

ANNEX A: GUIDELINES FOR JTA SPRING 2023 APPLICATION PROCESS

Academic preparations

Studying abroad through the JTA program would mean spending a semester in a partner university. This along with other academic considerations would require students to undergo advisement and consultation with their respective academic departments.

Hence, students are expected to have notified and discussed with their home department/s and/or Coordinators for Student Exchange (CSE) their intention to participate in JTA before applying to the program. Listed below are prescribed actions that students must undertake to be eligible to apply to the JTA program including, but not limited to:

- i. *IPS compatibility with exchange.* Before the submission of intent for the Ateneo Loyola Schools' student exchange program, students must consult with their home department/program if participating in any outbound student mobility is feasible with their Individual Program of Study (IPS)
- ii. *Crediting and validation.* Students are knowledgeable about the courses in their degree program that are viable/allowed to be credited through courses taken in a university abroad
- iii. *Special JTA classes.* When applicable, students have been advised to take special JTA classes in preparation for the students' semester abroad
- iv. *Non-graduating students.* Even if the program is mainly for juniors, non-graduating seniors are eligible to go on exchange so long as their home department and/or CSE allow them

The guidelines under this section are subject to change pending LS review to be completed prior to SY 2022-2023.

Program eligibility

1. Applicants have accomplished the relevant academic preparations
2. Applicants must be enrolled in the Loyola Schools throughout the duration of the application process and on their third year of studies during their study abroad year
 - Exception: Non-graduating seniors with irregular IPS schedules shall consult with their department chairperson or program director regarding the feasibility of their participation in the program
 - **Students on LOA:** students whose "[Return from Leave of Absence](#)" form has been approved by the ADAA for the 1st Semester of SY 2022-2023 are eligible to submit their intent. Said approved form will be a submitted requirement during the students' submission of intent
3. The applicant has a cumulative QPI of 2.70 or higher at the time of submission of intent

- Applicants whose cumulative QPI is between 2.70 and 2.79 at the time of submission of intent are expected to have a cumulative QPI of 2.8 or higher before their departure to their host university
 - In addition, the applicant must not have incurred a grade of “F” or “W” on any subject at any point in their enrollment in the Loyola Schools
4. The applicant has not incurred any major disciplinary offense as defined in the “Code of Conduct for Students” section on page 11 of the [LS Undergraduate Student Handbook](#) (Revised 2021 Edition Volume 1)
 5. The applicant agrees to the terms and conditions found in the “Declaration And Undertaking For participation in the Student Exchange Program” (please refer to Annex B)
 - Applicants will NOT sign, notarize, and submit the document to the OIR to be eligible. The document is a submitted requirement after the applicants’ confirmation of their host university

The guidelines under this section are subject to change pending LS review to be completed prior to SY 2022-2023.

Important dates and activities

A separate document entitled “Guides and links - Submission of intent (Spring 2023 term)” contains the relevant guides and hyperlinks to our online forms. You can access said document through this [link](#).

Date	Activity/Description
April 6, 2022	Release of memorandum for the special call for intent for JTA Spring 2023
April 6 to 16, 2022	Period of online student registration ● Sophomores and eligible juniors (who are not graduating in their senior year) who are interested in Ateneo’s student exchange programs will be asked to register their information through an online form ● The link to the online registration form is: https://forms.gle/EpM2pqmqc84L8org6
April 18, 2022 5:00 to 7:00 PM	Conduct of the LS-wide Outbound Student Exchange Zoom Information Session ● Students are required to register to receive the link to the April 18, 2022 Zoom information session ● For overview and description of the information session, please refer to the guides and links document
April 19 to May 2, 2022, 5:00 PM	Online submission of intent (link) Students must have prepared the listed requirements before accessing the online form: 1. Parental Notice Form 2. Letter of motivation addressed to the LS CSE 3. Curriculum vitae

	4. Copy of grades from AISIS a. Instructions on the proper submission are provided in the guides and links document 5. Copy of valid passport biopage a. If you currently do NOT have a valid passport, you are allowed to upload an expired one. When you are fully accepted to the program, the OIR will follow up on your valid passport. 6. Two (2) recommendation letters submitted by LS professors or professionals addressed to the LS CSE a. Only professors or professionals currently employed in the Loyola Schools with an <i>ateneo.edu</i> email address are eligible to be referees b. Students will be given a link to an online form where their recommenders/referees will submit the letters of recommendation c. Students shall be responsible for ensuring the submission of their letters of recommendation d. Please note that the CSEs are prohibited to be referees for Ateneo's student exchange programs 7. Proof of Payment of Intent Fee a. The intent fee for ALL students (i.e. scholars and non-scholars) shall be 2,000.00 PHP b. This fee is absolutely <u>non-refundable</u> under any circumstances whatsoever c. Instructions on the proper mode/s of payment are provided in this guides and links document Students who have completed the submission of intent will be referred to as <i>applicants</i>
May 16, 2022	OIR, through the LS CSEs, releases the provisional list of available host universities for JTA Spring 2023 term • More host universities will be added to the list by August 2022 when universities abroad would normally publish their information on their Spring term student exchange program
June 2022	LS CSEs conduct their respective screening of applicants and confirmation of the applicants' host universities
June 27 to July 2, 2022	Conduct of the applicants' confirmation of host universities The CSEs shall inform their applicants' on the process of screening and confirmation in their respective LS. Applicants who pass the screening and evaluation of their LS will pay the confirmation fee of ₱3,000.00 for OAA scholars and ₱8,000.00 for non-scholars. The confirmation fee is refundable (if the reason for cancellation is university / government regulations) until the applicants depart from the Philippines for their exchange. Submission of the proof of payment will be coursed through an online form.

July 2022	LS CSEs turnover accepted applicants to the OIR for nomination and application to host universities The applicants will receive an email from the OIR that will orient them regarding Ateneo's predeparture requirements
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Coordinators' Information

Unit	Contact Details
JGSOM	Mr. Matthew Laurence A. Uy outbound.jgsom@ateneo.edu Coordinator for Student Exchange, John Gokongwei School of Management Department of Quantitative Methods and Information Technology
SOH	Dr. Maria Lovelyn Paclibar outbound.soh@ateneo.edu Coordinator for Student Exchange, School of Humanities Department of Philosophy
SOSE	Dr. Patricia Angela Abu outbound.sose@ateneo.edu Assistant Professor, Computer Science Program Director Department Of Information Systems And Computer Science (DISCS)
SOSS	Mr. Genesis Kelly S. Lontoc outbound.soss@ateneo.edu Coordinator for Student Exchange, SOSS Department of Economics
OIR	Mr. Sebastian Felipe Bundoc outbound.oir@ateneo.edu Outbound Coordinator

ANNEX B.

DECLARATION AND UNDERTAKING For participation in the Student Exchange Program

I, _____ (“participant”), [insert year and course], a student of the Ateneo de Manila University (“Ateneo”), will participate in a Student Exchange Program at _____ (host institution/agency, city, country)(the “Host Institution”) for the period _____ (academic terms, dates).

I hereby acknowledge and agree to the following:

1. **ELECTIVE PARTICIPATION.** I acknowledge that my participation in the Student Exchange Program is purely voluntary.
2. **RULES AND REQUIREMENTS.** I agree to abide by all the rules and requirements of the Student Exchange Program, the Host Institution, and the country of destination, and to continue to abide by any applicable rules and requirements of Ateneo.

I likewise commit to abide by the health protocols that may be issued by Ateneo, the Host Institution, and their respective national governments to prevent the transmission of SARS-CoV-2/COVID-19, as well as abide by any precautionary measures for returning students.

3. **EXPENSES.** I acknowledge that, with the exception of any discretionary assistance or grant which the Ateneo or Host Institution may provide in relation to the program, I am completely responsible for all expenses related to my participation in the Student Exchange Program, including, but not limited to, my travel, visa application, insurance, living, and school registration expenses; expenses arising from or related to quarantine restrictions, vaccination, SARS-CoV-2/COVID-19 testing fees, accommodation, and living expenses for my extended stay in case of unforeseen delays; and other similar costs. In addition, I acknowledge that I am responsible for and shall shoulder all the costs in complying with any and all travel requirements, or any other governmental permit, as may be applicable.
4. **MEDICAL.** I am aware of all my pertinent personal medical needs, and I am unaware of any health-related reasons or problems which preclude or restrict my participation in the Student Exchange Program. I understand and agree that Ateneo and/or the Host Institution are/is not obligated to attend to any of my medical or medication needs before, during, and after the Student Exchange Program, and I assume all risks and responsibilities therefor.

If during, in the course of, or after my participation in the Student Exchange Program, I will require any form of medical treatment or hospital care, whether in the Philippines or in another country, Ateneo (and/or the Host Institution) is (are) not responsible for the costs or quality of such treatment or care. I agree nonetheless that Ateneo and/or the Host Institution may take any actions it considers necessary under the circumstances regarding my health and safety. In such case, I agree to pay any and all expenses relating thereto and release Ateneo and/or the Host Institution from any liability for any such actions it/they may take.

5. **EXPOSURE TO OR CONTRACTING SARS-CoV-2/COVID.** I understand that SARS-CoV-2/COVID-19 (and its various strains) is a highly contagious virus/disease and contracting it may result in mild to severe illness, serious health consequences, or even death. Despite this, I have willfully and voluntarily decided to participate in the Student Exchange Program fully aware that Ateneo and/or the Host Institution cannot guarantee that I will not be exposed to or become infected with the SARS-CoV-2/COVID-19 (and its various strains) or that I will be spared of the potential consequences of exposure or infection.
6. **ASSUMPTION OF RISKS.** I have been informed of and I fully understand the various aspects of the Student Exchange Program I am to participate in, including, but not limited to, arrangements for payment, travel, itinerary, logistics, cancellation, academic content/credit, and health and safety protocols. I understand that as a participant in the Student Exchange Program, and despite the due

diligence of Ateneo and the Host Institution, I may sustain any and all forms of personal injuries, illness, property damage, or even death as a consequence of the actions, inactions, or negligence of others, circumstances of travel, adverse weather conditions, pandemics or other public health concerns, and other risks not known to me or not reasonably foreseeable at this time. I knowingly and voluntarily assume all such risks and assume full responsibility for my participation in the Student Exchange Program.

7. **INDEMNITY.** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, hereby undertake and agree to completely and absolutely defend, hold harmless, release, and forever discharge Ateneo, including its officers, trustees, agents, and/or employees, from any and all claims, lawsuits, demands, costs, expenses, damages, or liabilities due to illness, injuries, losses, or death arising wholly, partially, directly, or indirectly from my participation in the Student Exchange Program.
8. **SEVERABILITY.** If any term or provision of this Declaration and Undertaking should be declared invalid by a court of competent jurisdiction, its other terms and provisions shall remain unimpaired and in full force and effect.

I hereby sign this Declaration and Undertaking freely and voluntarily without any inducement and with full intention to be bound by its terms.

Name and signature of participant

Date and Place

(For participants who are below 18 years old)

With the conformity of:

Name and signature of parent/guardian

Date and Place

Noted by:

Received by:

[Name of Coordinator for Student Mobility]

[Title/Designation]

[Name of Office]

Date:

[Name of authorized OIR personnel]

[Title/Designation]

[Name of Office]

Date:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____ in
_____ City, personally appeared:

NAME	Government Issued ID	Validity
Name of participant		
Name of parent/guardian		

known to me and to me known to be the same persons who executed the foregoing Declaration and Undertaking for participation in the Student Exchange Program, and they acknowledged to me that the same is their free and voluntary act and deed.

This document consists of three (3) pages including this Acknowledgment.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date and place first above written.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 202____.