MAPÚA UNIVERSITY

Always Building the Future

Student Discipline Handbook



STUDENT RULES AND REGULATIONS

The rules and regulations outlined in this student handbook have been carefully and thoughtfully developed by Mapúa University, guided by the Manual of Regulations for Private Higher Education.

This handbook is the offshoot of the Commission on Higher Education's (CHED) issuance, pursuant to the pertinent provisions of the 1987 Constitution, Act No. 2706 as amended by Act No. 3075, Commonwealth Act No. 180, Batas Pambansa Bilang 232, Republic Act 7722, and other applicable legislation.

Policies stipulated in this Student Discipline Handbook have been adopted in the firm belief that they will promote the welfare of the student population.

The Student Discipline Handbook of Mapúa University supersedes all previously issued Student Discipline Handbooks. It applies to all current students of Mapúa regardless of year of entry to the University. This Handbook shall take effect starting the first trimester of S.Y. 2024-2025.

The Student Discipline Handbook is subject to periodic reviews and modifications as may be recommended by the Office of the Executive Vice-President for Academic Affairs (OEVPAA) and approved by the Office of the President (OP).

RATIONALE

Education is a cooperative enterprise of both the teacher and the learner. It requires mutual and coordinated efforts from both parties to be effective. For Mapúa to achieve its desired educational goals, the entire academic community needs to subscribe and adhere not only to the fundamental objectives of effective learning but also to the development of moral character expected of educated men and women.

As mandated under Article XIV, Sec. 3 (2) of the 1987 Philippine Constitution, "All educational Institutions shall teach the rights and duties of the citizenship, strengthen ethical and spiritual values, and develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency," Mapúa University, as a higher education institution, with the primary goal of imparting knowledge to its students, strives to meet its implicit "built-in" obligations by providing its students with an

atmosphere conducive to learning and by formulating and implementing rules and regulations as provided by the law.

Section 102 (under Student Discipline) of the Manual of Regulations for Private Higher Education (MORPHE) provides that every higher education institution shall maintain discipline inside its campus and within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus and beyond school hours, term, or year on the instances as follows:

1. where school policies or regulations are violated; and,
2. where the misconduct involves or affects a student's status or the good name or reputation of the school.

The students enrolling in the University assume an obligation to conduct themselves properly and irreproachably as bona fide academic community members and should not hamper the University from discharging its educational functions. He must accept the rules and regulations the University prescribes for the academic community members to enable it to fulfill its educational mission effectively.

Therefore, all students and faculty members shall abide by and observe the rules and regulations herein set forth. They are urged to refrain from committing any offense that is inimical to the good of the students and the whole academic community in general.

OFFICE OF THE PREFECT OF DISCIPLINE (OPD)

The Office of the Prefect of Discipline (OPD) aims to promote DISCIPLINE in accordance with the Mapúa University core values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Furthermore, the OPD envisions providing guidance for the integral development of students' moral values, habits, ethics, and ideals to become responsible and better persons.

The OPD also strives to foster a positive learning environment by enforcing rules and regulations that align with the Student Discipline Handbook and which reflect Mapúa's Core Values.

The following are the functions and responsibilities of this office:

- to inform students of their rights and responsibilities;
- to apprise students of the rules/codes on student discipline and proper decorum and behavior in their association with fellow students, teachers, employees, and administrative officers, and to ensure that due process as provided under Section 105 of the Manual for Private Higher Education is observed in every administrative proceeding. This requires that:

    1. the student must be informed in writing of the nature and cause of any accusation against him and require the accusation in writing. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause letter;

    2. if the student denies the allegations or alleges some fact or matter in justification or mitigation of the offense, and the issues are complex and/ or sensitive in nature, the University may form a fact-finding committee to hear and receive evidence; (Please refer to page 5, Roman Numeral # III (Authority of the Prefect of Discipline);

    3. in all stages of the proceedings, the student has the right to the assistance of a counsel of his own choice;

    4. the student has the right to examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on his behalf.

    5. the fact-finding committee considers the pieces of evidence received during the proceedings;

    6. the student is informed in writing of the decision promulgated in his case;

    7. if the student is found liable for the offense charged, the punishment imposed is commensurate to the nature and gravity of the offense.

The Office of the Prefect of Discipline offers the following services:

- Management of student-discipline cases and related concerns
- Issuance of the following:
    - Certificate of Good Moral Character
    - Affidavit of Loss for Student ID
    - Student Clearances

AUTHORITY OF THE PREFECT OF DISCIPLINE

The authority of the Prefect of Discipline depends on the gravity and complexity of the case.

I. The Prefect has the authority to investigate, decide, and impose sanctions on minor offenses. He has the same authority with respect to major offenses where the imposable penalty is suspension for less than one term when such penalty is imposed, provided that appropriate notices are sent to the OEVPAA and the Legal Affairs Department of the University.

II. The Prefect may recommend to the EVPAA the disposition of cases involving major offenses where the equivalent sanctions are suspension for one (1) term or more.

III. The Prefect may, at his discretion, recommend to the EVPAA the creation of a Committee on Decorum and Investigation (CDI) in complex cases or those that are sensitive in nature. Once constituted, the CDI shall have jurisdiction to handle cases involving major offenses as specified in this Handbook.

The Committee on Decorum and Investigation (CDI) is ideally composed of, but not limited to, the following:

a) MU Legal Counsel;
b) Prefect of Discipline;
c) Director for Guidance and Counseling;
d) Faculty Member;
e) Non-Teaching Employee; and,
f) Student Council Officer or Student Leader.

STUDENT'S GENERAL BEHAVIOR

Mapúa students are expected to embody and practice the school's core values – Discipline, Excellence, Commitment, Integrity, and Relevance. In the same manner, Respect, Courtesy, and Politeness are emphasized to create an atmosphere conducive to learning.

DEFINITION OF TERMS

Authority - the power to determine, adjudicate, or otherwise settle issues or disputes. It encompasses jurisdiction, the right to control, command, or determine.

Complainant - the party reporting/filing the complaint or concern against another party.

Discipline - training is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement (Freedictionary.com).

Evidence - something (as testimony, writings, or objects) presented in a judicial or administrative proceeding for the purpose of establishing the truth or falsity of an alleged matter of fact (Findlaw.com).

Exclusion - a penalty that allows the University to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the Manual of Regulations for Private Higher Education (MORPHE) of 2008. The University shall preserve a complete record of the proceeding for one (1) year to afford the Commission on Higher Education (CHED) the opportunity to review the case if the student makes and files an appeal with CHED.

Expulsion - an extreme penalty wherein the University declares an erring student

disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of CHED. This penalty may be imposed for acts or offenses involving moral turpitude or gross misconduct, which are considered criminal pursuant to existing penal laws.

The University shall forward a complete record of the proceedings to the CHED Regional Office concerned within ten (10) days from the termination of the investigation of each case where the penalty imposed is expulsion.

Prefect of Discipline - a person appointed as the head of the Office of the Prefect of Discipline with the primary task of implementing the student discipline policies as enumerated under the Student Discipline Handbook of Mapúa University.

Non-readmission – a penalty that allows the University to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student can complete the current school term when the resolution for non-readmission has been promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the MORPHE.

Public Display of Affection (PDA) – pertains to inappropriate physical contact including, but not limited to, intimate (physical contact) touching, kissing, lying/leaning on another person, etc., inside the school premises or at any school-sponsored activity.

Regulations - a law, rule, or other order prescribed by authority, especially to regulate conduct (Dictionary.com, n.d.).

Respondent - refers to the party responding to the complaint or concern reported regarding his/her alleged behavior or actions that are against the Student Discipline Handbook.

Rights - a moral, ethical, or legal principle considered an underlying cause of truth, justice, morality, or ethics (Dictionary.com, n.d.).

School Premises include all land, buildings, facilities, and other property in possession of, owned, used, or controlled by Mapúa (including adjacent streets and sidewalks).

Student - anyone enrolled and engaged in higher education studies (Mapúa University). This includes:

1. foreign students
2. refresher course students
3. special students
   (As defined under Section 5, No. 14 (b) of the Manual of Regulations for Private Higher Education, 2008)

Suspension – A penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days for the school term.

TYPES OF OFFENSES

a. Minor offenses – are offenses committed against the provisions of the Mapúa Student Discipline Handbook. A minor offense warrants a penalty of warning up to nine (9) hours of community service or a fine as provided by this handbook.

b. Major offenses –serious infractions committed against any provision of the Mapúa Student Discipline Handbook, such as offenses that warrant a more severe penalty of suspension, up to dismissal/expulsion.

PENALTIES

Minor offenses and their sanctions

1. Left/lost ID (without Affidavit of Loss)
   - 1st Offense – 1st warning (oral or written notice of warning)
   - 2nd Offense – 2nd warning (oral or written notice of warning)
   - 3rd Offense – 3rd warning (oral or written notice of warning)
   - 4th Offense – student shall not be allowed to enter the campus
2. Not properly wearing one's ID while inside the campus

3. Spitting or littering
4. Wearing inappropriate campus attire
5. Violation of parking regulations
6. Disrupting or disturbing classes and/or making excessive noise within the premises of the University
7. Loitering in corridors during class sessions
8. Eating and/ or drinking in prohibited areas such as but not limited to classrooms, laboratories, elevators, etc.
9. Disruptive use of mobile phones or other similar communication devices during classes
10. Misbehavior during school programs, activities, or competitions
11. Disrespect for national symbols
12. Improper use of lavatories and washrooms
13. Possession of any gambling materials, electronic cigarettes/vape while inside the vicinity of the University
14. Violation of safety rule or safety practice
15. Failure to immediately exit the University facility when a fire alarm has been activated (actual or fire/earthquake drill)
16. Any actions that might create a potential danger to the health and safety of occupants inside the campus
17. Hinders the evacuation of students and employees from exiting the campus during fire/earthquake)
18. Ignore instruction or uncooperative during a disaster
19. Simple misconduct

Except for minor offense no. 1 (Left/lost ID without Affidavit of Loss), the following are the sanctions for violation of minor offenses:

1st Offense - Warning
2nd Offense - 3 hours of community service
3rd Offense - 6 hours of community service

An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense (please refer to Policy no. 2, page 13, Major offense).

Major Offenses and their Sanctions

Any of the following sanctions may be imposed on any student who is found guilty of committing a major offense:

a. Suspension for a period of less than one term, with or without community service
b. Suspension for a period of one term or more, with or without community service
c. Non-readmission to the University
d. Dismissal from the University
e. Expulsion.

An accumulation of four (4) minor offenses of any nature within one quarter of the school year shall be considered a major offense and is punishable by suspension for a period of less than one (1) term with or without community service. (Table of Offenses Section 4).

For violation of the Academic Integrity Policy or offenses under Section 1 (Sub-sections 1.1 to 1.10) of the Table of Offenses, the student will be given an outright modular grade of 5.00 or F, regardless of class standing. This is in addition to any sanction that may be imposed under the Table of Offenses after proceedings conducted by the Prefect under this Handbook.

Table of Offenses: Major offenses and their corresponding sanctions.

Offenses	Occurrence and Sanction			
	1st	2nd	3rd	4th
1. Any violation of the University's Academic Integrity Policy and/or dishonesty, such as but not limited to the following:				
1.1. Cheating in online or physical examinations, unauthorized possession/use of notes or any materials relevant to the examination during the exam	a	b	c	

1.2. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials	a	b	c	
1.3. Communicating (through any medium) with another student/any other person (inside or outside the examination room) during an examination without permission from the professor or proctor	a	b	c	
1.4. Recording and saving copies of exam questions or answers or answer keys for distribution; receiving copies of exam questions or answers or answer keys to an exam from someone who has already taken it	a	b	c	
1.5. Massive, pre-meditated, organized cheating using any means, including online cheating using instant messaging/email during a quiz or exam	b/c			
1.6. Asking or hiring someone else to take their exams, do their homework, Coursera course, papers, projects, or other academic requirements	a	b/c		
1.7. Using another's MyMapua email address to log in to any of the University's official and/or accredited platforms (e.g., BlackBoard and Coursera), whether with or without permission	a	b/c		

1.8. Plagiarism or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as one's own work, or submitting another person's work as one's own	b/c/d			
1.9. Any form of dishonesty in peer-reviewed assignments/submissions (e.g., Coursera peer-graded submissions)	a	b	c	
1.10. Engaging in any activities that will dishonestly improve results or dishonestly improve or damage the results of others	a	b/c		
1.11. Any other form of dishonesty or cheating in any assessment or course requirement, examination, submission of homework, assigned projects, or any other academic work	a	b	c	
2. Falsification of documents, forgery, and/or any similar acts of alteration but not limited to:				
2.1. Alteration or misuse of school documents in connection with official matters	b/c/d			
2.2. Alteration or misuse of school records or credentials	b/c/d			
2.3. Submission of false or fraudulent information and/or documents to the University in connection with official matters	b/c/d			

2.4. Publication or dissemination of false information about the school administration, its officials, faculty members, or students	b/c/d			
2.5. Forging of security stamp to gain entry to the University	a/b	c/d		
3. Lending or borrowing of a school ID, official receipt, certificate of matriculation, or other official documents and/or presenting another person's documents as one's own, and tampering with school ID and using it to gain entry into the University	a/b/c			
4. Accumulation of any four (4) minor offenses of any nature within one (1) quarter of the school year	a	b	c	
5. Physical injury/assault upon any member of the faculty, administration, staff, or any student, personnel, or visitor of the University	b/c/d/e			
6. Any acts of threat, either physical or by means of any medium of communication including but not limited to oral, social media, and any electronic device against any school officials, faculty member, employee, student, and/or any visitor of the University	a/b/c/d/e			
7. Discourtesy in any form (physical, oral, written) by any means of communication, such as, but not limited to:				
7.1. Bullying, defamation, inciting to fight, and/or any abusive behavior committed against any student (Republic Act No. 10627_ Anti-Bullying Act of 2013 2. pdf)	a/b	c/d		

7.2. Disrespect toward any faculty member, any official of the University, or his authorized representative	a/b/c/d			
7.3. Willful failure to comply immediately with the instruction/directions given by persons in authority, such as but not limited to officials of the University, faculty members, and security personnel who are acting in the performance of their official duty	a/b	c/d		
7.4. Failure to comply with the deadline given/set to complete the given disciplinary sanction and/or to submit an explanation letter for the commission of any of the minor offenses unless justified	a	b	c	
8. Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside Mapúa premises	a/b/c/d			
9. Illegal possession of a deadly weapon of any kind and/or use of explosives, incendiary devices, and/or any other similar devices	b/c/d/e			
10. Forcible entry into the campus	b/c/d			
11. Unauthorized use of Mapúa facilities and services, including but not limited to:				
11.1. Unauthorized use of rooms	a	b	c	

11.2. Tampering with or misuse of computer applications, software, programs, and other IT systems of the University, whether or not for personal advantage, including but not limited to manipulating enrollment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in a computer security breach	a/b	c/d		
12. Any form of bribery (attempted or consummated) of any faculty member or personnel of the University	b/c/d			
13. Stealing, attempting, and/or facilitating to steal	a/b/c/d			
14. Vandalism at the University, which includes, but is not limited to: tearing off or defacing library materials, posting unauthorized notices, unauthorized removal of official notices and posters from bulletin boards, breaking glass windows, cabinet doors, electrical and mechanical devices, removing official notices from bulletin boards and other similar acts or causing damage to any University property	a/b/c			
16. Hazing or the infliction of any physical or mental harm or ordeal on any person which injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or any person in the University (Republic Act No. 11053 - Anti-Hazing Act of 2018 1. pdf)	c/d/e			

17. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of Student Activities or not listed in the official list of organizations	c/d/e			
18. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and/or other banned substances but not limited to LSD, marijuana, heroin, shabu, amphetamines, barbiturates, or opiates in any form within the premises or immediate vicinity of the University 20171010-MEMO-RRD.pdf, CMO-No.-18-s.-2018-Guidelines-on-Drug-Testing.pdf	**c/d/e**			
19. Unauthorized possession and/or drinking of alcoholic beverages within the University premises, whether or not in connection with an official school activity approved by the Office of Student Affairs and Alumni Relations (OSAAR); drinking alcoholic beverages on off-campus official school activity approved by the OSAAR; or entering the campus under the influence of alcohol	**b**	c/d		
20. Public Display of Affection (PDA), which offends or tends to offend the sensibilities of the academic community or inappropriate intimate physical contact, including but not limited to intimate touching, kissing, hugging, lying /leaning on another person, etc., within the school premises or at any school-sponsored activity	**a**	b/c		

21. Gender-based sexual harassment committed within university premises or online, including but not limited to: catcalling, wolf-whistling, unwanted invitations sexual in nature, misogynistic, transphobic, homophobic, and sexist slurs; persistent uninvited comments or gestures on a person's appearance; relentless requests for personal details; statement of sexual comments and suggestions; groping or making offensive body gestures at someone, and other similar lewd actions, or any advances, whether verbal or physical, that are unwanted and have threatened one's sense of personal space and physical safety. This may include cursing, leering and intrusive gazing, taunting, persistent telling of sexual jokes, use of sexual names, and stalking.	a/b	c/d		
22. Engaging in lewd, obscene, or immoral conduct; public masturbation or flashing of private parts within the campus	b/c/d			
23. Engaging in any form of gambling within the premises of the University	a	b/c		
24. Smoking/vaping at any time within the school premises	a	b/c		
25. All forms of student protests whose distinctive characteristics are physical force, violence, threat, and intimidation	b/c/d			

26. Posting and/or distributing literature, pamphlets, pictures, news items, or any announcements without any written permit from the Office of Student Affairs	a	b	c/d	
27. Organizing, participating in, and/or supporting any activity inside or outside the school campus without approval from the Office of Student Affairs or appropriate school authorities	a/b	c/d		
28. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes	b/c/d			
29. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the University	a/b	c/d		
30. Embezzlement of funds of a student organization or student council	a/b/c	d		
31. Refusal to comply with instruction (either oral or written), summons, and/or notices given/issued for purposes of an investigation conducted in connection with discipline-related offenses or any matters related or in connection to the official function of the University in accordance with the law of the land	a	b	c	

32. Perjury/lying or giving false statements in any administrative proceeding and/or presenting false documents to mislead an investigation during the administrative proceedings	b/c/d			
33. Violation of any penal statute or rules and regulations promulgated by the Commission on Higher Education (CHED), of the policies and regulations of Mapúa, or any valid order by proper authorities	b/c/d			
34. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	b/c/d			
35. Violation of the Occupational Safety and Health including but not limited to:				
35.1 Misuse, damage, and tampering of any safety equipment	a/b	c	d	e
35.2 Intentional setting of fire to cause harm to people and property damage	a/b/c/d			
35.3 Possession of firearms or knives inside the campus without authorization	b/c/	d	e	
35.4 Using fireworks, explosives, or other incendiary devices without authorization	a/b	c	d	e
35.5 Turning on the fire alarm without authorization	a/b	c	d	e
36. Any other acts that compromise the name and reputation of Mapúa as a premier educational institution	b/c/d			

The deadline for the completion of the community service given as sanction for minor and major infractions to a student shall be determined by the Prefect in consideration of the academic schedule and activities of the student.

A student's liability shall NOT be confined to the enumeration because some may be generally worded to encompass related wrongdoings. (Sec. 103, MORPHE)

In order for the students to understand the gravity of their misdemeanor, the Office of the Prefect of Discipline (OPD) can require them to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the head of the Center for Guidance and Counseling.

The University reserves the right to impose sanctions other than those stipulated in this handbook, provided that these are in accordance with the law.

ADMINISTRATION OF STUDENT DISCIPLINE

DISCIPLINE PROCEDURES

a. Formal complaints against students shall be submitted to the OPD; complaints may come from faculty members, school officials, non-teaching employees, students, or other persons not connected with the University (on a case-to-case basis, as the Prefect may deem appropriate).

b. The Prefect of Discipline shall conduct a preliminary investigation and gather all evidence, including documents and materials, as he may deem relevant. Aside from the written notice of receipt, the concerned students shall be notified through the system (4D).

c. Upon receipt of all relevant documents, materials, and other evidence, including the names of witnesses, the Prefect shall assess the gravity and complexity of the case and proceed to handle the same in accordance with the provisions of "Authority of the Prefect of Discipline." The Prefect shall have the authority to dismiss any complaint which, in their opinion, is devoid of merit with the written approval of the OEVPAA.

d. For special or sensitive cases such as but not limited to gender-based sexual harassment or hazing, the Committee on Decorum and Investigation will have jurisdiction. It shall conduct the proceedings in

accordance with Section 5.2 of this Handbook.

PROCEDURES APPLICABLE TO CASES INVOLVING MAJOR OFFENSES OR COMPLEX CASES

I. SHOW-CAUSE NOTICE

The Prefect shall serve a show-cause notice to the students involved informing them of the offense charged and the imposable sanctions and requiring them to submit a notarized reply countersigned by their parents/guardians within 72 hours from receipt.

II. NOTICE OF HEARING

a. A written notice shall be served by the Prefect or the CDI, as the case may be, at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the hearing's schedule and/or proceedings.

b. Refusal of the respondent/s to acknowledge receipt of the notice of hearing shall not hamper the proceedings.

III. HEARING

a. The Prefect or the CDI, as the case may be, shall ensure that due process is duly satisfied.

b. The Prefect or the CDI shall ensure that the respondents are duly informed in writing of the nature and cause of the complaint and the sanctions involved. The respondent shall be given an opportunity to answer the charges filed against them. At any stage of the proceedings, respondents may seek the assistance of counsel if they so prefer.

c. The Prefect or the CDI shall likewise ensure that the respondents are given an opportunity to face the accuser/s, examine the evidence presented against them, defend themselves, and present witnesses if they so desire.

d. The absence of respondents at the initial hearing after due notice shall be noted, and the Prefect or the CDI shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted and no further hearing is required under the circumstances, the Prefect or the CDI shall submit its recommendations to the OEVPAA based on the merits of the evidence(s) presented and admitted.

e. The respondents shall be informed in the event that additional evidence is submitted and shall have the right to adduce the evidence on their behalf.

f. The official hearings shall be held continually. All cases shall be resolved within three (3) months from the receipt of the complaint. Any delay shall not be allowed except for justifiable reasons as may be determined by the Prefect or the CDI.

g. During the hearing, the complainant and the respondents shall each present evidence(s) and witnesses unless otherwise waived.

h. The hearing is an administrative proceeding: complainant, respondents, and witnesses are obligated to tell the truth as this is an official proceeding.

i. After all parties have presented their evidence, the Prefect or the CDI shall evaluate the evidence and testimonies.

j. The Prefect or the Chair of the CDI shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process. Parties' counsels may be allowed to intervene or ask questions only if allowed by the Prefect or CDI.

k. Should the respondent admit to the charges against them, they shall be required to execute a written admission or confession of guilt. They shall be made to appear before the Prefect or the CDI in order to affirm the written admission or confession. Sanctions shall be enforced immediately but may be lowered at the discretion of the University, acting through the Prefect or the CDI.

IV. RESOLUTION

a. The Prefect or the CDI shall resolve a case within one (1) month after the last hearing of the case.

b. Where the sanction recommended is equivalent to suspension for one term or more, the Prefect or the CDI shall endorse the findings and recommendations to the SVPAA for approval. The SVPAA may accept or reverse the recommendation of the Prefect/CDI. Should the SVPAA find the respondents not guilty of the offense(s), the charge(s) shall be erased from the respondents' records and their rights restored.

c. The Office of the President, Office of the Registrar, the Security Office, the Dean, the faculty member(s) concerned, the student(s) concerned, and the student's parents (if necessary) shall be given copies of the decision.

d. Should the respondents find the decision unfavorable, they may file an appeal to the Office of the President within ten (10) days from the receipt of the decision. If the appeal is not filed within the indicated period, the decision of the SVPAA shall be rendered final and executory.

e. Where the offense involved is a minor offense or a major offense where the sanction deemed imposable after due process is suspension, the respondent may file an appeal to the SVPAA within ten (10) days from the receipt of the decision. If the appeal is not filed within the prescribed period, the decision of the prefect/CDI shall be deemed final, and the executor

PROCEDURES APPLICABLE TO CASES INVOLVING MAJOR OFFENSES UNDER SECTION 1 of the TABLE of OFFENSES (VIOLATION OF ACADEMIC INTEGRITY POLICY).

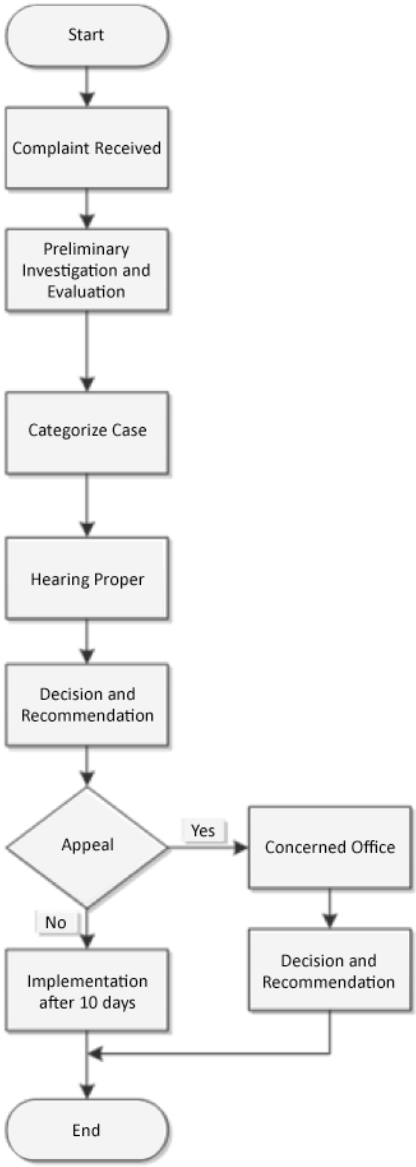
a. Students who violated the University Academic Integrity Policy will be given outright a modular grade of 5.00 or F, regardless of class standing, subject to the proper investigation by the Dean of the School concerned. In any case, before the grade is given under this section, the Dean is required to inform the student

of his infraction through a written notice within a reasonable time after the complaint is filed, and the student should be given the opportunity to explain his side. The Dean should conduct the proper investigation and proceedings within a reasonable time and recommend whether a grade of 5.00 or F should be imposed for violation of the University's Academic Integrity Policy. The proceedings and findings during the investigation of the Dean are without prejudice to further proceedings of the OPD under Section 5.2 of this Handbook.

b. Every quarter, the school/department shall submit the necessary information to the OPD, which will evaluate if additional sanctions are needed to be imposed based on the circumstances and conduct the necessary proceedings in accordance with Section 5.2. This is without prejudice to the authority of the Prefect to motu-propio or upon the filing of the complaint to conduct the proceedings simultaneous with the investigation conducted by the Dean under Section 5.3 (a) of this Handbook.

c. In addition to outright giving the grade of 5.00 or F, the student may also be given sanctions in accordance with the Table of Offenses after undergoing the procedure under Section 5.2 of this Handbook.

FLOW CHART IN HEARING OF STUDENT CASES



- Complaints shall be filed at the Office of the Prefect of Discipline (OPD). The OPD will have jurisdiction only in cases where student/s are the respondent/s.

- The Prefect shall conduct a preliminary investigation and evaluation to determine the prima - facie of the case.

- Cases filed shall be categorized into three (3). These are (1) student cases with the equivalent sanction of suspension of less than one (1) term with or without community service, (2) student cases with the equivalent sanction of one term or more (with or without community service), and (3) student cases recommended for Committee on Decorum and Investigation (CDI), upon the discretion of the Prefect (based on the complexity of the case).

- All cases will be heard with strict observance of due process.

- After hearing the case, a decision/recommendation will be formulated for implementation/approval of the concerned office/s.

- Appeal of cases with equivalent penalty of 1 up to 10 days suspension imposed by the Prefect shall be submitted to the SVPAA, while cases handled by the CDI and those with equivalent sanction of non-readmission and/or exclusion imposed by the SVPAA shall be submitted to the President.

- Decision is final and executory after ten (10) days if no appeal is filed.

MAPUA UNIVERSITY ACADEMIC INTEGRITY POLICY

It is the student's responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any of the following sanctions may be imposed on any student who is found guilty of committing online academic dishonesty:

a. Failed mark in the course
b. Suspension for a period of less than one term, with or without community service
c. Suspension for a period of one term or more, with or without community service
d. Non-readmission to the University
e. Dismissal from the University; and
f. Expulsion.

The following acts are considered academic dishonesty:

1. Using another's MyMapua email address to log in to any of the University's official or accredited platforms (e.g., BlackBoard and Coursera), whether with or without permission.
2. Asking or hiring someone else to take, do and submit their exams, homework, Coursera course, papers, projects, or other academic requirements.
3. Recording and saving copies of exam questions, answers, or answer keys for distribution.
4. Receiving copies of exam questions, answers, or answer keys to an exam from someone who has already taken it.
5. Plagiarizing or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission, and submitting it as their own work.
6. Massive, pre-meditated, and organized cheating by any means, including online cheating using instant messaging/email during a quiz or exam.
7. Any form of dishonesty in peer-reviewed assignments/submissions (e.g., Coursera peer-graded submissions).
8. Engaging in any activities that will dishonestly improve results or dishonestly improve or damage the results of others.
9. Any other form of dishonesty or cheating in any assessment or course requirement.

MAPUA UNIVERSITY ONLINE LEARNING NETIQUETTE GUIDELINES FOR STUDENTS

The term “Netiquette,” a blend of the words “network” and “etiquette,” denotes a set of social norms and guidelines for courteous and respectful online behavior. Analogous to etiquette rules in face-to-face interactions, netiquette guides us in maintaining decorum and professionalism in the digital realm. It fosters a positive, productive online learning environment where everyone feels secure, respected, and valued.

These netiquette guidelines aim to cultivate a positive, engaging, and effective online learning environment for all students and faculty members of Mapúa University. Adherence to these guidelines ensures a seamless and professional working and learning experience for everyone involved.

I. General Netiquette

- **Respectful Communication**: Always maintain polite and professional language. Refrain from using all caps, which can be perceived as shouting. Be conscious of your tone, as sarcasm or humor may not always be effectively conveyed in written communication.
- **Relevant Contributions**: Ensure your questions, comments, and discussions are centered on the course material. Refrain from posting unrelated remarks or engaging in personal conversations.
- **Constructive Feedback**: Provide feedback that is constructive and specific. Refrain from making personal attacks or using offensive language.
- **Timely Responses**: Respond to emails and discussion posts within a reasonable timeframe. If an immediate response is not possible, acknowledge the message and inform the sender when they can anticipate a reply.
- **Professionalism**: Uphold a professional demeanor in all online interactions, akin to a face-to-face setting. Refrain from using slang, emojis, or other informal language.
- **Privacy and Confidentiality**: Respect others’ privacy and refrain from sharing personal information or confidential course materials without permission.

II. Participation in Online Learning

- **Active Participation**: Engage actively in online discussions, activities, and assignments. Ensure all required coursework is completed within the specified deadlines.

- Refrain from using emojis that may offend the reader of your message. Limit your usage to heart and/or thumbs-up emojis.
- If you have queries or disagreements with the presented or discussed content, use the raise hand icon to express your concern. Speak only when recognized and lower your hand after addressing your concern/question.

- **Time Management and Organization**: Allocate dedicated time for course materials and assignments. Organize and manage your time effectively to meet deadlines.
    - Schedules of online synchronous meetings are announced. If required, everyone should attend the online session for the entire duration of the class/meeting.

- **Technology and Resources**:
    - **Camera and Audio During Synchronous Sessions**: Enable your camera during synchronous sessions to foster a sense of connection and presence. Ensure adequate lighting and utilize a high-quality webcam. Use a good-quality microphone or headset for clear audio.
        - If your camera is not working, inform your instructor by sending a message through the chat box.
        - Activate your microphone only when raising a concern or when called upon by your instructor to speak.
    - **Virtual Backgrounds**: Utilize an appropriate and decent virtual background if your actual background is distracting or unprofessional.
    - **Dress Code**: If the synchronous session is required, dress appropriately, as you would for an in-person class.
        - Wearing sando, spaghetti straps, or a sleeveless dress is strictly prohibited.
        - Ensure your clothes are clean and neat
    - **Connectivity:** Ensure access to a reliable internet connection and a computer or device that meets the technical requirements of the course. Use technology responsibly and ethically, adhering to copyright laws and university policies.

- **Academic Integrity**: Submit original work and properly cite all sources to avoid plagiarism. Adhere to university policies regarding academic honesty and ethical conduct. Refrain from sharing course materials or assessments with others without permission.
    - Violations of Academic integrity are punishable based on the Academic Integrity Policy of the University.
- **Respectful Communication**: Communicate with instructors and peers in a respectful and professional manner. Actively listen to others and contribute to a positive learning environment.

III. Inappropriate Online Behavior

The following behaviors are deemed inappropriate during online classes or meetings:

1. **Use of Disrespectful Language**: Do not use offensive, derogatory, or insulting language. Do not do name-calling, cursing, or intentionally writing offensive content. Use appropriate language, avoid profanity, and engage in respectful interactions.
2. **Disrespect to Privacy**: Do not share personal information without consent, including posting pictures of others without their permission.
3. **Spamming and Trolling**: Do not show disruptive behaviors such as spamming or trolling.
4. **Sharing Inappropriate Content**: Do not share or post inappropriate or offensive material. Only share materials (e.g., links, photos, or videos) that are relevant and appropriate.
5. **Spreading Inaccurate Information**: Do not spread misinformation when uncertain.
6. **Use of recorded video materials**: Recorded classes are strictly for individual viewing and learning purposes only. They must not be shared or distributed on any other platform.

IV. Consequences of Inappropriate Online Behavior

Students who violate these guidelines may be subject to disciplinary action in accordance with the procedures outlined in the Student Discipline Handbook. A student found guilty of discourtesy and disrespect in their attendance and participation during online classes shall

be subjected to the following sanctions:

- First offense: Written warning from the Office of Prefect of Discipline.
- Second offense: 5 hours of community service
- Third offense: 10 hours of community service
- Fourth offense: suspension of one term
- Fifth offense: dismissal from the University

The relevant provisions of the Mapúa University Student Discipline handbook shall apply in a supplementary manner.

V. Reporting Inappropriate Online Behavior

STEPS	TIMELINE (DAYS)
1. Faculty member/lecturer/speaker - promptly report any instances of inappropriate student behavior, as outlined in Section III, to the Dean, Department Chairperson, or Principal.	2
2. Dean/Department Chairperson/Principal – validates reports of student violation; submits to Prefect of Discipline validated reports of possible violations of the student.	2
3. Prefect of Discipline – assesses reports of possible infractions of students during online classes; calls students for case conferences; submits a recommendation for appropriate action on possible student violation; delivers communication on approved sanctions of the student.	4
4. Executive Vice President for Academic Affairs (EVPAA) – approves sanctions for erring students as recommended by the Prefect of Discipline.	2

STANDARD ATTIRE GUIDELINES ON THE CAMPUS

General Consideration

The University does not mandate an official school uniform. However, students are encouraged to enhance their personal appearance by maintaining attire that is neat, simple, and appropriate.

Recommended Attire for Male Students

- Short-sleeved shirts
- Long-sleeved shirts
- T-shirt with sleeves, devoid of patches, inappropriate letterings, pictures, or symbols/logos associated with unrecognized student organizations such as fraternities
- Well-polished shoes (leather or other materials) or clean rubber shoes
- Wearing flip-flops is not permitted.

Recommended Attire for Female Students

- Simple dresses
- Blouse, excluding that exposes the midriff
- T-shirts without patches, inappropriate letterings, pictures, or symbols/logos associated with unrecognized student organizations such as sororities
- Wearing of flip-flops is prohibited.

It should be noted that certain programs or courses within the University may still require the wearing of uniforms.

ID Policy

The Mapúa student **ID (Cardinal Plus)** can be used for any official transaction inside the University within a valid period. However, only the enrolled student can apply for a replacement if the ID is damaged, faded, or lost. The staff and personnel at the Office of the Prefect of Discipline (OPD) shall guide the student in the following procedures for replacing a lost or damaged ID:

Procedure for Applying for Replacement of Lost/Damaged I.D. Mapúa

Intramuros

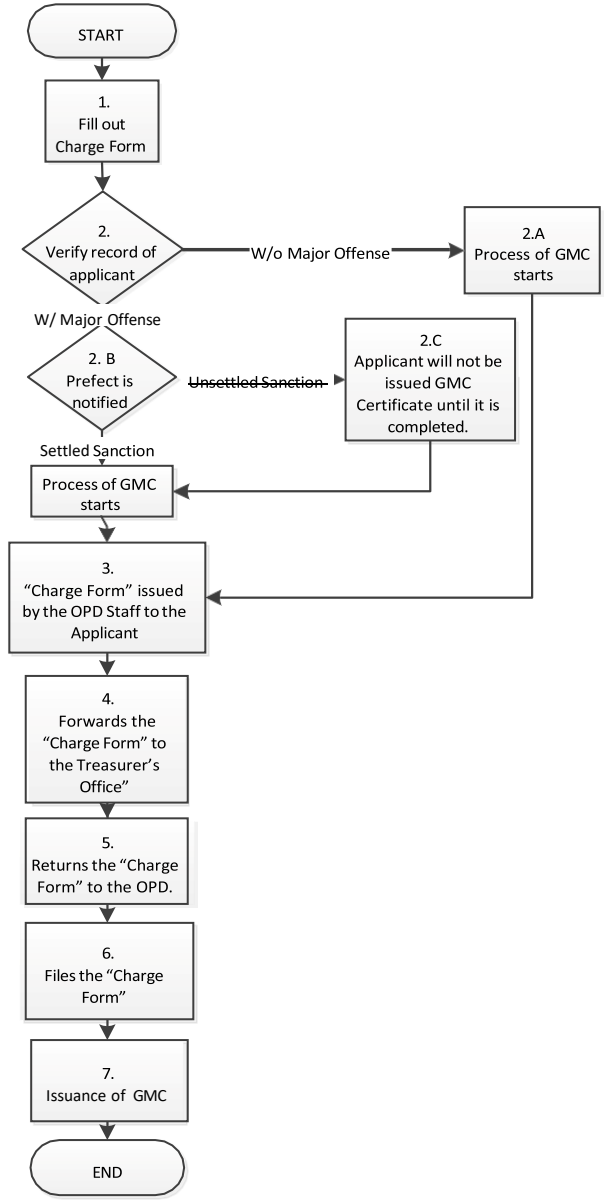
1. If the Mapúa ID is lost, the applicant shall get an "Affidavit of Loss" form from OPD. In case of a damaged ID, the applicant may proceed directly to DO-IT to check or repair the damaged ID.
2. The applicant shall bring the "Affidavit of Loss" to any legitimate notary public office and have it notarized.
3. The OPD staff shall approve the notarized affidavit for clearance.
4. The applicant shall go to DO-IT for billing.

5. The applicant shall bring the billing form to the Treasurer's Office and pay the required amount.
6. The applicant shall return to DO-IT for a photo session and a notation of the release date. The ID will be released to the Security Office.

Mapúa Makati

1. In the case of a lost ID, the student should apply for an "Affidavit of Loss" (AOL) at CSAD immediately. In case of a damaged ID, the student should proceed directly to DO-IT for checking or repairing the damage and for possible billing.
2. The applicant shall bring the filled AOL to any Notary Public for notarization.
3. The applicant shall submit the notarized AOL with a copy of his/her current Certificate of Matriculation (CM) at CSAD for clearance.
4. The applicant shall proceed to the Treasurer's Office for billing and payment.
5. The applicant shall return to the OPD to present the receipt of payment and for a photo session.
6. The applicant shall claim the new ID at OPD when notified.

Procedure for Applying for a Certificate of Good Moral Character



APPENDICES

ANTI-BULLYING POLICY OF MAPUA UNIVERSITY

- Mapua University takes a firm stance against bullying, emphasizing a healthy and peaceful educational environment.
- The Policy extends to all members of the school community – students, parents, guardians, and community members.
- The University commits to eradicating bullying in all its forms, in compliance with Republic Act No. 10627, otherwise known as the "Anti-Bullying Act of 2013," without prejudice to the existing policies promulgated by the University and other relevant laws. "Republic Act No. 10627_ Anti-Bullying Act of 2013.pdf"

SEXUAL HARASSMENT POLICY

- The University prioritizes safeguarding students from sexual harassment both on campus and during official off-campus activities.
- The University upholds the right to a safe, supportive, and nurturing educational environment and provides support to those affected by abuse or harassment.
- Compliance with Republic Act No. 11313, otherwise known as the "Safe Space Act," is central to this commitment without prejudice to the existing policies and procedures promulgated by the University and other relevant laws. Republic Act No. 10627_ Anti-Bullying Act of 2013.pdf

GENDER EQUALITY POLICY: To Build a Gender-Sensitive Friendly University

- Mapua University aims to create a gender-sensitive and friendly environment and emphasizes mutual trust and respect among community members, regardless of gender.

- The University recognizes its duty to eliminate sex discrimination and harassment, promoting equality of opportunity to both academic and non-academic communities and their distinct need.

- The policy applies to all personnel, students, parents/guardians, and visitors to the University, including suppliers/contractors, to promote gender equality, oppose gender discrimination in all its forms, and foster positive attitudes and commitment to education for equality in compliance with Republic Act No. 11313, otherwise known as the "Safe Space Act." Republic Act No. 10627_ Anti-Bullying Act of 2013.pdf, CMO-NO.-3-S.-2022-7 - GUIDELINES ON GENDER-BASED SEXUAL HARASSMENT IN HIGHER EDUCATION INSTITUTIONS.pdf

POLICY ON PROHIBITED DRUGS OF MAPUA UNIVERSITY

- Mapua University maintains a drug-free campus.

- The University conducts random drug testing for prevention and rehabilitation and ensures the confidentiality and integrity of the random testing for students. The drug test shall be administered by a laboratory accredited by the Department of Health (DOH), Philippine Drug Enforcement Agency (PDEA), or Dangerous Drug Board (DDB) in coordination with the Random Drug Test Coordinator (ROT).

- The University is committed to safeguarding its students against the ill effects of dangerous drugs and to maintaining a drug-free environment in compliance with Section 36 of Republic Act No. 9165. CMO-No.-18-s.-2018-Guidelines-on-Drug-Testing.pdf

ANTI-HAZING ACT of 2018

- The Mapua University is committed to safeguarding the welfare of the students from all types of hazing and other forms of initiation rites of fraternities, sororities, and other organizations.

- The University strictly prohibits all forms of hazing in fraternities, sororities, and

organizations in compliance with RA No. 11053, known as the "Anti-Hazing Act of 2018," and CHED Order No. 4, 1995, “Preventive Measure Against Violence and Sanctions on Fraternities and other Student Organizations without prejudice to the existing policies and procedures promulgated by the University and other relevant laws.” (Republic Act No. 11053 - Anti-Hazing Act of 2018. pdf)”, CO-No.-04-Series-of-1995-Preventive-Measures-against-Violence-and-Sanctions-on-Fraternities-and-Other-Student-Organizations.pdf

CMO No. 6 SERIES OF 2021 - POLICY AND GUIDELINES ON ANTI-SMOKING AND TOBACCO CONTROL

- Mapúa University is a smoke-free campus and aligned with CMO No.6 s. 2021.

- The University is committed to maintaining a healthy and smoke-free environment for everyone, and smoking is entirely prohibited on campus, both indoors and outdoors. The policy applies to all university officials, employees, students, visitors, and even individuals in vehicles during official off-campus activities.

- The University strictly prohibits all forms of tobacco consumption and smoking, such as but not limited to vaping or e-cigarettes and hookah smoking, are strictly prohibited. CMO-No.-6-Series-of-2021-–-Policy-and-Guidelines-on-Anti-Smoking-and-Tobacco-Control. pdf

Dear Parents and Professors,

Allow us to express our utmost gratitude to you for your unconditional support. Through the years, you have always been with us. For this, we are truly thankful.

The Office of the Prefect of Discipline cannot provide enough guidance and discipline to our children without the unwavering support of their parents and professors. However, discipline is not learned in a day or two, not even in conferences and meetings, but is the product of many years of development. That is why the OPD strongly encourages all parents and professors to impose some kind of discipline routines at home/inside the classrooms and continuously supports our programs that aim to develop and instill discipline in our students. We expect parents and professors to take the lead in disciplining their children/students, and the school, through the OPD, will provide support and follow-up. Parents and professors should take center stage in developing a disciplined youth to be cognizant of their role and responsibility to themselves and society.

It is likewise important for parents to realize that in this age, social media is emerging and consumes most of our children's time, so parents must spend more time and give more attention to their sons and daughters. When conflicts arise, there is no need to fight them out; imposing appropriate disciplinary measures could resolve everything diplomatically. A parent should always be able to negotiate with his child, know when to offer a compromise or to remain steadfast, and, at the end of the day, reach an amicable settlement for every issue.

We at the Office of the Prefect of Discipline are here to support both parties. A Parent/Professor may reach out to us and discuss concerns regarding his child/student with the hope that the OPD could somehow create a bridge or open a line of communication to reach the other side. We urge our parents and professors to take proactive measures in disciplining and to consider the OPD as a valuable and trusted partner in providing guidance and appropriate discipline to our children. Together, let us aim to promote DISCIPLINE in accordance with the Mapúa University Core Values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Give us a call or pay us a visit anytime during office hours to discuss your concerns and hear our perspective. This way, we would know what we can expect from one another. Of course, we will treat your visit with utmost confidentiality.

You may also visit the OPD website by clicking the link to learn more about us. http://www. mapua.edu. ph/Offices/OPD/Default.aspx

You may also call us at Telephone nos. (02) 8247-5000 locals 51100 (Intramuros) or 71520 (Makati). Once again, thank you very much, dear parents and professors, for your continued guidance and support.

Your Partners in Discipline

The Office of the Prefect of Discipline (OPD)

UNDERTAKING

I, _____Student no._____,
resident and with postal address _____presently enrolled at MU, taking up
_____, would like to express my

commitment as follows: I shall comply/abide by the rules and

regulations of Mapúa University (MU)

I acknowledge the authority of the Institute to maintain school discipline and its right to impose appropriate and
reasonable disciplinary measures as provided under the Manual of Private Higher Education (MORPHE).

I promise that I shall comply with the summons and/ or notices for the purposes of, but not limited to, administrative proceedings conducted in connection with the disciplinary-related offenses.

I acknowledge my obligation to tell the truth and shall not give any false testimony, verbal or written, in any event where the Institute is conducting administrative proceedings.

I also hereby promise that in the event that I am found guilty of violating any of the policies of the Institute, I will voluntarily comply/serve and/ or settle the sanction given to me on or before the given deadline; otherwise, I will not allow ed by the Institute to enroll the following term and/ or the Institute w withhold my school credentials.

I understand that, by signing this agreement, I shall be bound by the foregoing promises and stipulations with regards to this undertaking and that violation of any of the foregoing shall be meted with a penalty of any of the following: Suspension, Non-readmission, Exclusion, and Expulsion.

I acknowledge that the Institute has full authority to determine if there's any probable violation of this undertaking. I am executing this undertaking as a prerequisite for my admission/enrollment in the Institute.

Conforme:

_____ _____
Printed name and Signature Date
Student

With my Conformity:

_____ _____
Printed name and Signature of Parent/Legal Guardian Date

Office of the Prefect of Discipline

Ground Floor, South Building - Intramuros
Telephone no. 8247-5000 local 51100

Center for Student Activities and Discipline

Ground Floor, Mapúa University - Makati
Telephone no. 8247-5000 local 71520 / 8896-2822

www.mapua.edu.ph