

**OFFICE OF THE ASSISTANT VICE PRESIDENT
FOR UNDERGRADUATE EDUCATION**

REPRESENTING THE ATENEO DE MANILA UNIVERSITY

Item 13 of the *2024 Revisions to the Undergraduate General Regulations* states that, “To officially represent the Ateneo de Manila University in academic, co-curricular or extra-curricular activities, students must be endorsed by the appropriate office: the College Athletics Office for athletic competitions, the corresponding academic department/ program for academic competitions or activities, and the appropriate Mission Integration office for co-curricular and extra-curricular activities.”

For official representation in the above-mentioned activities, students should request for the endorsement of the relevant office. If participation in the activity necessitates absence from class on specific dates, students may submit a request to the Assistant Vice President for Undergraduate Education to inform their teachers about their scheduled absence. The required endorsement should be attached to the requests. Requests should be emailed to the Office of the AVP-UED (acads.avp.undergrad@ateneo.edu).

For student-athletes, the notification of participation in athletic competitions is jointly issued by the College Athletics Office and the Office of the AVP-UED.

Students who are not enrolled full-time, who do not meet the yearly QPI requirement for their year level (and are thus on academic probation), or are serving a disciplinary suspension, may not officially represent the school in academic, co-curricular, or extracurricular activities, such as inter-collegiate competitions, workshops, conferences, etc.

Office of the AVP-UED

13 August 2024