



Photo by ASEC

ONLINE LEARNING EXCHANGE PROGRAM (OLEP) FOR GRADUATE STUDENTS

Information Fact Sheet
Fall 2021



ATENEUM

LOYOLA SCHOOLS INFORMATION FACT SHEET – FALL 2021

Graduate Exchange Program

| TABLE OF CONTENTS | Page |
|--|-----------|
| OIR Directory | 3 |
| Application Requirements: Graduate Student Exchange Program | 4-5 |
| Important Dates: Academic Calendar, Nomination & Application Deadlines | 5-6 |
| Visa and Special Study Permit | 6-8 |
| Academic & Course-related Information | 9 |
| *Update: Sending out of Transcript of Records | |
| Arrival & Accommodation Information | 10 |
| NEW: The International Residence Hall | 11 |
| Living Expenses and Visa Costs | 12 |

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)

Office Address

Rm. 304 3/F Faber Hall
Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines
Trunkline: (+632) 8426 6001 local 4037
Tel/Fax: (+632) 8426 5907, (+632) 8927 4534
Email: oir@ateneo.edu
Website: <https://global.ateneo.edu>

THE OIR TEAM



KAREN C. SUNICO
Director
(+632) 8426 6001 ext 4040
director.oir@ateneo.edu



KARLA JULIENNE C. ROXAS
Operations Coordinator /
Interim Inbound Coordinator
(+632) 8426 6001 ext 4036
inbound.oir@ateneo.edu



ANGELA DOMINIQUE V. PAVIA
Special Programs Coordinator
(+632) 8426 6001 ext 4043
specialprograms.oir@ateneo.edu



SEBASTIAN FELIPE R. BUNDOC
Outbound Coordinator
(+632) 8426 6001 ext 4038
outbound.oir@ateneo.edu



PAMELA MAE L. MAGTALAS
Visa Processing Assistant
(+632) 8426 6001 ext 4042
visa.oir@ateneo.edu



ENRIQUE L. CHAVEZ
Office Staff
(+632) 8426 6001 ext 4037
echavez@ateneo.edu



PAOLO M. BERDOS
Visa Liaison Officer
(+632) 8426 6001 ext 4040
rberdos@ateneo.edu

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. Application for Cross-Registrant - Graduate (electronically filled out)
2. Student Information Sheet - Graduate (electronically filled out)
3. ****CERTIFIED** by the university:
 - A. Bachelor's Degree Transcript of Records in native language (1 copy) and in English translation (1 copy)
 - B. Certificate of Graduation / Diploma in native language (1 copy) and in English translation (1 copy)
4. ****Current Masters / Graduate Transcript of records and in English translation (1**
5. **copy)**
6. Scanned copy of the bio-page of passport
7. Letter of Nomination/Endorsement from International Office (*certifying that the applicant is officially being endorsed as an exchange student*)
8. **Certificate of English Language Proficiency for those whose mother-tongue is not English)**
 - any of the three below:
 - TOEFL (Paper based test)**
minimum score: 550
 - TOEFL (Internet Based Test)**
minimum score: 80
 - IELTS minimum score: 6.5**
9. Passport size (35 x 45 mm) Photo in JPEG format, no less than 500KB in size

INSTRUCTIONS

Complete all 9 initial documents and do the following:

1. Scan documents numbers 1 to 9 in SEPARATE PDF files and JPEG (for the photo) and email them to: inbound.oir@ateneo.edu

**** For documents numbers 3 & 4, kindly ask your university to provide any of the following official documents:**

a. Original hard 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.

Deadline of submission:

April 30, 2021 – 1st Semester/Fall

September 30, 2021 – 2nd Semester/Spring

Note: Make sure to send 9 files on or before the deadline (email and express mail). Incomplete application documents will not be processed.

Please use EXPRESS MAIL (e.g. FedEx, DHL, UPS, etc.) instead of regular postal mail to avoid delays.

IMPORTANT DATES FOR ACADEMIC YEAR 2021-2022

| FIRST SEMESTER (FALL) CALENDAR | |
|---|---|
| Semester 1 – Fall Semester | August - December 2021 <i>(subject to change depending on Covid situation)</i> |
| Nomination Deadline | 30 March 2021 |
| Application Submission Deadline | 30 April 2021 |
| Notice of Acceptance | 14 - 19 June 2021 |
| | 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 2021 <i>(to be confirmed)</i> |
| | All students are REQUIRED to be participate in the orientation days and individually register for their classes. (A separate email will be sent for online registration instructions) |

ONLINE LEARNING EXCHANGE PROGRAM (OLEP)

Since last year, we have implemented innovative educational initiatives that are uniquely Jesuit and Atenean. Introducing the AteneoBlueCloud (ABC), the vision behind all our new initiatives in online education, capturing Ateneo's distinctive approach called Adaptive Design for Learning to this innovative way of educating.

AteneoBlueCloud brands not only our virtual campus, but also the vibrant online community of learners and educators that we hope to build. It is distinguished by the essential markers of Jesuit education, which is designed to transform the whole person into someone imbued with the spirit of *magis* and *cura personalis*. This means continuing to educate a person who can think critically, collaboratively, and creatively, and, at the same time, serve and lead with competence and character.

Adaptive Design for Learning is our framework for responding to our students' needs and contexts both in terms of the way we design our courses and the way we deliver them. To prepare the community for learning based on this framework, we embarked on teacher training, materials development, and assessment for online learning in May and June 2020. These activities developed and enhanced the online teaching competence of faculty for the current school year. The university is also committed to extending assistance to students who have difficulty with connecting online, to ensure the continuity of learning.

Basic Principles of ABC

1. Focus is on the learning more than the technology
2. Standards will be guided by Rigor + Relevance + Personal Care
3. Effectively and efficiently combine the three (3) essential ingredients of online education: Content, Coach, and Cohort
4. Due to the instability of digital facilities, finite teaching and contact time and inadequate learning environment, the preferred mode of education will be **asynchronous**.

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 will be 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.

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 the Fall 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. For the online courses that you will offer, will they be content on documentation, a fixed-time online class or a mix of the two?

The key shifts due to AteneoBlueCloud will be the following: from teacher lectures to student tasks and from taught/contact time to learning hours. The program will be divided into two (2) quarters instead of 1 full semester. Courses will run for 6-7 weeks. Information on this will be discussed during the Online Orientation.

3. Will courses be synchronous or asynchronous?

Courses are delivered through a combination of synchronous and asynchronous learning methods. In which case, classes will follow the Philippine Standard Time (GMT/UHT+8). Students are advised to check the time difference when they choose courses and class schedules.

4. Will online courses be in English?

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

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

Yes, please refer to the schedule above.

6. Will the whole semester be conducted online so students do not have to travel the Philippines or will the start of the semester be online but with the possibility of returning to regular teaching later on?

Yes. All classes for the entire semester will be conducted purely online. There is no need to travel to the Philippines and obtain any visa or study permit.

7. Aside from the academic classes, will there be online activities wherein exchange students may participate in?

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

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

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 2014) are also available here: http://www.ateneo.edu/ls/ls/loyola-schools-bulletin-information</p> | | | | | | | | | | | | | | | | | | | | | | |
| Allowable number of units | <p>Exchange students are encouraged 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 NOT allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.</p> | | | | | | | | | | | | | | | | | | | | | | |
| Credit and Grading System | <p>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.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tr><td>A</td><td>Excellent (92 – 100)</td></tr> <tr><td>B+</td><td>Very Good (87 – 91)</td></tr> <tr><td>B</td><td>Good (83 – 86)</td></tr> <tr><td>C+</td><td>Satisfactory (79 – 82)</td></tr> <tr><td>C</td><td>Sufficient (75 – 78)</td></tr> <tr><td>D</td><td>Passing</td></tr> <tr><td>INC</td><td>Incomplete</td></tr> <tr><td>F</td><td>Failure (0)</td></tr> <tr><td>WP</td><td>Withdrawal with Permission</td></tr> <tr><td>W</td><td>Withdrawal without Permission</td></tr> <tr><td>AUD</td><td>Audit, no quality point</td></tr> </table> | A | Excellent (92 – 100) | B+ | Very Good (87 – 91) | B | Good (83 – 86) | C+ | Satisfactory (79 – 82) | C | Sufficient (75 – 78) | D | Passing | INC | Incomplete | F | Failure (0) | WP | Withdrawal with Permission | W | Withdrawal without Permission | AUD | Audit, no quality point |
| A | Excellent (92 – 100) | | | | | | | | | | | | | | | | | | | | | | |
| B+ | Very Good (87 – 91) | | | | | | | | | | | | | | | | | | | | | | |
| B | Good (83 – 86) | | | | | | | | | | | | | | | | | | | | | | |
| C+ | Satisfactory (79 – 82) | | | | | | | | | | | | | | | | | | | | | | |
| C | Sufficient (75 – 78) | | | | | | | | | | | | | | | | | | | | | | |
| D | Passing | | | | | | | | | | | | | | | | | | | | | | |
| INC | Incomplete | | | | | | | | | | | | | | | | | | | | | | |
| F | Failure (0) | | | | | | | | | | | | | | | | | | | | | | |
| WP | Withdrawal with Permission | | | | | | | | | | | | | | | | | | | | | | |
| W | Withdrawal without Permission | | | | | | | | | | | | | | | | | | | | | | |
| AUD | Audit, no quality point | | | | | | | | | | | | | | | | | | | | | | |
| Academic Transcripts of Records (TOR) of exchange students | <ul style="list-style-type: none"> Transcript of Records (TOR) will be available a month after the exchange period. Scanned copy of TOR will be sent to student's and university coordinator's e-mail. Should the university require a copy with a wet-ink signature, please let us know in advance and we will send one via courier. 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 | <p>Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC).</p> <p>Queries should be e-mailed directly to: allc.soh@ateneo.edu</p> | | | | | | | | | | | | | | | | | | | | | | |