8 October 2014

Administrative Order No. MLT 14-109

TO: All Deans, Heads of Academic Units, Faculty and Students

SUBJECT: Administrative Guidelines for the Implementation of the 2012 UP Code of Student Conduct

With the approval of the 2012 Code of Student Conduct of UP Diliman by the Board of Regents, there was a need to produce administrative guidelines for its implementation. An Ad Hoc Committee was appointed to draft the administrative guidelines, which have since been finalized.

I am hereby approving the guidelines, which are attached, for immediate implementation.

Michael L. Tan, PhD
Chancellor

Attachments: a/s
ADMINISTRATIVE GUIDELINES ON THE IMPLEMENTATION OF THE 2012 CODE OF STUDENT CONDUCT OF UP DILIMAN

I. General Provision

All doubts in the interpretation of the provisions of the implementing rules and regulations, shall be resolved in favor of the students.

II. Additional Terms and Definitions

The definitions that follow provide further clarification of terms found in the Code of Student Conduct:

1. Alternative Dispute Resolution (ADR) – any process to amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party prior to the formal proceedings, which includes mediation and conciliation.

Mediation is an ADR process where a neutral third party facilitates communication and negotiation, and assists the parties in reaching a voluntary agreement. Conciliation, on the other hand, is an ADR process wherein parties are brought together to present summaries of their cases, and receive a non-binding assessment by a neutral party, with the intent to convince the parties to resolve their differences.

2. Breach of peace – a situation when someone is alarmed, annoyed or disturbed by the incident, without prejudice to the right to peacefully assemble and to the exercise of freedom of expression.

3. Disciplinary authority – refers to the person or body that issues the decision.

4. Fine – A sum of money which, upon judgment of a disciplinary body that there is a commission of a misconduct, is fixed by the hearing committee and is required to be paid to the university. This is imposed in addition to other corrective measure/s as defined in the Code of Student Conduct.

5. Preventive Suspension Order – an order that aims to assist investigation by preventing a student from destroying, hiding or suppressing evidence, and to prevent a student from inflicting damage to persons or property.

6. Probable cause – a well-founded belief arrived at by a disciplinary body, based on allegations by the parties, that a misconduct has been committed, and that respondent probably committed it and should merit the constitution of an ad hoc hearing committee.

7. Registered student organization – a group of students officially registered by the University or College. In general, student organizations have been classified into the following categories:
(a) Academic – groups organized according to academic departments and subjects or fields of specialization or interest whose primary purpose is to support and enhance academic goals;
(b) Alliance – confederation of two or more registered student organizations sharing common interests and ideals;
(c) Cause-Oriented – groups engaged in activism and advocacy for human rights, social and political issues and concerns, and related matters;
(d) Community Service – groups concerned with service to the community, engaging in social action and community/extension services inside and/or outside the University;
(e) Dormitory Association – groups composed of dormitory residents;
(f) Fraternity – cohesive all-male groups guided by long-entrenched ideals and traditions of brotherhood;
(g) Regional/Provincial – association of students by city, province, region or ethnic background;
(h) Religious – groups which provide means of spiritual nourishment and guidance;
(i) Sorority – cohesive all-female groups guided by long-entrenched ideals and traditions of sisterhood;
(j) Sports and Recreation – organizations involved in physical fitness programs and recreational activities;
(k) Special Interest – groups whose nature or objectives place them in a category different from those mentioned above.

III. RESIDENCY REQUIREMENT FOR MEMBERSHIP IN ORGANIZATIONS

To become a member of a student organization, a minimum residency is required. For new students, the period of residency will allow them to become familiar with student activities and organizations.

A violation of the residency requirement is an act of misconduct. Article IV Section 2.2.1.b of the Code of Student Conduct states:

Accepting a student who has not completed a one-semester residency in UP Diliman for membership in a registered student organization, except in the case of a fraternity or sorority for which the residency is one academic year.

Accepting means explicitly or implicitly admitting a student for membership in a registered student organization. It includes declaration of membership, induction, swearing in, final rites, or any other act that implies admitting for membership.

IV. COMMUNITY SERVICE AS A CORRECTIVE MEASURE

A. Definition

As defined in the Student Code, community service is "any rehabilitative activity as provided by the disciplinary authority designed to provide for the public good in keeping with the overall goals of the community, and agreed upon by the disciplinary authority"
and the respondent/s, provided that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services.” It instills positive values in students who have committed an act of misconduct.

B. Applicability
1. For acts of misconduct of students where the corrective measure is one semester of suspension or less, except in cases involving fraud, harm to persons, and intellectual dishonesty, community service may take the place of suspension.
2. For acts of misconduct of student organizations where community service is an additional corrective measure.

C. Conversion Guideline
The amount of time a student renders community service is determined through this formula to convert suspension to community service: using as base fifteen (15) units as the minimum full load, fifteen (15) hours per week of community service will be deemed equivalent to a suspension of one (1) week. For example, a two-week suspension may be converted into thirty (30) hours of community service. Community service may be rendered within a period that is not more than two (2) times the length of the suspension. For example:

<table>
<thead>
<tr>
<th>Suspension</th>
<th>Equivalent in community service</th>
<th>Maximum period of implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>15 hours</td>
<td>2 weeks</td>
</tr>
<tr>
<td>1 month</td>
<td>60 hours</td>
<td>2 months</td>
</tr>
<tr>
<td>1 semester</td>
<td>15 hours/week throughout the semester</td>
<td>2 continuous semesters</td>
</tr>
</tbody>
</table>

D. Procedure
1. Student
   a. Within three (3) days upon receipt of the decision, the student may submit a written request to the disciplinary authority, to convert the corrective measure to community service. The disciplinary authority shall decide on the request within two (2) working days, and shall forward the decision to the Dean of the student’s home college.
   b. Should the request be granted, the student shall report to the Dean of his/her home college for an orientation on the terms of community service.
   c. The terms of community service, which shall be put in writing and must be signed by the Dean and the student, a copy of which shall be forwarded to the Student Disciplinary Council (SDC) the day after the conduct of orientation.
   d. Should the student refuse to sign, the original corrective measure shall apply.
   e. The Dean shall appoint a supervising officer who shall oversee the implementation of the terms of community service.
   f. Unless clarification is sought by the SDC from the Dean, community service shall commence within two (2) days after the disciplinary body's receipt of the terms. In no instance shall community service begin two (2) weeks after the acceptance of the terms of community service.
g. Upon completion of the community service, a certification shall be issued by the supervising officer, which, upon receipt by the SDC, shall terminate the case.

h. For students who fail to comply for no serious or meritorious reason with the terms of community service, the original corrective measure shall apply.

2. Registered Student Organizations
   a. Within three (3) days from receipt of the copy of the decision, the disciplinary authority shall summon the officers of the organization through its head. The OSA Coordinator or the Dean, as the case may be, shall discuss the terms of community service and determine who delivers the community service.
   b. The terms of community service, which shall be put in writing and must be signed by the OSA Coordinator/Dean and the head of the student organization, a copy of which shall be forwarded to the Student Disciplinary Council (SDC) the day after the discussion.
   c. The OSA Coordinator/Dean shall appoint a supervising officer who shall oversee the implementation of the terms of community service.
   d. Upon completion of the community service, a certification shall be issued by the supervising officer, which, upon receipt by the SDC, shall terminate the case.

E. Limitations
   1. Community service should only be conducted within the UP Diliman campus.
   2. It can only be served during regular office hours and under a supervising officer.
   3. It may support but should not replace regular employee’s work or cover staff inefficiency.
   4. It should not put the student in any danger or risk.
   5. It should not involve any unwarranted monetary expense from the student.
   6. It should not put the student in any humiliating situation. The dignity of the student must always be maintained.