



UNDERGRADUATE STUDENT EXCHANGE PROGRAM

INFORMATION FACT SHEET AY 2023 - 2024



ATENEO DE MANILA UNIVERSITY

UNDERGRADUATE STUDENT EXCHANGE PROGRAM

Information Fact Sheet AY 2023-2024

CONTENTS

- Schools of Higher Education
- Delivery of Academic Courses
- Academic & Course-related Information
- Application Requirements
- Important Dates to Note
- Academic Calendar
- Nomination Schedule
- Application Deadlines

WE ARE ATENEO. Where Eagles Fly.

The Ateneo de Manila University is situated in a sprawling campus in the heart of Quezon City, Metro Manila. Upon entering the campus, one steps into gently rolling terrain with grassy fields and tall trees that together create a favorable environment for disciplined inquiry, fruitful interaction, and quiet reflection .



SCHOOLS OF HIGHER EDUCATION



**ATENEIO DE MANILA
UNIVERSITY**

**GOKONGWEI BROTHERS
SCHOOL OF EDUCATION
AND LEARNING DESIGN**



**ATENEIO DE MANILA
UNIVERSITY**

**JOHN GOKONGWEI
SCHOOL OF MANAGEMENT**



**ATENEIO DE MANILA
UNIVERSITY**

**GRADUATE SCHOOL
OF BUSINESS**



ATENEIO

**ATENEIO
SCHOOL OF
GOVERNMENT**

Forming Leaders. Leading Reforms.

SOH
School of Humanities

**PROCEED
WITH PASSION**



**ATENEIO DE MANILA
UNIVERSITY
SCHOOL OF LAW**



**SCHOOL OF
SOCIAL SCIENCES**

ASM+PH

**ATENEIO
SCHOOL OF MEDICINE
& PUBLIC HEALTH**



**SCHOOL OF SCIENCE
AND ENGINEERING**

Note: The Graduate School of Business, the School of Government, the School of Law, and the School of Medicine and Public Health offer graduate programs only.

ACADEMIC AND COURSE-RELATED INFORMATION

Course Information

All courses will be finalized only by early August for the first semester and late December for the second semester. The list of course offerings will be made available via this link:

http://aisisonline.ateneo.edu/class_schedule.php

Course descriptions (based on Loyola Schools Bulletin of Information 2020) are also available here:

<https://sites.google.com/ateneo.edu/oadaa/undergraduate-bulletin-of-information>

Allowable number of units

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.

Course Restrictions

Undergraduate exchange students are NOT allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.

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.

OFFICIAL GRADING SYSTEM FOR UNDERGRADUATE LEVEL COURSES

Letter Mark	Description	Quality Point Value	Numerical Value
A	Excellent	4	1, 92-100
B+	Very Good	3.5	1.5, 87-91
B	Good	3.0	2, 83-86
C+	Satisfactory	2.5	2.5, 79-82
C	Sufficient	2.0	3, 75-78
D	Passing	1	-
I	Incomplete	0	-
F	Failure	0	-
WP	Withdrawal from a Course with Permission	No Quality Point	-
W	Withdrawal from a Course without Permission	0	-
S	Satisfactory performance in a remedial course	Credit but No Quality Point	-
U	Unsatisfactory performance in a remedial c	Credit but No Quality Point	-
AUD	Audit	No Quality Point	-

ACADEMIC AND COURSE-RELATED INFORMATION (Cont)

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@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). 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.

DELIVERY OF COURSES | CAMPUS ACCESS

Learning Management System (LMS)

Officially enrolled students will be granted access to the AteneoBlueCloud Canvas, the official learning management system of the Higher Education cluster of the ADMU. Canvas by Instructure 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.

APPLICATION REQUIREMENTS

To apply for admission in the undergraduate student exchange program of the Ateneo de Manila University, the student must submit the following documentary requirements, to be submitted in separate PDF files:

1. IXS Application Form, digitally filled out, signed, and saved as PDF file, file to be given in the confirmation of nomination email;
2. IS Information Sheet – Undergraduate, digitally filled out, signed, and saved as PDF file, file to be given in the confirmation of nomination email;
3. Original Transcript of Records (TOR); *If the TOR is not in English, please provide an official English translation duly certified by the home University's Registrar. Please do not use an online translator.*
4. Clear scanned copy of the biographical page of the passport
5. Letter of Endorsement from your University Mobility Coordinator;
6. 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: 79
 - IELTS minimum score: 6.0
7. Health Certificate in English Language, issued by a medical doctor that the applicant is fit to travel and study abroad;
8. International Covid 19 Vaccination Certificate;
9. ID Photo Passport size (35 x 45 mm) in JPEG format, no less than 500KB in size;
10. Duly signed [consent form](#).

All documents must be digitally scanned and saved in SEPARATE PDF files, except for the the photo which should be in JPEG format. All submissions should be uploaded into the Google Folder that will be shared with respective mobility coordinators in the home University.

Deadline of submission for Spring 2024 (Second Semester):
30 September 2023

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).

IMPORTANT DATES TO REMEMBER

FALL 2023 | AY 2023 – 24 FIRST SEMESTER

Class Days	August 9 to December 12, 2023
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	Orientation: to be announced via email Registration period: August 2-4 and 7-8, 2023 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)

SPRING 2024 | AY 2023 - 24 SECOND SEMESTER

Class Days	January 15 – May 18, 2024
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 Onsite Orientation* & Registration Period	January 4-5, 2024* (*orientation dates are subject to change, exact dates to be announced on a separate email) 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)

FREQUENTLY ASKED QUESTIONS

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.

CAMPUS ADDRESS

Ateneo de Manila University

Katipunan Avenue, Loyola Heights 1108

Quezon City, Philippines

<http://www.ateneo.edu>

OFFICE OF INTERNATIONAL RELATIONS

3/F Faber Hall, Room 304

Ateneo de Manila University

Katipunan Avenue, 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>

DIRECTORY



KAREN SUNICO

Director

+63 8426 6001 loc 4040
director.oir@ateneo.edu



KARLA ROXAS

Operations Supervisor

+63 8426 6001 loc 4022
kroxas@ateneo.edu



RAINIEL GRIMALDO

Special Programs Officer

+63 8426 6001 loc 4043
specialprograms.oir@ateneo.edu



PAMELA MAE MAGTALAS

International Inbound
Officer

+63 8426 6001 loc 4041
inbound.oir@ateneo.edu



JOANNA ISABEL ORTEGA

International Outbound
Officer

+63 8426 6001 loc 4021
outbound.oir@ateneo.edu



TAVITA COLOSA MARTIN

Visa Processing Assistant

+63 8426 6001 loc 4042
visa.oir@ateneo.edu



RAMON PAOLO BERDOS

Visa Liaison Officer

+63 8426 6001 loc 4037
rberdos.oir@ateneo.edu



DI-AN THRISTA BIEN

Program & Administrative
Assistant

+63 8426 6001 loc 4036
partnerships.oir@ateneo.edu



ATENEO DE MANILA UNIVERSITY



**Times
Higher
Education**

Number 1

PHILIPPINE HIGHER EDUCATION INSTITUTION

Number 84

Asia University Rankings 2023

Ranked 351 – 400

World University Rankings 2023

Ranked 101 – 200

Impact Rankings 2023

