premises;	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
9. Uttering vulgar, profanities, words towards the university students, faculty and personnel	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
10. Bringing of gambling instruments;	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
11. Simple disrespect, whether in words or in deeds, towards any key official, faculty member, staff, student, or visitor of the University;	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule
12. Simple disobedience to lawful orders of University key officials and/or their representatives;	Five (5) hours University Service within one (1) week without affecting his/her class schedule	Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule

Serious Offenses

Offenses	1 st Offense	2 nd Offense	3 rd Offense
<p>1. Acts of disrespect in words, written, electronic and/or in deed committed against any administration official, faculty member, staff, student, or visitor</p>	<p>Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule</p>	<p>Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule</p>	<p>Suspension for Five (5) Days</p>
<p>2. Petting, necking and other acts of intimacy against moral standards/norms of society</p> <p>Acts that are sexually suggestive or romantic in nature between or among persons of any sex, including but not limited to: intimate kissing, petting, necking, cuddling, love-making and other similar acts against moral and/or societal standards;</p>	<p>Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule</p>	<p>Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule</p>	<p>Suspension for Five (5) Days</p>
<p>3. Unauthorized removal of approved posters of organizations and other posts on bulletin boards.</p>	<p>Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule</p>	<p>Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule</p>	<p>Suspension for Five (5) Days</p>
<p>4. Lending of school uniform or ID to other students for purposes of entering the campus, school building, hall, office or library.</p>	<p>Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule</p>	<p>Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule</p>	<p>Suspension for Five (5) Days</p>

5. Illegal gambling in any form inside the campus premises.	Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule	Suspension for Five (5) Days
6. Disrespect for the flag during a flag- raising of flag-retreat ceremony	Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule	Suspension for Five (5) Days
7. Unauthorized soliciting, advertising, and distribution of commercial materials for personal economic gain.	Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule	Suspension for Five (5) Days

8. Vandalizing and/or destroying and/or stealing University property, including but not limited to: uprooting of plants, writing or spraying graffiti, and other similar acts.	Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule	Suspension for Five (5) Days
9. Possession of or being in possession of, or drinking alcoholic beverages inside the campus;	Oral Reprimand and Ten (10) hours University Service within two (2) weeks without affecting his/her class schedule	Forty (40) hours University Service within eight (8) weeks without affecting his/her class schedule	Suspension for Five (5) Days

Very Serious Offenses

Offenses	1 st Offense	2 nd Offense	3 rd Offense
1. Possessing, selling and consuming of prohibited drugs	Expulsion		
2. Entering the campus under the influence of prohibited drugs/controlled substances, such as shabu, marijuana, rugby, cocaine.	Expulsion		
3. Participation to any hazing activities	Expulsion		
4. Possession of firearms, explosives, toxic chemicals and deadly weapons in the University campus.	Expulsion		
5. Physically assaulting and injuring others.	Suspension for five (5) days	Suspension for one (1) semester	Expulsion

Any kind of provocation which results to physical violence between students or groups of students, between student/s and university personnel or visitor/s;			
6. Unlawfully accessing, intruding in and interfering with the privacy and confidentiality of computer data programs or systems of another student, faculty, University personnel or management office. (Without prejudice to the imposition of applicable Penalties and Sanction under the Data Privacy Act of 2012).	Suspension for five (5) days	Suspension for one (1) semester	Expulsion
7. Engaging in any form of extortion, blackmail, bribery.	Suspension for one (1) semester	Expulsion	
8. False reporting of emergency	Suspension for five (5) days	Suspension for one (1) semester	Expulsion
9. Starting fires or other acts of arson	Expulsion		
10. Unauthorized demonstrations and mass gatherings result in disruption of class or any school activities.	Suspension for five (5) days	Suspension for one (1) semester	Expulsion
11. Gross acts of disrespect in words or in deed that tend to put the University or any Administration official, faculty member, staff, student and visitor in ridicule or contempt;	Suspension for five (5) days	Suspension for one (1) semester	Expulsion
12. Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity;	Suspension for five (5) days	Suspension for one (1) semester	Expulsion
13. Acts of lewdness or viewing, reading, display or distribution of pornographic materials inside the campus;	Suspension for thirty (30) days	Suspension for one (1) semester	Expulsion

14. Misappropriation or misuse of student's or organization's funds;	Suspension for five (5) days if the amount is below Php10,000.00 Suspension for one (1) semester if more than Php10,000.00 In addition to the refund of the full amount misappropriated.	Suspension for one (1) semester In addition to the refund of the full amount <u>misappropriated</u> .	Expulsion In addition to the refund of the full amount <u>misappropriated</u> .
15. Any violation of the provisions of RA No. 7877, otherwise known as the "Anti- Sexual Harassment Act of 1995";	Suspension for thirty (30) days	Suspension for one (1) semester	Expulsion
16. Act of lasciviousness as punishable under the Revised Penal Code of the Philippines	Suspension for thirty (30) days	Suspension for one (1) semester	Expulsion
17. Violation of the Cybercrime Act and other analogous cases that are done through online platform;	Suspension for thirty (30) days	Suspension for one (1) semester	Expulsion
18. Any form of libelous or defamatory statement towardsthe university students and personnel.	Suspension for thirty (30) days	Suspension for one (1) semester	Expulsion
19. Failure to refund cash to the University coffers received by any member of an organization after 30 days from end of the <u>activity</u> .	Suspension for one (1) semester and refund of full amount.	Expulsion	
20. Loss or neglect in handling any university funds after they have been received.	Suspension for one (1) <u>semester</u> and refund of full amount.	Expulsion	

The sanction pertaining to criminal violations shall be dealt with separately by appropriate offices, agencies or court.

Other violations not listed here but which directly affect the interest of CTU, its employees, students, stakeholders and cooperating agencies (for internship) will be dealt with by the Discipline Committee on a case-to-case basis. The Discipline Committee likewise has the discretion to either reduce or increase established penalties depending on the gravity of the offense. Due process will be conducted.

Failure to comply with each sanction shall be coursed for non-releasing of *Certification of Good Moral Character* and other school credentials (TOR, Diploma, etc.

Article 5. Disciplinary Actions

The imposition of the following appropriate penalties shall be progressive in character, taking into account the former violations committed by the student offender. All students who are parties to the complaint shall be coursed to voluntary counseling

1. Reprimand – This is a formal or official expression of disapproval and shall serve as a warning from university authorities rectifying the violation committed by the student. The student offender and his/her parent/guardian must sign and attest that they have read the reprimand; Reprimand Letter to student-offender to be duly signed and attested by the concerned offender, guardian and/or parent.
2. Community Service University Service – It shall be performed inside the campus premises where the student offender is enrolled without affecting his/her class schedule;
3. Withholding of school credentials (e.g. TOR, Diploma, etc.)
4. Suspension – It shall be imposed along with the performance of curricular activities which shall not exceed one (1) academic year;
5. Disqualification from Latin Honors; and Non-Readmission
6. Exclusion - refers to the act or process of intentionally or unintentionally leaving someone or something out or denying them access, participation, or recognition.
7. Expulsion – Permanent removal of the student offender from the University.

As may be deemed necessary, the Discipline Committee has the discretion to recommend to either increase or reduce established penalties after due process.

Article 6. Discipline Committee.

There shall be one University Discipline Committee and Campus Discipline Committee for every regular/extension campus. For CTU – Main Campus, the University Discipline Committee shall assume the Campus Discipline Committee. The designation of Campus Discipline Committee is to expedite the due process of all student discipline cases.

The University Discipline Committee shall act as an appeals body for all complaints originally raised and investigated in the regular/extension campuses, wherein the aggrieved party may file their respective appeal. In the case of the Main Campus, all appeals from the decision of the University Discipline Committee shall be automatically elevated to the Board of Regents for their appropriate action.

The University Discipline Committee shall likewise assume jurisdiction over all extension campuses of the Main Campus. Corollary thereto, the Campus Discipline Committee shall take cognizance of student discipline cases under their respective extension campuses, if any.

The University Discipline Committee shall be composed of the following:

Chairperson- University Legal Officer

Members:

1. University Dean of the Student Affairs and Services Office
2. Federated Faculty Association President or her duly authorized representative
3. Federation President of the University Employee Association or his/her duly authorized
4. Student Regent or his/her duly authorized representative of the Supreme Student Government
5. College Dean where the student respondent belongs
6. Chairperson of the program where the student respondent belongs

The Campus Discipline Committee shall be composed of the following:

Chairperson -Campus SASO Dean

Members

1. College Dean where the student respondent belongs
2. Chairperson of the program where the student respondent belongs
3. Duly authorized representative of the Campus Faculty Association
4. Duly authorized representative of the Campus Non-Teaching Personnel Association
5. Duly authorized representative of the Campus Supreme Student Government

Article 7. Jurisdiction over Discipline-related Cases.

The Discipline Committee shall have jurisdiction over all student discipline-related cases

And complaints pertaining to serious and very serious offenses under these rules, except for academic violations and light offenses which shall fall under the appropriate college or unit.

A motion to inhibit in the investigation may be raised against any member of the Disciplinary Committee if any of the following circumstances are present:

- a) Conflict of Interest
- b) Personal or professional relationship with any of the party involved
- c) Relationship within the 4th civil degree with the respondent or complainant
- d) Prior involvement in the case as a witness or adviser of any of the student (complainant /respondent)
- e) Any other reason that may prevent impartiality or fairness of the committee member

A member of the Disciplinary Committee may voluntarily inhibit based on the above-mentioned grounds.

Article 8. Filing of Complaints/Charges.

A disciplinary proceeding may be instituted upon the filing of a written complaint specifying the offense/misconduct, along with any supporting evidence available, subscribed by the complainant. It may also be instituted by an appropriate authority, on its own initiative, upon submission of an official report of any violation of existing rules and regulations. The complaint must be filed in the Office of the Dean of Student Affairs. The complaint may also be filed online by sending a copy of the complaint to the email of the appropriate offices.

Upon the filing of the charge, an entry shall be made in an official book kept for the purpose, specifying the person/s charged in the complaint, the witnesses (if any), date of filing and the substance of the charge.

Upon receipt of the complaint or report, the Dean/ Director of the Student Affairs and Services shall call upon the Discipline Committee in order to constitute themselves and shall determine whether such complaint or report is sufficient to warrant formal investigation for all serious and very serious offenses.

In cases where the complaint or report is found sufficient, a formal charge shall be drawn up and served upon the respondent. In every case, the parent/s or guardian/s of the respondent shall be furnished a copy of the same.

Chapter 3. Proceeding before the Discipline Committee.

A disciplinary proceeding may be instituted upon the filing of a written complaint specifying the offense/misconduct subscribed by the complainant in the Office of the Student Affairs of the campus concerned. It may also be instituted by an appropriate authority, on its own initiative, upon an official report of any violation of existing rules and regulations.

Upon the filing of the charge, an entry shall be made in an official book kept for the purpose, specifying the person/s charged in the complaint, the witnesses (if any), and the date of filing and the substance of the charge.

Upon receipt of the complaint or report, the Dean Director of the Student Affairs Office and Services shall call upon the Campus Discipline Committee to determine whether such complaint or report is sufficient to warrant formal investigation. In cases where the complaint or report is found sufficient, a formal charge shall be drawn up and served upon the respondent. In every case, the parent/s or guardian/s of the respondent shall be furnished a copy of the same.

This proceeding may also be acted via an online platform in order to make it readily available to all concerned, as may be applicable.

Article 9. Answer.

The committee shall conduct an initial investigation of the complaint by requiring the respondent to answer in writing, explaining his/her side within five working days from receipt of such request. Failure of the respondent to answer the complaint within the period specified is deemed an admission of the act or acts complained of and shall constitute as a waiver in submitting any proof in his favor.

Article 10. Notice of Hearing.

Upon receipt of the answer, or if no answer is filed, the case is scheduled for hearing. The corresponding notice is issued to the parties (complainant and respondent) and to the parent or guardian of the respondent at least two (2) days before the date of the hearing. The issuance of the notice of hearing is mandatory. Should the complainant fail to appear at the hearing after due notice and without just cause, the complaint is dismissed. On the other hand, should the respondent fail to appear for the hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall taking into an account the complainant's side only. Respondent still has to appear in subsequent hearings. Failure of the Respondent to appear after two hearings for the case, the same shall constitute as a waiver in submitting any proof in his favor.

Article 11. Hearing. A hearing before the committee shall be summary in nature and cross examination is not essential. However, the committee should ensure that the following standards required by due process in discipline cases are satisfied:

1. The respondent should have been informed in writing of the nature and cause of the accusation;
2. The respondent should have been granted the right to answer the Charges against him or her;

3. The respondent should be informed of the evidences against him or her;
4. The respondent is given the right to evidence on his/her own behalf; and
5. The evidence should be considered by the committee.
Evidence, testimonial or documentary is limited to allegations in the complaint or answer.

As a general rule, hearings are continuous the moment they begin. No hearing should last beyond two months from the date of initial hearing except for highly justifiable reasons with each party allowed only two postponements.

The student (complainant/respondent) may request the presence of a lawyer of his or her own choice during the conduct of the proceedings.

Article 12. Summary Proceeding.

If during the initial investigation respondent appears and admits guilt in writing, the case may be acted upon by the committee summarily. This is entered into the record and the Director of the Student Affairs and Services may recommend that a hearing be dispensed with course to majority approval of the committee. The action is terminated as soon as the committee is through with its clarificatory questions.

Any penalty imposed in a summary proceeding is final and immediately executory unless the campus director defers the imposition of the penalty for meritorious reasons

Article 13. Decision.

The committee renders its recommendations within five (5) days after the termination of the hearing. All recommendations for penalties consisting of suspension shall be approved by the campus director concerned and further The recommendation shall be in writing, stating the reasons therefore and transmitted for approval by the campus director, copy furnished to the dean/director of the college where the respondent belongs, the aggrieved party, the respondent, and his/her parents or guardian. The recommendation of the committee, for exclusion and expulsion shall be submitted to the Vice President for Student Affairs, duly recommended by the Campus Director for final approval by the University President.

Article 14. Appeal.

A party not satisfied with the decision of the committee may appeal the decision in writing to the University Discipline Committee within fifteen (15) days from receipt of the decision, stating the grounds for the appeal.

If appeal is denied, the decision becomes final and executory unless the campus director concerned defers the imposition of penalty for meritorious reasons.

A decision of the committee involving expulsion or suspension for more than thirty (30) days may be appealed to the University Discipline Committee, who shall render a recommendation within ten (10) days after the receipt of the appeal.

In expulsion cases, the decision shall be recommended by the University Discipline Committee and shall be approved by the University President, it may be appealed to the Board of Regents within fifteen (15) days after receipt of the decision by the respondent-appellant.

Grounds for Appeal:

The grounds for appeal from the Campus Director's Decision to the University Discipline Committee are the following:

- a) Due Process Violations; and
- b) Errors of Fact

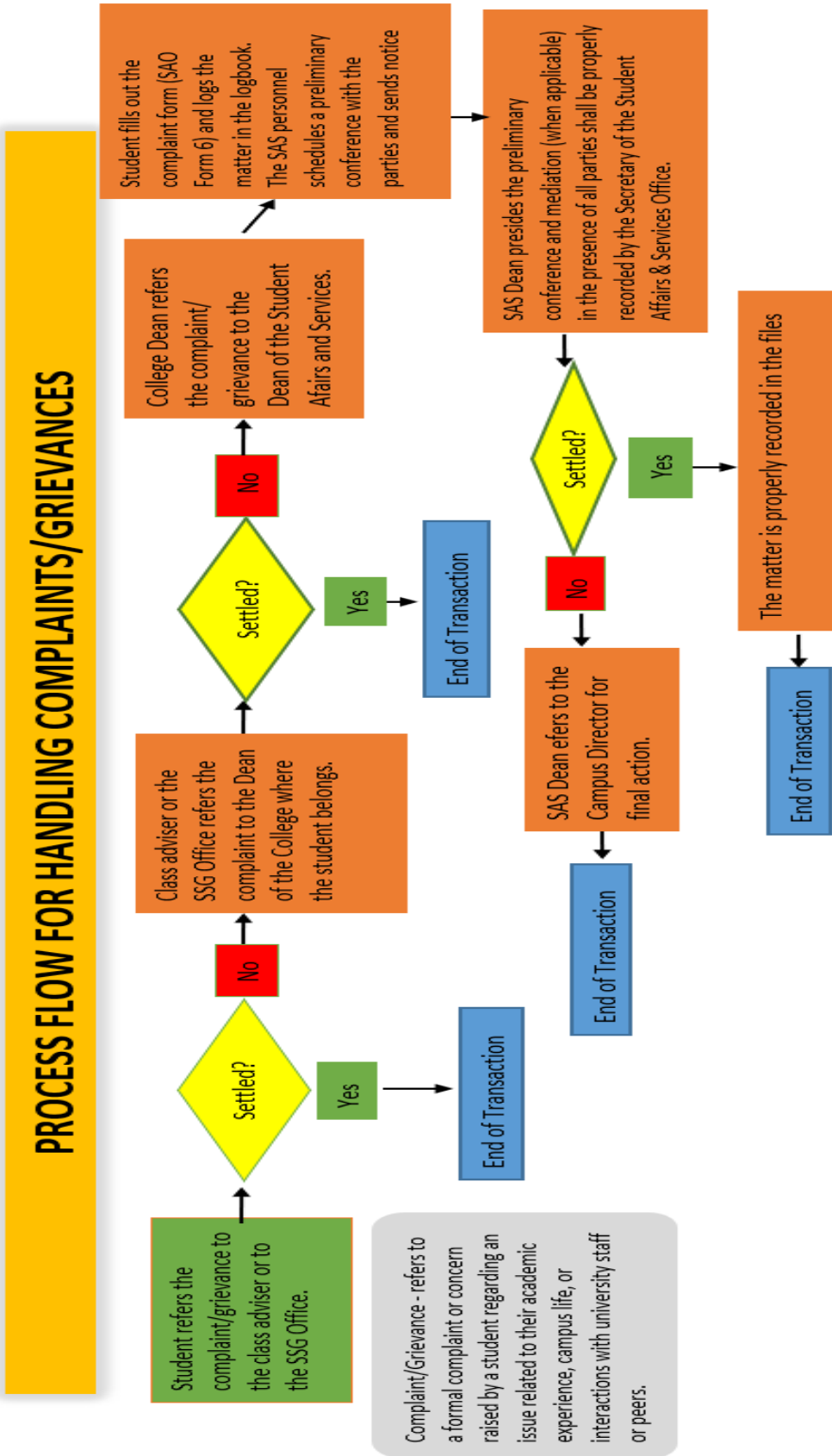
Article 15. Effectivity of Final Decisions given prior to Final Examination.

Final decisions with penalties involving suspension or exclusion rendered within thirty (30) days prior to any final examination shall take effect during the semester immediately subsequent to the semester/term in which such decisions are rendered. If the respondent is graduating, the penalty shall take effect immediately.

Article 16. Records.

A record of the entire proceeding is taken and filed by the dean/director of the college. It shall serve as basis for further sanctions should subsequent violations occur. Such record is confidential and may only be available to authorized persons or parties involved upon written request duly approved by the Campus Director. Those students subjected to the final decision of suspension, exclusion or expulsion shall not be issued a certificate of good moral character.

VII. GRIEVANCE MACHINERY



Article 1. PROCEDURE FOR HANDLING COMPLAINTS/GRIEVANCES AGAINST A STUDENT

This procedure shall be applicable to all students, clients, parents, stakeholders or university personnel who wish to file a complaint or grievance against a student. The Office of the Dean of Student Affairs and Services having jurisdiction over all students shall be responsible in presiding over the proceedings.

1. The complaining party shall initially refer the complaint/grievance to the class adviser of the student being complained or to the Supreme Student Council Officers.
2. The class adviser or the SSC Officer refers the complaint to the Dean of the College where the complained student belongs.
3. If the mediation or conference is unsuccessful, the college dean refers the complaint to the Dean of Student Affairs and Services.
4. The complaining party fills up a complaint form.
5. The SAO Dean schedules a hearing and presides over the clarificatory conference in order to gather facts from parties concerned.
6. Based on the facts gathered during the hearing, if necessary, an investigation is to be conducted.
7. Results of the investigation shall be to the submitted to the Campus Director.
8. A consolidated case report shall be submitted to the Campus Director for final action.

Article 2. PROCEDURE FOR HANDLING COMPLAINTS/GRIEVANCES FILED BY A STUDENT AGAINST ACADEMIC PERSONNEL, NON-TEACHING PERSONNEL OR UNIVERSITY OFFICIALS.

This procedure shall be applicable to all students who wish to file a complaint or grievance against academic personnel, non-teaching personnel or university officials. The Office of the Dean of Student Affairs and Services shall endeavor to assist the student complainant in referring the matter to the appropriate office.

1. The student shall initially refer the complaint/grievance to the class adviser of the student being complained or to the Supreme Student Council Officers.
2. The class adviser or the SSC Officer refers the complaint to the Dean of the College where the complaining student belongs.
3. If the mediation or conference is unsuccessful, the college dean refers the complaint to the Dean of Student Affairs and Services.
4. The complaining party fills up a complaint form.
5. The SAO Dean evaluates the complaint and refers the matter to the

appropriate office.

6. A consolidated case report shall be submitted to the Campus Director for his information.

XXXXXX NOTHING FOLLOWS XXXXXX



THE PREMIER UNIVERSITY

