MAPÚA UNIVERSITY	FACULTY ACCEPTANCE OF RESPONSIBILITIES (LOCAL AND INTERNATIONAL PLANT VISITS)	Document No. : FM-CS-23-01 Effective Date: July 28, 2017

In consideration of the university's approval for my participation in the Plant Visit as course adviser, I agree to the following:

a. That I shall be responsible for the safety and welfare of my students while on the plant visit.

b. That I shall ensure that the instructional activities and setting during the plant visit shall conform to the institute's policies concerning alcohol and drug use, smoking, gambling, public display of intimacy and any other acts that may compromise the name and reputation of Mapua.

c. That I shall be responsible in setting the limits of students' off-time activities and ensure that the students are not involved in inherently dangerous activities while on the plant visit.

d. That I shall not go or instigate to go to any perilous places that may post grave risk to me and to others.

e. That I shall respond promptly to emergency situations and report incidents to the International Activities Desk of the Center for Career Services.

f. That I shall document and report inappropriate student conduct to the Office of the Executive Vice President for Academic Affairs through the Office of the Prefect of Discipline.

g. That I shall be responsible in providing appropriate guidance and supervision while on the plant visit.

h. That while the activity is outside of Mapua premises, I shall be subject to the policies and regulations in effect at MAPUA as stipulated in the Code of Ethics and Related Policies of the Faculty Manual.

i. That I hereby allow Mapua to use and release the above information for legitimate purposes specifically for participation in the university's international plant visit program and shall be processed by authorized personnel in accordance with the Data Privacy Policy of the University.

j. That I have read and I understand and voluntarily accept the responsibilities outlined above.

IN THE WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, ____, in the City of Manila, Philippines.

_____
Course Adviser

_____
Dean
School of ( )

_____
Director
Office of International Career and Exchange Programs