



LOYOLA SCHOOLS
GRADUATE
STUDENT EXCHANGE PROGRAM

**INFORMATION FACT SHEET
AY 2023-2024**



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS INFORMATION FACT SHEET AY 2023-2024

Graduate Student Exchange Program

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WE ARE ATENEO. Where Eagles Fly.

The Loyola Schools of the Ateneo is situated in the sprawling Loyola Heights campus of the university. Entering the campus, one steps into gently rolling terrain with grassy fields and tall trees providing a favorable environment for disciplined inquiry, fruitful interaction, and quiet reflection.



GENERAL INFORMATION

School Address

Ateneo de Manila University
Loyola Heights 1108, Quezon
City, Philippines

OFFICE OF INTERNATIONAL RELATIONS (OIR)

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APPLICATION REQUIREMENTS: GRADUATE STUDENT EXCHANGE PROGRAM

To apply for admission in the graduate student exchange program of the Ateneo de Manila University, the student must submit the following documentary requirements:

1. IXS Application Form
(digitally filled out, signed and saved in PDF file)
2. IS Information Sheet – Undergraduate
(digitally filled out, signed & saved in PDF file)
3. ****CERTIFIED by the university:**
 - A. **Bachelor's Degree Transcript of Records in native language (1 copy) and in English translation (1 copy).** Please provide an English translation that is certified by the home university's Registrar. Do not use any online translator. It has to be officially translated and certified by the Registrar.
 - B. **Certificate of Graduation/Diploma in native language (1 copy) and in English translation (1 copy)**
4. ****Current Masters / Graduate Transcript of records native language (1 copy) and in English translation (1 copy).** Please provide an English translation that is certified by the home university's Registrar
5. Clear scanned copy of the biographical page of passport
6. Letter of Endorsement from your university mobility coordinator
7. Certificate of English Language Proficiency for those whose mother-tongue is not English)

Any of the following is valid:
TOEFL (Paper based test) minimum score: 550
TOEFL (Internet Based Test) minimum score: 80
IELTS minimum score: 6.5
8. Health Certificate in **English Language** (Certificate from a medical doctor that applicant is fit to travel and study abroad)
9. International Covid 19 Vaccination Certificate
10. Passport size (35 x 45 mm) Photo in JPEG format, no less than 500KB in size.
11. Duly signed [consent form](#)

INSTRUCTIONS:

Scan all documents in SEPARATE PDF files and JPEG (for the photo) and upload them to the Google Folder that we will be sharing to your coordinators.

IMPORTANT:

** For documents number 3 & 4, kindly ask your university to provide official documents.

It could be any of the following:

- A. Original physical copy to be sent directly to:
Office of the Registrar
Ateneo de Manila University
Loyola Schools
G/F Social Sciences Bldg,
Katipunan Ave, Loyola Heights,
1108 Quezon City, Philippines
- B. Official electronic copy emailed directly by the partner school to the Office of the Registrar through registrar1.ls@ateneo.edu
- C. Certified true copy (Transcript of Records) to be sent directly to the Office of the Registrar or emailed by the school.

Deadlines of submission:

April 30, 2023 – 1st Semester /Fall 2023

September 30, 2023 – 2nd Semester /Spring 2024

Note: Please make sure to upload all document files on or before the deadline. Incomplete application documents may cause delays in releasing the Certificate of Eligibility to Study (COES). **(Please save each document in separate PDF files.)**

IMPORTANT DATES FOR AY 2023-2024

FIRST SEMESTER (FALL) CALENDAR

Semester 1 – FALL Semester	August to December 2023 (<i>exact dates to be announced</i>)
Nomination Deadline	March 31,2023
Application Submission Deadline	April 30, 2023
Notice of Acceptance	on or before August 2023
	The Acceptance Letter will only be issued to the student once complete application requirements are submitted via email and deemed acceptable.
Mandatory Orientation & Registration Period	August 2023 <i>(exact dates to be announced on a separate email)</i>
	All students are REQUIRED to participate in the orientation days, and individually register for their classes. (A separate email will be sent for online registration instructions)

SECOND SEMESTER (SPRING) CALENDAR

Semester 2 – SPRING Semester	January to May 2024 (<i>exact dates to be announced</i>)
Nomination Deadline	August 30,2023
Application Submission Deadline	September 30, 2023
Notice of Acceptance	on or before December 2023
	The Acceptance Letter will only be issued to the student once complete application requirements are submitted via email and deemed acceptable.
Mandatory Orientation & Registration Period	January 2024 <i>(exact dates to be announced on a separate email)</i>
	All students are REQUIRED to participate in the orientation days, and individually register for their classes. (A separate email will be sent for online registration instructions)

DELIVERY OF ACADEMIC COURSES

Learning Management System (LMS)

Upon the recommendation of Ateneo's IT Advisory Council, Ateneo has opted to offer only one LMS primarily in response to feedback from our students. Canvas is largely implemented in Loyola Schools and parts of the Ateneo Professional Schools. **Canvas** LMS from Instructure is a cloud-based learning management system (LMS) specifically designed for K-5 on up through higher education institutions. Canvas LMS is a scalable platform that can be used to serve education organizations of all sizes and types, from individual classrooms to large universities, and from blended to fully virtual learning.

BluPhr

BluPhr is the system that Ateneo community members, including inbound exchange students, will use to complete requirements for entering the campus. It includes an individual's health record (including health declaration form, vaccination card and status, and lab results). More information on this and the specific documentary requirements will be shared through the Practical Information Sheet, which is distributed to students upon receiving the Certificate of Eligibility to Study from our university.

Frequently Asked Questions (FAQs)

1. Will our students be able to choose classes to enroll in?

Yes. Students will be given a list of available courses for this particular semester and the Course Preference Form (CPF). Students will be asked to choose 10 subjects that they would want to enroll in. Please note that most courses have 3 credits. International exchange students must take a minimum of 12 units per semester. Maximum is 15-18 units.

2. Will online courses be synchronous or asynchronous?

The courses will be delivered mainly asynchronously for the benefit of students from a wide range of time zones. However, occasional synchronous classes may be held as needed. In which case, classes will follow the Philippine Standard Time (GMT/UHT+8). Students are advised to check the time difference when they choose the courses and class schedule.

3. Will courses be in English?

Yes, 99% of courses will be taught in English.

4. Will there be an "orientation program", where students will be informed about all relevant matters?

Yes, please refer to the schedule above or wait for our email on the details for this.

5. Aside from the academic classes, will there be activities for exchange students to participate in?

Yes. The Office of International Relations (OIR) together with the Ateneo Student Exchange Council (ASEC), student arm of the OIR, will facilitate activities such as Cultural Sensitivity talks, interaction and discussion, and immersion activities.

A student buddy will also be assigned to an exchange student to assist during enlistment, load revision and other school related activities.

Note: Border and campus access and course modalities are subject to change. We will keep you updated on any future changes.

ACADEMIC AND COURSE-RELATED INFORMATION

Course Information	<p>All courses will be finalized only by early August for the first semester and late December for the second semester.</p> <p>List of course offerings will be made available on this link: http://aisisonline.ateneo.edu/class_schedule.php</p> <p>Course descriptions (based on Loyola Schools Bulletin of Information as of 2020) are also available here: https://sites.google.com/ateneo.edu/oadaa/undergraduate-bulletin-of-information</p>
Allowable number of units	<p>Exchange students are required to take a minimum of 12 units and a maximum of 18 units. Most subjects have 3 (American) credits or 6 ECTS.</p>
Course Restrictions	<p>Undergraduate exchange students are <u>NOT</u> allowed to take graduate- level courses. However, graduate exchange students are allowed to take undergraduate-level courses.</p>

Credit and Grading System

The Ateneo de Manila University uses the American Credit System. One subject usually carries 3 credit units. One unit of credit is equal to one hour lecture or two to four hours of laboratory per week for the period of a complete semester.

Letter Mark	Grade Equivalent (GPE)	Point	Description
A	4.00		Excellent performance
A-	3.67		Very good performance
B+	3.33		Good performance
B	3.00		Satisfactory performance
C	2.00		Unsatisfactory performance (This grade does not entitle students to any graduate credit for the course)
F	0.00		Failure due to academic deficiency. (This grade does not entitle to any graduate credit for the course)
W	-		Number of allowable cuts for a graduate course exceeded. (This grade does not entitle students to any graduate credit for the course)
INC	-		Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements
WP	-		Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar.
AUD	No quality point		Audit

Additional notes on grades: Grades of C, F, & W. Students who receive any of these grades in a required course must retake the course and obtain a grade of at least "B". If the course happens to be an elective, students must repeat the course or substitute another in its place. No grade below "B" will be accepted for degree credit.

Academic Transcripts of Records (TOR) of exchange students

Transcript of Records (TOR) will be available 1.5 months after the exchange period.

Scanned copy of TOR will be sent to the student, and the university coordinator's e-mail.

Students who need extra copies of their TOR may request via e-mail to registrar.ls@ateneo.edu and must pay for the required fees.

Preparatory English Language Course for Incoming Students

Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language

	Learning Center (ALLC).
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Queries may be e-mailed directly to: allc.soh@ateneo.edu

Please expect an email from us regarding post-admission requirements 1-2 months before each semester starts.