

## Guidelines for 4<sup>th</sup> Quarter, A.Y. 2022-2023

- I. Undergraduate courses for the 4<sup>th</sup> Quarter of A.Y. 2022-2023 will be delivered in Tri-X mode.
  - a. All lecture courses must conduct module exams face-to-face. Faculty shall announce this on the first day of classes.
  - b. Correlation courses, mock board, and exit examinations must be conducted face-to-face.
  - c. The mode of delivery (onsite, online synchronous, online asynchronous) is determined based on the Teaching-Learning Activity (TLA) of the lesson, topic, and learning outcomes.
  - d. Tri-X mode will be utilized if the TLA is lecture/discussion. There should be at least two Tri-X classes every week. MW for MWF and TTh for TThS. For classes held once a week, Tri-X will be implemented on the scheduled class meetings.
  - e. If the TLA is an active learning type; think-pair-share exercises, jigsaw discussions, games, group dynamics, etc; Tri-X with an option to students will not be applicable. Either all students shall attend the class face-to-face, or all are online synchronously, or all are online asynchronously.
  - f. Tri-X is not applicable to laboratory courses. The mode of delivery must be determined by the experiment to be conducted; wet experiment (onsite only), field work (onsite only), simulation (best with online).
  - g. Flipped learning may also be used for some lessons in some courses.

Graduate and Postgraduate courses shall be delivered either in Bio-X or Blended mode depending on the announcement of the caretaker school.

- II. For Students:
  - a. Waiver/Proof of Residency is no longer applicable.
  - b. Students who opted to attend the class face-to-face or online synchronously shall be present for the whole duration of the class session.
  - c. Students attending online synchronous sessions are required to open their camera for the entire duration of the class and should be in a conducive learning environment.
  - d. Students shall inform their teachers ahead of their class schedule of their reasons if they will attend the class online asynchronously. Proof of access of the asynchronous material/lecture should be submitted.
  - e. Attendance of students shall be checked regularly and be subjected to existing University policies on attendance.
  - f. It shall be at the discretion of the faculty to ask for proof of student's attendance in asynchronous mode. e.g., giving seatwork to be submitted, do a one -page reflection paper on what he learned from the asynchronous delivery, etc.
- III. For Faculty Members:
  - a. Faculty members are required to be on-campus during their face-to-face class schedules.

- b. Attendance of faculty members during face-to-face classes shall be checked by the Office of the VPAA.
- c. In case of absence for face-to-face classes, a faculty member shall inform the dean/department chairperson in advance to assign a substitute teacher.
- d. Attendance of faculty members handling Design, Thesis, Dissertation, Seminars and Field Trips, Practicum, Capstone, Feasibility Study, and OJT courses will not be checked based on PM-AA-06-03, Faculty Attendance Procedure Manual.
- e. In cases where the class is chosen to attend a university activity or other events that need student participation, the faculty member shall inform the dean/department chairperson.
- f. All course syllabi must be revised indicating the modality to be utilized in every lesson and must conform with the TLAs of each topic.

#### **IV. Health and Safety Protocols and Guidelines**

##### **A. Screening protocols upon entering the campus:**

- 1. Upon entering the campus, all students are required to undergo thermal scanning at all entry points including students with vehicles.
- 2. Once the student has entered the campus, he/she shall be required to wear mask at all times.
- 3. Students entering the campus will be required to accomplish the online Daily Health Checklist Form before they will be allowed to go to his/her class.
- 4. Anyone who presents with a body temperature higher than the recognized normal ( $\geq 37.5^{\circ}\text{C}$ ) and/or who may exhibit any of the following signs and symptoms: a) fever; b) sore throat; c) cough; and d) colds shall be asked to go home.
- 5. Social/physical distancing is encouraged at all times.
- 6. Everyone is encouraged to follow the designated entry and exit points in the campus to ensure good foot traffic and prevent crowding.

##### **B. School policy on Quarantine & Isolation:**

- 1. Students, employees, and visitors WILL NOT BE ALLOWED to enter the campus if they have any of the above symptoms of the COVID-19. The students and employees shall stay home until symptom-free for at least 24hrs.
- 2. Students who TEST POSITIVE FOR COVID-19 (whether by RAT or RT-PCR) must inform their professors and the Health Services Department (thru: jsbonifacio@mapua.edu.ph) of their condition. They MUST REMAIN IN ISOLATION/QUARANTINE AND REFRAIN FROM GOING TO CAMPUS FOR AT LEAST 7 DAYS beginning the day that they were tested and until they BECOME ASYMPTOMATIC FOR AT LEAST 24 HOURS.
- 3. Students who were exposed to a confirmed COVID-19 patient, but remain asymptomatic, must inform the Health Services department of their exposure for proper evaluation and advice.
- 4. A Medical Certificate shall be required before being accepted to attend face-to-face classes for students coming from sick leave (for absences of more than 3 days for any other illness). These shall be submitted to the Health Services for validation.

### **C. On campus COVID-19 Detection and Management:**

1. If a student develops COVID-19 flu like symptoms while inside campus premises, he/she must be immediately brought to the Health Services clinic and placed in an isolation room, where he/she will be evaluated by the on- duty school physician. Evaluation will entail physical examination by the on-duty physician and possibly a COVID- 19 Rapid Ag test.
2. The Health Services Dept. will then notify the student's immediate relatives and inform them of the student's condition. After evaluation by the Health Services Dept. staff, the student and their relatives will be either advised to do home isolation and management or referred to a medical facility for further management.
3. Students who have been EXPOSED TO A CONFIRMED COVID-19 individual must inform the Health Services department of their exposure for proper evaluation and advice.
4. Students who were exposed to a confirmed COVID-19 patient and becomes SYMPTOMATIC while on quarantine or isolation are strongly advised that they undergo testing and MUST stay at home and refrain from going to school until they are asymptomatic and completed their isolation period. Furthermore, they MUST seek clearance from the Health Services before being allowed to resume face-to-face class engagement.

### **D. COVID-19 Vaccination Requirement:**

*Currently all COVID-19 vaccination requirements have been removed for all students participating in face-to-face classes. However, the university still strongly encourages all students to complete their COVID-19 vaccination.*

### **E. Additional Health & Safety Guidelines:**

1. Meetings using conference calls, video calls, Zoom or Microsoft Teams and the like are encouraged.
2. Extra-curricular activities, especially those involving in-person engagements, are highly discouraged. Use of online platforms are instead suggested to minimize risk of exposure.
3. The canteen will be used as a common eating area for employees & students. Everyone is encouraged to practice physical distance at least 1.5 meters apart.
4. For common comfort rooms, only two (2) people will be allowed to use it at the same time.
5. Frequent hand disinfection is highly encouraged with the use of available disinfectants, e.g. alcohol distributed along key areas of the campus.

**F. Placing Whole Class on Quarantine or Suspension, Temporary Closure of Campus:**

1. In case a student who is attending face-to-face class becomes symptomatic while in class and eventually test positive for COVID-19, the whole class or section, MAY BE ADVISED to do QUARANTINE, depending on the evaluation and discretion of head of the Health Services. During the quarantine period, the whole class will revert to fully online delivery of learning.
2. When the number of confirmed cases of COVID-19 infection exceed **5% of the total number of students who attend face-to-face classes in a 14-day time frame**, or that **10% or more class sections attending face-to-face classes have been identified as exposed and placed on quarantine within a 7day time frame**, the Health Services Department may recommend to the University Crisis Management Committee to suspend all face-to-face classes for 14 days to avert the further transmission of infection within the campus and to provide ample time to disinfect the entire campus. During the quarantine period, classes will revert to full online delivery of learning.
3. During temporary closures or whole class quarantine, affected students are to revert to online delivery of classes until further notice from academic heads and clearance from the Health Services Department.

**V. Enrollment**

Online enrollment and academic advising for the 4<sup>th</sup> Quarter of A.Y. 2022-2023 is from May 16-19, 2023. The schedule is as follows:

May 7, 2023 (12:00 NN)	SUNDAY	DEADLINE OF FINAL GRADE ENCODING (FACULTY)
May 8, 2023 (12:00 NN)	MONDAY	ONLINE VIEWING OF GRADES (STUDENTS)

ONLINE ENROLLMENT/ACADEMIC ADVISING				
May 16, 2023	Starting 8:00 AM	TUESDAY	BATCH 2019 & prior	ALL PROGRAMS
May 17, 2023	Starting 8:00 AM	WEDNESDAY	BATCH 2022	ALL PROGRAMS
May 18, 2023	Starting 8:00 AM	THURSDAY	BATCH 2021	ALL PROGRAMS
May 19, 2023	Starting 8:00 AM	FRIDAY	BATCH 2020	ALL PROGRAMS

<b>POINTERS:</b>
List of Payment Channels, click here and for Payment Procedures, click here
LAST DAY OF ENROLLMENT is on <b>May 19, 2023</b>
SECTION CLEARING is on <b>May 27, 2023</b> at 5:00 PM and Daily thereafter  Section clearing is the process where the sections of the pre-loaded courses are removed. At 5:00 pm, at the end of each section clearing date/day, student's pre-loaded sections will no longer be assigned to him/her. The sections shall be removed if the student has not settled the matriculation fee prior to the end of each section clearing day. When the sections are cleared, the student should ask the assistance of the program SFA to put on available sections for the courses. Inclusion will be allowed for open sections only.
ALL SCHOLARSHIPS must be validated on or before <b>June 2, 2023</b> .
LAST DAY OF CONVERSION from installment to full payment mode is on <b>May 31, 2023</b> .
LOAD CLEARING is on <b>June 3, 2023</b> at 5:00 PM  Load clearing is the process where all the pre-loaded courses are removed. Student's pre-loaded courses will no longer be assigned to him/her if the student has not settled the required amount of the matriculation fee before the scheduled load clearing date and time. The student must go to his program's section chief at the Registrar's office to put back the pre-loaded courses provided there are still available sections for these courses. Inclusion will be allowed for open sections only.
Enrollment schedule is on a per BATCH basis. Batch is defined as the ADMISSION YEAR of the student to Mapua as a college student (ex. Batch 2018 are students who enrolled as a college student during A.Y. 2018-2019 regardless of their student number)

## VI. Implementation of Modular System

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

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

## VII. Prerequisite Requirement

Except for those programs that allowed waiving of prerequisites related to exit exams, no waiving of prerequisites will be allowed this quarter. Under the modular system, a student must pass all the modules in the prerequisite course before being allowed to take the advanced course. If in case the Dean or Department Chair allows

a graduating student to waive prerequisites, all the rules prior to 3<sup>rd</sup> Quarter of A.Y. 2019-2020 on waiving of prerequisites will be applied.

### **VIII. Academic Integrity Policy**

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

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

The following are considered academic dishonesty:

1. Using another MyMapua email address to login to any platform (such as BlackBoard and Coursera) with or without permission.
2. Asking or hiring someone else to do their exams, homework, Coursera course, papers, projects or other academic requirements.
3. Recording and saving copies of exam questions or answers, or answer keys for distribution.
4. Receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.
5. Plagiarizing or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as own work.
6. Massive, pre-meditated, organized online cheating using instant messaging/email during a quiz or exam.
7. Any form of dishonesty in peer-reviewed assignments/submissions (e.g., Coursera peer-graded submissions).
8. Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others.
9. Any other form of dishonesty or cheating in any assessment or course requirement.

### **IX. Use of Laboratory**

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

work will be allowed only upon submission of duly accomplished reservation forms.

### **General Guidelines**

1. All laboratory rooms shall be occupied in accordance with the 1.5-m distance seating capacity.
2. There shall be a separate entrance and exit doors in the laboratory room so there will be a one-way traffic when entering and leaving the laboratory. Alcohol dispensers shall be provided at these doors.
3. Entrance and exit of students to the laboratory room shall be one at a time. Foot markers along the hallways shall be provided for reference.
4. Students shall only be allowed to enter the laboratory room in the presence of the faculty.
5. All students, faculty, and personnel must always wear facemasks and other appropriate personal protective equipment (PPE) while inside the laboratory room.
6. There shall be designated areas as students' work areas in the laboratory. Seats marked "X" must not be occupied to ensure proper physical distancing.
7. Students shall always stay in their assigned work area and shall inform the faculty of their intention to leave the area for any reason.
8. Performance of laboratory experiments whether by group or by class shall be upon the discretion of the faculty.
9. Before the start of the laboratory activity, ILMO personnel shall open all doors and inspect the laboratory room in terms of proper lighting, adequate ventilation, and complete first aid and safety equipment.
10. Submission of all reportorial requirements for laboratory courses (e.g., Data Sheet, Final Report, etc.) shall be done online.
11. Use of open laboratory rooms and other laboratory rooms (for thesis, investigatory/special projects, etc.) shall be coordinated with ILMO for scheduling and the reservation can be processed onsite or online.
12. Submission of accomplished ILMO forms can be done onsite or online to facilitate reservation of ILMO facilities and equipment and other requests. However, due to limited number of equipment, only fully accomplished reservation forms shall be accommodated on a **first come-first served basis**.
13. Charging of breakages/losses shall be done onsite or online.
14. ILMO personnel shall disinfect all equipment/tools after each use.
15. CDMO personnel shall disinfect the laboratory rooms and hallways at twelve noon (12:00 noon) and at the end of the last laboratory period daily.
16. Students shall be required to bring their safety kit like alcohol, tissue paper, etc. They should spray alcohol to their seats and working tables prior to their use.

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

## **X. Class Suspension**

All classes are automatically suspended during regular and special holidays, and during class suspensions announced by the government. Classes at the collegiate level, including graduate school, in the affected area, are automatically cancelled or suspended when signal number 3 is raised by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) and announced through various social media outlets. Classes at the collegiate level, including graduate school, may be cancelled, or suspended at the discretion of the local chief executives of Local Government Units and/or heads of HEIs if special circumstances in their area such as flooding, road damage, etc., warrant it (CHED Memorandum Order No. 15, Series of 2012). Class suspensions announced by the local government are only applicable in the affected campus. For example, if only the Manila local government announces suspension, then there will be classes in all the programs in Makati campus, and vice-versa.

## **XI. On-the-Job Training (OJT)**

The acceptable modes of internship are as follows:

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

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



## XII. Shifting of Modality: UOx to Blended and Blended to UOx

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

([2022-2023-Academic-Handbook.pdf \(mapua.edu.ph\)](#))

Students who want to shift from one modality to another must accomplish the Request to Shift Form (FM-RO-11-05) that can be downloaded from

([FM-RO-11-05 - REQUEST TO SHIFT FORM.pdf \(mapua.edu.ph\)](#))

Submit the completed form to the Registrar's Office at [jsbentulan@mapua.edu.ph](mailto:jsbentulan@mapua.edu.ph).

### CONTACT INFORMATION

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

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