## Draft 2010 Code of Student Conduct

Unanimously approved by the UP Diliman Executive Committee, 21 June 2010;  
For approval of the University Council on 19 July 2010 and 13 December 2010 UC, but not discussed in both instances due to lack of time

**Review Committee:**  
1. (then) Vice Chancellor for Student Affairs Elizabeth L. Enriquez, Chair,  
2. Law Professor Rowena E. V. Daroy Morales, Vice Chair,  
3. (then) Engineering Dean Rowena Cristina L. Guevara, Member,  
4. (then) Social Sciences and Philosophy Dean Zosimo E. Lee, Member, and  
5. Psychology Professor Aurora Odette Corpuz Mendoza, Member 
   (representing University Council Committee on Student Organizations, Activities and Welfare [UCCSOAW]).

## Draft 2012 Code of Student Conduct

Appointed by Chancellor Caesar Saloma to fine-tune the 2010 Draft:

1. **UCCSOAW***  
   - Professor Milagros Laurel, Chair  
   - Vice Chancellor Maria Corazon J. Tan, Ex-Officio Member  
   - Professor Nicolo del Castillo, Member  
   - Professor Emmanuell Luna, Member  
   - Professor Gerardo Lanuza, Member  
   - Professor Alvic Padilla, Member  
   - Professor Rommel Rodriguez, Member

2. **Previous Review Committee**  
   - Professor Elizabeth L. Enriquez  
   - Professor Rowena E.V. Daroy Morales

3. **Student representatives**  
   - 2012-2013 University Student Council (USC) Chair Heart Diño  
   - 2012-2013 USC Student Rights and Welfare Committee Head Aryanna Canacan  
   - 2011-2012 Student Regent Kristina Conti  
   - 2012-2013 Student Regent Cleve Arguelles

* Other members of UCCSOAW are Professor Eugene Jalao and Professor Amelia Fajardo.

### Article I. Declaration of Principles: “TATAK UP”

**We are the University of the Philippines.**  
We seek the full development of all that is good in humans.  
We seek human flourishing.  
We shall flourish.  
We strive for academic excellence and the continuous search for truth.  
We believe that academic excellence is not passive. It is creative, innovative and results in optimal solutions.  
We believe excellence is visionary and purposive.  
We affirm that the search for truth is liberative and transformative.  
We shall flourish.  
We have integrity.  
We are consistent in thought, speech and action.  
We have the courage to stand for what is right even in the face of adversity.  

*(deleted; to be moved to the Student Manual, as a separate document)*
We shall flourish.
We are concerned for the welfare of others.
We are compassionate.
We love our country and we work for its rightful place among the community of nations.
We embody civility.
We are fair and just in all our dealings.
We contribute to peace and harmony.
We shall flourish.
We are the University of the Philippines.

**Article II. Basis of Discipline**

The University of the Philippines Diliman promulgates these rules to cultivate values and encourage virtues that make the Filipino proud. These values aim to strengthen character and nurture an intellectual elite.

Ideally, while virtue cannot be legislated, the character that may be strengthened has dimensions of concern for others, a degree of selflessness, the pursuit of learning and wisdom, a sense of justice and fairness, the courage to stand for moral principles, and the encouragement of an environment where persons can flourish.

The University respects and upholds the students' right of association. The University supports student organizations and activities as initiatives of students to show their capacity for autonomous governance and leadership.

This Code is neither intended to restrict nor unnecessarily limit student activities but rather to provide the institutional parameters within which student activities can flourish. Certain primary institutional or social benefits are generated by the due observation of these parameters, among which are conviviality and security, the promotion of valuable initiatives, social cooperation and collective welfare.

**Article I. Basis of Conduct and Discipline**

The University of the Philippines Diliman promulgates these rules to cultivate values and encourage virtues that make the Filipino proud. These values aim to strengthen character and nurture a community of scholars by upholding honor and inspiring excellence, which mark and distinguish UP education.

Ideally, while virtue cannot be legislated, the character that may be strengthened has dimensions of concern for others, a degree of selflessness, the pursuit of learning and wisdom, a sense of justice and fairness, the courage to stand for moral principles, and the encouragement of an environment where persons can flourish.

The University respects and upholds the students' right of association. The University supports student organizations and activities as initiatives of students to show their capacity for autonomous governance and leadership. It recognizes and promotes this training as preparation for their role in the governance of our nation with accountability, humility and love of country.

This Code is neither intended to restrict nor unnecessarily limit student activities but rather to provide the institutional parameters within which student activities can flourish. Certain primary institutional or social benefits are generated by the due observation of these parameters, among which are conviviality and security, the promotion of valuable initiatives, social cooperation and collective welfare.

The University has exclusive jurisdiction over matters of student misconduct. The University has the right to define standards and norms.
of proper conduct of students, and therefore considers departures from said standards as acts of misconduct and as violations of this Code. *(This paragraph was moved from Article V [Procedure], as recommended by Execom on 21 June 2010.)*

The University prescribes the procedure for cases of student discipline, duly recognizing the rights of students to due process. The disciplinary proceedings are administrative in nature, not open to the public, and the Rules of Court shall not apply. *(This paragraph was moved from Article V [Procedure], as recommended by Execom on 21 June 2010.)*

The faculty has the right to define standards of intellectual honesty on students, and exact norms of academic scholarship. The faculty considers acts of intellectual dishonesty as violations of academic integrity. *(This paragraph was moved from Article V [Procedure] Section 2, as recommended by Execom on 21 June 2010, with revision)*

<table>
<thead>
<tr>
<th>Article III. Applicability</th>
<th>Article II. Applicability</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Code shall apply to UP Diliman, which includes UP Extension Program in San Fernando, Pampanga and Olongapo (UPEPPO).</td>
<td>This Code shall apply to UP Diliman and all its programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article IV. Definitions</th>
<th>Article IV. Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>For purposes of this Code, the following terms shall be defined thus:</td>
<td>For purposes of this Code, the following terms shall be defined thus:</td>
</tr>
<tr>
<td>1. <strong>Academic year</strong> – as determined by the University.</td>
<td>1. <strong>Academic activity</strong> – any activity that involves academics such as, but not limited to, classes, tutorials, seminars, conferences, lectures, examinations, fulfillment of academic requirements and others. <em>(no. 10 in the 2010 draft)</em></td>
</tr>
<tr>
<td>2. <strong>Actual damages</strong> – as defined by law.</td>
<td>2. <strong>Academic year</strong> – as determined by the University.</td>
</tr>
<tr>
<td>3. <strong>Admonition/reprimand</strong> – a written, formal reproof.</td>
<td>3. <strong>Actual damages</strong> – as defined by law.</td>
</tr>
<tr>
<td>4. <strong>Alternative Dispute Resolution (ADR)</strong> – any process to amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party.</td>
<td>4. <strong>Admonition/reprimand</strong> – a written or oral, formal reproof.</td>
</tr>
<tr>
<td>5. <strong>Apology</strong> – a verified expression of contrition or remorse for wrong done.</td>
<td>5. <strong>Alternative Dispute Resolution (ADR)</strong> – any process to amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party, which includes mediation and conciliation.</td>
</tr>
<tr>
<td>6. <strong>Apology</strong> – a signed and accepted written expression of contrition or remorse for wrong done.</td>
<td>6. <strong>Apology</strong> – a signed and accepted written expression of contrition or remorse for wrong done.</td>
</tr>
</tbody>
</table>
6. **Clearance** – a written certification from the University that the student is cleared of all accountabilities.

7. **College** – all academic units such as College, School, Institute or Center.

8. **Community service** – any activity as provided by the disciplinary authority designed to provide for the public good in keeping with the overall goals of the community, such as community-wide beautification or public safety, provided that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services. Formula to convert suspension to community service:

Using fifteen (15) units as the minimum full load and two (2) hours as the average length of time spent per unit per week, thirty (30) hours per week of community service will be deemed equivalent to a suspension of every five (5) schooldays. Hence, a fifteen-schoolday suspension may be converted into ninety (90) hours of community service. Community service may be rendered within a period that is not more than two (2) and a half (2 ½) times the length of the suspension.

<table>
<thead>
<tr>
<th>Suspension</th>
<th>Equivalent in community service</th>
<th>Maximum period of implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 schooldays</td>
<td>30 hours</td>
<td>2 ½ weeks</td>
</tr>
<tr>
<td>30 days</td>
<td>180 hours</td>
<td>2 ½ months</td>
</tr>
<tr>
<td>1 semester</td>
<td>30 hours/week throughout the semester</td>
<td>2 continuous semesters and one summer</td>
</tr>
</tbody>
</table>

Only penalties of one-semester suspension or less may be converted to community service.

9. **Day, week, month, year** – “It shall be understood that years are of three hundred sixty-five days each; months, of thirty days; days, of twenty-four hours; and nights, from sunset to sunrise. If months are designated by their name, they shall be computed by the number of days which they respectively have. In computing a
10. **Educational activity** – any activity that will enhance educational performance such as classes, tutorials, seminars, conferences and lectures.

11. **Expulsion** – permanent disqualification from attendance in the University.

12. **Fine** – financial sanction for misconduct.

13. **Gambling** – any game the result of which depends wholly or chiefly upon chance or hazard and wherein wagers consisting of money or articles of value are made.

14. **Hearing** – an opportunity for the parties to be heard.

15. **Intellectual dishonesty** – any fraudulent act performed by a student to achieve academic advantage or gain for oneself or others, including but not limited to:

   a. Copying or providing the means to copy a classmate’s exam answers, homework, laboratory experiments, etc.;
   b. Allowing a classmate to copy from one’s own exam answers, homework, laboratory experiments, etc.;
   c. Possession and/or use of cheat devices during an examination;
   d. Distortion and/or destruction of data;
   e. Plagiarism, which shall be defined as the taking and use of another person’s ideas, writings, inventions and similar

10. **Expulsion** – permanent disqualification from attendance in the University of the Philippines Diliman.

11. **Fraud** – deliberately making a false statement and practicing any deception for financial or personal gain.

12. **Gambling** – any activity that involves wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods, without prejudice to fund-raising activities by student organizations expressly allowed by the University, such as bingo and raffle.

13. **Hearing** – an opportunity for the parties to be heard.

14. **Intellectual dishonesty** – any fraudulent act performed by a student to achieve academic advantage or gain for oneself or others, including but not limited to:

   a. Plagiarism, defined as “the appropriation of another person’s ideas, processes, results or words without giving appropriate credit”;
   b. Fabrication, defined as “making up data or results”; falsification, or “manipulating research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record”; distortion and/or destruction of data.

---

1 New Civil Code (NCC)
2 New Civil Code (NCC)
4 On Being a Scientist, p. 15.
5 On Being a Scientist, p. 15.
intellectual products as one’s own without knowledge, consent and/or accreditation;
f. Submission of the same work to two or more courses for academic credit without the knowledge and/or consent of the teachers concerned;
g. Deception, which shall be defined as providing false information concerning an academic activity;
h. Allowing another person to take an examination in one’s name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity;
i. Manipulating a corrected exam paper; and
j. Any other form of cheating or any act of dishonesty in relation to academic activity.

16. Intellectual Property – as defined by the University Intellectual Property Rights Policy.

17. Less serious misconduct - all acts of misconduct not classified as serious misconduct under these rules. (See Appendix A.)

18. Official Report – includes any report duly submitted in writing to any proper authority in the University by a faculty member, member of the University security force, any officer of a college or unit, or any officer of the University administration.

19. Partisan political activity - refers to any act designed to promote the election or defeat of a particular candidate or candidates to a public office during the election and campaign period of a given year.

20. Reparation – appropriate compensation to the aggrieved party for damage and or loss.

21. Registered student organization – a group of at least 20 students whose members and officers have completed at least one semester of residency in the University of the Philippines Diliman, who share goals and interests supportive of a healthy University life, and who have been officially registered by the University.

22. Restitution – return of property to reverse unjust enrichment.

23. Retention – continuing status as student of the University by satisfying retention requirements such as good academic performance.
standing or retention grades.

24. **Serious misconduct** – all acts of misconduct not classified as less serious misconduct under these rules, and other analogous acts. [See Appendix A.]

25. **Semester** – academic period as determined by the University.

26. **Student** – any person admitted to and registered in a degree or non-degree program, or cross-registered in any course of the University on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the misconduct, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against her/him.

27. **Suspension** – an involuntary, temporary leave from the University wherein a student shall not be allowed to enroll even for residency and may not:
   a. Attend classes and academic activities;
   b. Use campus facilities, including but not limited to athletic facilities, libraries and computer laboratories;
   c. Enter academic buildings and their premises;
   d. Participate in student activities within University premises;
   e. Have student jobs;
   f. Take exams; and
   g. Avail of any other privilege attendant to being a UP student.

28. **Suspension of registration** – suspension of registration of a student organization.

29. **Tambayan** - a space within the University which the members of a registered student organization officially occupy in order to conduct organization activities.

30. **University Official** – for purposes of this Code, includes all University employees, such as teaching and non-teaching staff,
and independent contractors assigned to the University.

31. **University premises** – as defined by the University’s certificates of title, including those of the UP Extension Program in Pampanga.

32. **Withdrawal of degree** – cancellation of degree granted.

33. **Withdrawal of registration** – withdrawal of registration and all privileges attendant to registration.

All terms, unless specifically defined, should be understood in their ordinary meaning.

<table>
<thead>
<tr>
<th>Article V. Rights, Privileges and Responsibilities of Students and Registered Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students and registered student organizations shall enjoy the following rights and privileges and shall be expected to fulfill the consequent responsibilities.</td>
</tr>
</tbody>
</table>

**Section 1. Rights as defined by applicable laws**, such as but not limited to

- a. 1987 Philippine Constitution;
- b. Batas Pambansa 232, as amended (Education Act of 1982);
- c. Republic Act No. 7079 (Campus Journalism Act);
- d. Republic Act No. 7277 (Magna Carta for Disabled Persons);
- e. Republic Act No. 9500 (UP Charter); and

**Section 2. Privileges**

- a. Responsible use of the name and seal of the University with permission;
- b. Use of University facilities and premises for legal purposes with permission; and
- c. Eligibility for grants and financial assistance.

**Section 3. Responsibilities as provided by this Code.**

<table>
<thead>
<tr>
<th>Article VI. Guidelines for Students and Registered Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University encourages students to engage in activities that help them flourish as individuals and as groups. Students and student organizations may not be subjected to any disciplinary proceeding except as provided in this Code.</td>
</tr>
</tbody>
</table>

**Section 1. Acts of Misconduct and Sanctions for Students**

<table>
<thead>
<tr>
<th>Article IV. Guidelines for Students and Registered Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University encourages students to engage in activities that help them flourish as individuals and as groups. Students and student organizations may not be subjected to any disciplinary proceeding except as provided in this Code.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 1. Acts of Misconduct and Corrective Measures for Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>(deleted, to form a separate document as part of the student manual)</td>
</tr>
<tr>
<td>Acts of Misconduct (See Appendix A.)</td>
</tr>
<tr>
<td>-------------------------------------</td>
</tr>
</tbody>
</table>
| Section 1.1. Intellectual Dishonesty | Additional sanctions for all acts of Intellectual Dishonesty:  
- Withdrawal of degree  
- Withdrawal of honors  
- Disqualification from graduation with honors  
- Cancellation of registration  
- Withdrawal of IT privileges for any acts described in item number 1 under Article VI Section 1.5.2. | (moved to the end of Section 1.1) |
| a. Plagiarism, as defined by the Colleges; | 1. For the first violation, suspension for a minimum of one (1) semester, to expulsion;  
2. For the second violation, expulsion. | 1. For the first violation, suspension for a minimum of one (1) semester, to expulsion;  
2. For the second violation, expulsion. |
| b. Distortion and/or destruction of data; | 1. For the first violation, suspension for a minimum of one (1) semester, to expulsion;  
2. For the second violation, expulsion. | 1. For the first violation, suspension for a minimum of one (1) semester, to expulsion;  
2. For the second violation, expulsion. |
| c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one’s name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper | 1. For the first violation, suspension for a minimum of two (2) months, to expulsion;  
2. For the second violation, expulsion. | 1. For the first violation, suspension for a minimum of two (2) months, to expulsion;  
2. For the second violation, expulsion. |
<p>| d. Submission of the same work in two or more courses without | 1. For the first violation, suspension for a minimum of one (1) month, to | 1. For the first violation, suspension for a minimum of one (1) month, to |</p>
<table>
<thead>
<tr>
<th>the instructors’ consent; two (2) years;</th>
<th>the instructors’ consent; two (2) years;</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. For the second violation, expulsion.</td>
<td>2. For the second violation, expulsion.</td>
</tr>
<tr>
<td>e. Other acts analogous to a, b, c, and/or d.</td>
<td>e. Other acts analogous to a, b, c, and/or d.</td>
</tr>
<tr>
<td>1. For the first violation, suspension for a minimum of one (1) month, to expulsion;</td>
<td>1. For the first violation, suspension for a minimum of one (1) month, to expulsion;</td>
</tr>
<tr>
<td>2. For the second violation, expulsion.</td>
<td>2. For the second violation, expulsion.</td>
</tr>
<tr>
<td>Additional corrective measures for all acts of Intellectual Dishonesty:</td>
<td>Additional corrective measures for all acts of Intellectual Dishonesty:</td>
</tr>
<tr>
<td>• Withdrawal of degree</td>
<td></td>
</tr>
<tr>
<td>• Withdrawal of honors</td>
<td></td>
</tr>
<tr>
<td>• Disqualification from graduation with honors</td>
<td></td>
</tr>
<tr>
<td>• Cancellation of registration</td>
<td></td>
</tr>
<tr>
<td>• Withdrawal of IT privileges as defined by the current policies on IT uses and resources of the University. 6 (This paragraph was moved from the top of this section.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 1.2. Fraud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making a false statement and practicing any deception or fraud in connection with</td>
</tr>
<tr>
<td>a. Admission to the University;</td>
</tr>
<tr>
<td>The admission to the University of any student found to have committed the misconduct defined in Article VI Section 1.2a shall be declared by the University Registrar to be null and void; s/he shall be permanently barred from admission.</td>
</tr>
<tr>
<td>b. Registration in the University;</td>
</tr>
<tr>
<td>1. For the first violation, suspension for one (1) semester to expulsion;</td>
</tr>
<tr>
<td>2. For the second violation, expulsion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 1.2. Fraud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making a false statement and practicing any deception or fraud in connection with</td>
</tr>
<tr>
<td>a. In connection with admission to the University;</td>
</tr>
<tr>
<td>The admission to the University of any student found to have committed the misconduct defined in Article VI Section 1.2a shall be declared by the University Registrar to be null and void; s/he shall be permanently barred from admission.</td>
</tr>
<tr>
<td>b. In connection with registration in the University;</td>
</tr>
<tr>
<td>1. For the first violation, suspension for one (1) semester to expulsion;</td>
</tr>
<tr>
<td>2. For the second violation, expulsion.</td>
</tr>
</tbody>
</table>

---

6 See the Approved Acceptable Use Policy (AUP) for Information Technology (IT) Resources of the UP System, approved by the Board of Regents on 1 February 2003, posted in the website of the University (http://www.up.edu.ph), and other documents.
| Possible additional sanctions: |  
| • cancellation of registration in the course(s) for which the fraudulent act was committed  
| • no refund of tuition and other fees  
| • disqualification from graduation with honors  
| • withdrawal of degree | 
|  
| Possible additional corrective measures: |  
| • cancellation of registration in the course(s) for which the fraudulent act was committed  
| • no refund of tuition and other fees  
| • disqualification from graduation with honors  
| • withdrawal of degree |

| c. Retention in the University; |  
| 1. For the first violation, suspension for one (1) year to expulsion;  
| 2. For the second violation, expulsion. | 
| Possible additional sanctions: |  
| • cancellation of registration for the course(s) for which the fraudulent act was committed  
| • no refund of tuition and other fees  
| • disqualification from graduation with honors  
| • withdrawal of degree | 
|  
| Possible additional corrective measures: |  
| • cancellation of registration for the course(s) for which the fraudulent act was committed  
| • no refund of tuition and other fees  
| • disqualification from graduation with honors  
| • withdrawal of degree upon recommendation of disciplinary body |

| d. Graduation from the University; |  
| Expulsion. | 
| The degree granted to any student found to have committed the misconduct defined in Article VI Section 1.2d shall be recommended to the Board of Regents (BOR) for withdrawal. | 
|  
| d. In connection with graduation from the University; |  
| Expulsion. | 
| The degree granted to any student found to have committed the misconduct defined in Article VI Section 1.2d shall be recommended to the Board of Regents (BOR) for withdrawal. | 
|  
| e. Application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions; |  
| • Suspension for a minimum of one (1) semester to expulsion;  
| • Reimbursement of full cost of UP education (based on the highest STFAP Bracket when the student entered the University) for the semester(s) that s/he | 
|  
| e. In connection with application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions; |  
| • For the first violation  
| • Suspension for a minimum of one (1) semester to expulsion;  
| • Payment of the difference between the granted and re-assessed STFAP brackets; |
was able to enjoy the scholarship; or reimbursement of the full cost of the grant, its processing, plus interest; and

- Permanent disqualification from all scholarships or grants funded or managed by the University and its affiliated institutions.

Possible additional sanction: disqualification from graduation with honors.

<table>
<thead>
<tr>
<th>Possible additional corrective measure: Permanent disqualification from all scholarships or grants funded or managed by the University and its affiliated institutions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. For the second violation, expulsion; payment of the difference between the granted and re-assessed STFAP brackets and/or reimbursement of the full cost of the grant, its processing, plus interest.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. In connection with stealing/malversation/misuse of funds collected in connection with student activities;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For the first violation</td>
</tr>
<tr>
<td>- Suspension for a minimum of one (1) semester to expulsion;</td>
</tr>
<tr>
<td>- Restitution, or the return of the funds to the rightful owner;</td>
</tr>
<tr>
<td>- Reparation, or compensation to the aggrieved party for damage or loss; and</td>
</tr>
<tr>
<td>- Disqualification from graduation with honors.</td>
</tr>
</tbody>
</table>

Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure of suspension shall be for a minimum of one year to expulsion.

<table>
<thead>
<tr>
<th>2. For the second violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1. Registration of student organizations;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>g. Use of University facilities by, or in the name of, student organizations;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>h. Use of intellectual property of the University.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
2. For the second violation, expulsion.

Possible additional sanction: disqualification from graduation with honors.

### Section 1.3. Harm

#### Section 1.3.1. Harm to Persons

<table>
<thead>
<tr>
<th>Possible additional sanction: disqualification from graduation with honors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance resulting in harm to persons;</td>
</tr>
<tr>
<td>1. For the first violation, suspension for a period ranging from fifteen (15) days to one (1) semester, or community service;</td>
</tr>
<tr>
<td>2. For the second violation, suspension for one (1) semester to one (1) academic year;</td>
</tr>
<tr>
<td>3. For the third violation, suspension for one (1) academic year to expulsion.</td>
</tr>
<tr>
<td>Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the sanction shall be as follows:</td>
</tr>
<tr>
<td>1. For the first violation, suspension of the students involved in the disorder for one (1) semester to one (1) academic year;</td>
</tr>
<tr>
<td>2. For the second violation, expulsion.</td>
</tr>
<tr>
<td>Provided further, that if the misconduct involves the use of objects listed in Article VI Section 1.4b, the sanction shall be expulsion.</td>
</tr>
</tbody>
</table>

#### Section 1.3. Harm

#### Section 1.3.1. Harm to Persons

(a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the University premises, resulting in harm to persons;

1. For the first violation, suspension for a period ranging from fifteen (15) days to one (1) semester, or community service;
2. For the second violation, suspension for one (1) semester to one (1) academic year;
3. For the third violation, suspension for one (1) academic year to expulsion.

Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be as follows:

1. For the first violation, suspension of the students involved in the disorder for one (1) semester to one (1) academic year;
2. For the second violation, expulsion.

Provided further, that if the

### i. In connection with the use of intellectual property of the University, which results in gain, material or otherwise.

1. For the first violation, suspension for a minimum of one (1) semester, to expulsion;
2. For the second violation, expulsion.

Possible additional sanction: Disqualification from graduation with honors.

(moved to the end of Section 1.3.1)
b. Physically attacking any person:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For the first violation, the sanction shall be:</td>
<td></td>
</tr>
<tr>
<td>If the victim is medically certified to have sustained injury but is</td>
<td></td>
</tr>
<tr>
<td>incapacitated, e.g., able to attend classes or work, suspension for thirty</td>
<td></td>
</tr>
<tr>
<td>(30) days to expulsion;</td>
<td></td>
</tr>
<tr>
<td>If the victim is not hospitalized or is hospitalized for less than seven (7)</td>
<td></td>
</tr>
<tr>
<td>days and is medically certified to be incapacitated, e.g., unable to</td>
<td></td>
</tr>
<tr>
<td>attend classes or work, suspension for one (1) semester to expulsion;</td>
<td></td>
</tr>
<tr>
<td>If the victim is hospitalized at least seven (7) days as a consequence of</td>
<td></td>
</tr>
<tr>
<td>the act, suspension for one (1) year to expulsion; and</td>
<td></td>
</tr>
<tr>
<td>If the victim dies as a result of the act, expulsion;</td>
<td></td>
</tr>
<tr>
<td>Provided, that if the physical attack is committed against a University</td>
<td></td>
</tr>
<tr>
<td>official or person in authority, the sanction shall be expulsion.</td>
<td></td>
</tr>
<tr>
<td>Provided further, that if the physical attack is committed by two or more</td>
<td></td>
</tr>
<tr>
<td>persons acting in concert, the sanction shall be expulsion.</td>
<td></td>
</tr>
<tr>
<td>2. For the second violation, expulsion.</td>
<td></td>
</tr>
</tbody>
</table>

c. Engaging in any of the acts described in RA 8049 otherwise known as the Anti-Hazing Law;

<table>
<thead>
<tr>
<th>Misconduct</th>
<th>Corrective Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expulsion of the officers of the organization and members involved in the</td>
<td></td>
</tr>
<tr>
<td>act.</td>
<td></td>
</tr>
<tr>
<td>The neophyte who allows herself/himself to be subjected to such rites and</td>
<td></td>
</tr>
<tr>
<td>rituals shall be</td>
<td></td>
</tr>
<tr>
<td>misconduct involves the use of objects listed in Article IV Section 1.4.b,</td>
<td></td>
</tr>
<tr>
<td>the corrective measure shall be expulsion.</td>
<td></td>
</tr>
<tr>
<td>b. Attacking a person resulting in physical and/or psychological injury;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Violation</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For the first violation, the sanction shall be:</td>
<td></td>
</tr>
<tr>
<td>If the victim is medically certified to have sustained injury but is</td>
<td></td>
</tr>
<tr>
<td>not incapacitated, e.g., able to attend classes or work, suspension for thirty</td>
<td></td>
</tr>
<tr>
<td>(30) days to expulsion;</td>
<td></td>
</tr>
<tr>
<td>If the victim is not hospitalized or is hospitalized for less than seven (7)</td>
<td></td>
</tr>
<tr>
<td>days and is medically certified to be incapacitated, e.g., unable to</td>
<td></td>
</tr>
<tr>
<td>attend classes or work, suspension for one (1) semester to expulsion;</td>
<td></td>
</tr>
<tr>
<td>If the victim is hospitalized at least seven (7) days as a consequence of</td>
<td></td>
</tr>
<tr>
<td>the act, suspension for one (1) year to expulsion; and</td>
<td></td>
</tr>
<tr>
<td>If the victim dies as a result of the act, expulsion;</td>
<td></td>
</tr>
<tr>
<td>Provided further, that if the physical attack is committed by two or more</td>
<td></td>
</tr>
<tr>
<td>persons acting in concert, the corrective measure shall be expulsion.</td>
<td></td>
</tr>
<tr>
<td>2. For the second violation, expulsion.</td>
<td></td>
</tr>
</tbody>
</table>

c. Engaging in any of the acts described in RA 8049, otherwise known as the Ant}
<table>
<thead>
<tr>
<th><strong>d. Accepting a student who has not completed a one-semester residency in UP Diliman for membership in a registered student organization:</strong></th>
<th>Suspended for one (1) week to one (1) semester and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>e. Disrespect towards any person, which includes, but not limited to, insulting and/or threatening behavior or use of profane or insulting and/or threatening language:</strong></td>
<td>1. For the first violation, suspension for one (1) month to one (1) semester and a verified written apology acceptable to the offended party;</td>
</tr>
<tr>
<td></td>
<td>Provided, that if the misconduct is committed against a University official, faculty member or person in authority, suspension for a minimum of one (1) semester to one (1) academic year and a verified written apology acceptable to the offended party.</td>
</tr>
<tr>
<td></td>
<td>Provided further, that if the misconduct is committed by two or more persons acting in concert, suspension for a minimum of one (1) academic year and a verified</td>
</tr>
</tbody>
</table>

| **d. Accepting a student who has not completed a one-semester residency in UP Diliman for membership in a registered student organization:** | Suspension for one (1) semester to one (1) academic year; |
| | Provided further, that any student found to have accepted two or more such students to the organization, the sanction shall be suspension for one (1) academic year to expulsion. |
| | The student who allows herself/himself to be accepted for membership shall be suspended for one (1) semester to one (1) year and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified. |
| **e. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior:** | 1. For the first violation, suspension for fifteen (15) days to one (1) semester and a verified written apology acceptable to the offended party; |
| | Provided, that if the misconduct is committed against a University official, faculty member or person in authority, suspension for a minimum of one (1) semester to one (1) academic year and a verified written apology acceptable to the offended party. |
| | Provided further, that if the misconduct is committed by two or more persons acting in concert, suspension for a minimum of one (1) academic year and a verified |

| The neophyte who allows herself/himself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified. |
| The student who allows herself/himself to be accepted for membership shall be suspended for one (1) semester to one (1) academic year and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified. |
| The student who allows herself/himself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified. | **Corrective measure** shall be suspension for one (1) academic year to expulsion. |
| The student who allows herself/himself to be accepted for membership shall be suspended for one (1) semester to one (1) academic year and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified. | **Corrective measure** shall be suspension for one (1) academic year to expulsion. |
| The student who allows herself/himself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified. | **Corrective measure** shall be suspension for one (1) academic year to expulsion. |
written apology acceptable to the offended party to expulsion.

Refusal to provide a verified written apology acceptable to the offended party will be sanctioned with expulsion. The apology should be written and sent to the offended party within fifteen (15) days from receipt of suspension order.

2. For the second violation, expulsion.

f. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR) approved by the Board of Regents.

1. For the first violation, suspension for one (1) semester to one (1) academic year.

2. For subsequent violations, suspension for one (1) year to expulsion.

The student shall be required to undergo counseling. The parent(s) or guardian(s) of the student shall be notified.

Possible additional corrective measure: Disqualification from graduation with honors. *(This paragraph was moved from the top of this section.)*

**Subsection 1.3.2. Harm to Things**

a. Damaging or defacing property within University premises, including but not limited to, littering and vandalism;

1. For the first violation, suspension from one (1) week to one (1) academic year, or community service; or

2. For the second violation, suspension from fifteen (15) days to expulsion;

3. For the third violation, suspension for a period of one (1) semester to expulsion.

In all cases, the student shall be required to repair the damage done at her/his expense or to pay.

misconduct is committed by two or more persons acting in concert, suspension for a minimum of one (1) academic year and a verified written apology acceptable to the offended party, to expulsion.

Refusal to provide a verified written apology acceptable to the offended party will result to expulsion. The apology should be written and sent to the offended party within fifteen (15) days from receipt of suspension order.

2. For the second violation, expulsion.

f. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR) approved by the Board of Regents.

(Refer to UP IRR for R.A. 7877.)

**Subsection 1.3.2. Damage to Property**

a. Damaging or defacing property within University premises, including but not limited to, littering and vandalism;

1. For the first violation, suspension from one (1) week to one (1) academic year, or community service; or

2. For the second violation, suspension from fifteen (15) days to expulsion;

3. For the third violation, suspension for a period of one (1) semester to expulsion.
the costs incurred in repairing such damage. No clearance shall be issued until such damage is fully compensated by the student.

Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the sanction shall be as follows:

1. For the first violation, suspension for one (1) month to expulsion;
2. For the second violation, expulsion.

In either case, the students shall be required to repair the damage done at their expense or to pay the costs incurred in repairing such damage. No clearance shall be issued until such damage is fully compensated by the students.

| b. Stealing within University premises. | 1. For the first violation, suspension for one (1) week to one (1) academic year or community service; or |
| | 2. For the second violation, suspension for two (2) weeks to expulsion; |
| | 3. For the third violation, suspension for a period of one (1) semester to expulsion. |
| | In all cases, the student shall be required to make restitution and/or reparation, and repair any damage done at her/his expense. |

Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the corrective measure shall be as follows:

1. For the first violation, suspension for one (1) month to expulsion;
2. For the second violation, expulsion.

In all cases, the students shall be required to repair the damage done at their expense or to pay the costs incurred in repairing such damage. No clearance shall be issued until such damage is fully compensated by the students.

| b. Stealing within University premises. | 1. For the first violation, suspension for one (1) week to one (1) academic year or community service; or |
| | 2. For the second violation, suspension for two (2) weeks to expulsion; |
| | 3. For the third violation, suspension for a period of one (1) semester to expulsion. |
or to pay the costs incurred in repairing such damage. No clearance shall be issued until the stolen property is returned or replaced or any damage is fully compensated by the student.

Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the sanction shall be as follows:

1. For the first violation, suspension for one (1) month to expulsion;
2. For the second violation, expulsion.

In either case, the students shall be required to make restitution and/or reparation, and repair the damage done at their expense or to pay the costs incurred in repairing such damage. No clearance shall be issued until the stolen property is returned or replaced and any damage is fully compensated by the students.

### Section 1.4. Other Inappropriate Behavior

<table>
<thead>
<tr>
<th>Possible additional sanction: disqualification from graduation with honors.</th>
<th>(moved to the end of Section 1.4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Drinking of alcoholic beverages, except where and when expressly allowed by the Chancellor, and/or drunken behavior within University premises;</td>
<td>a. Drinking of alcoholic beverages, except where and when expressly allowed by the Chancellor, and/or drunken behavior within University premises;</td>
</tr>
<tr>
<td>Admonition to suspension for three (3) to fifteen (15) days or community service;</td>
<td>Admonition to suspension for three (3) to fifteen (15) days or community service;</td>
</tr>
</tbody>
</table>
| b. Possession and/or use within the University premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals, unless required in his/her course; | 1. For the first violation, suspension for one (1) month to one (1) year; Provided, that should the deadly weapon be a firearm, explosive, or any similar device, the sanction shall be expulsion;  
2. For the second violation, suspension for one (1) year to expulsion. Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the sanction shall be expulsion. |
|---|---|
| c. Unauthorized possession and/or use of regulated or prohibited drugs or substances enumerated in the Comprehensive Dangerous Drugs Act of 2002 (as amended), within the University premises; | 1. For the first violation, suspension for one (1) semester to one (1) academic year;  
2. For the second violation, suspension from one (1) academic year to expulsion;  
For the first and second violations, the student shall be required to undergo counseling. Rehabilitation may be required at the student’s expense. The parent(s) or guardian(s) of the student shall be notified; |
| d. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances enumerated in the prevailing Comprehensive Dangerous Drugs Law, within the University premises; | 1. For the first violation, suspension for one (1) semester to one (1) academic year;  
2. For the second violation, suspension from one (1) academic year to expulsion;  
For the first and second violations, the student shall be required to undergo counseling. Rehabilitation may be required at the student’s expense.  
| b. Smoking in accordance with the provisions of R.A. 9211; | Admonition to suspension for three (3) to fifteen (15) days or community service;  
1. For the first violation, suspension for one (1) month to one (1) year; Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be suspension of one (1) year to expulsion.  
2. For the second violation, suspension for one (1) year to expulsion. Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be expulsion.  
3. For the third violation, expulsion.  
For the first and second violations, the student shall be required to undergo counseling. Rehabilitation may be required at the student’s expense. The parent(s) or guardian(s) of the student shall be notified;  

<table>
<thead>
<tr>
<th></th>
<th>3. For the third violation, expulsion.</th>
<th>expense. The parent/s or guardian/s of the student shall be notified and shall be involved in the crafting of rehabilitation programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>d.</strong> Gambling within the University premises;</td>
<td>Admonition to suspension for three (3) days to two (2) months or community service. The student may be advised to undergo counseling.</td>
<td>3. For the third violation, expulsion.</td>
</tr>
<tr>
<td><strong>e.</strong> Engaging in disgraceful conduct within University premises;</td>
<td>Admonition to expulsion. The student may be advised to undergo counseling.</td>
<td></td>
</tr>
<tr>
<td><strong>f.</strong> Willfully disobeying any lawful order or directive by the Chancellor, Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSA Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings.</td>
<td>1. For the first violation, suspension for seven (7) days to thirty (30) days or community service; 2. For the second violation, suspension for thirty (30) days to one (1) semester or community service; 3. For the third violation, expulsion.</td>
<td>A possible corrective measure: Disqualification from graduation with honors. <em>(This paragraph was moved from the top of this section.)</em></td>
</tr>
</tbody>
</table>

### Section 1.5. AUP Violations

Violation of the Approved Acceptable Use Policy for Information Technology (IT) Resources of the UP System (October 31, 2002, as amended); Possible additional sanction: disqualification from graduation with honors.

### Section 1.5.1. Uses Contrary To Law

| 1. Unlawful use. | Violators shall suffer a sanction ranging from suspension for one year to expense. |

---

7 See the Approved Acceptable Use Policy (AUP) for Information Technology (IT) Resources of the UP System, approved by the Board of Regents on 1 February 2003, posted in the website of the University ([http://www.up.edu.ph](http://www.up.edu.ph)), and other documents.
<table>
<thead>
<tr>
<th>Users may not use the IT System for any activity that is contrary to any law or administrative rule or regulation, or to encourage any such unlawful activity.</th>
<th>expulsion or dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Infringement of protected material.</td>
<td>Violators shall suffer a sanction ranging from suspension for one month to expulsion or dismissal.</td>
</tr>
</tbody>
</table>

Users must not infringe on the copyright and other property rights covering software, databases and all other copyrighted material such as text, images, icons, retrieved from or through the IT System. These acts shall include, but is not limited to, the unauthorized copying, reproduction, dissemination, distribution, importation, use, removal, alteration, substitution, modification, storage, unloading, downloading, communication, publication or broadcasting of such material. Users must properly attribute any material they copy from or through the IT System. Users are reminded that the infringement of intellectual property rights belonging to others through the use of telecommunications networks is a criminal violation under Section 33(b) of the Electronic Commerce Act.

3. Hacking. | Violators shall suffer a sanction ranging from suspension for one year to expulsion or dismissal. The sanction shall carry with it permanent withdrawal of all IT privileges. |

Users may not use the IT System to gain unauthorized access into or interfere with another computer, system, server, information or communication system, or to obtain any access in order to corrupt, alter, steal or destroy any such system or information within such system or to introduce viruses. Users are reminded that all of the foregoing acts constitute the crime of Hacking under Section 33(a) of the Electronic Commerce Act and are punishable by mandatory
### Section 1.5.2. Uses Inconsistent With The Purposes Of The UP System

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Cheating.</strong></td>
<td>See Article VI Section 1.1.</td>
</tr>
<tr>
<td>Users may not use the IT System to engage in cheating or academic dishonesty. Acts prohibited under this provision include but are not limited to the following:</td>
<td></td>
</tr>
<tr>
<td>1.1 Copying a computer file that contains another person’s work and submitting it for one’s own credit;</td>
<td></td>
</tr>
<tr>
<td>1.2 Copying a computer file that contains another person’s work and using it as a model for one’s own work;</td>
<td></td>
</tr>
<tr>
<td>1.3 Collaborating on a work, sharing the computer files and submitting the shared file, or a modification thereof, as one’s individual work, when the work is supposed to be done individually; and</td>
<td></td>
</tr>
<tr>
<td>1.4 Communicating with another person on-line during the conduct of an examination.</td>
<td></td>
</tr>
<tr>
<td><strong>2. Political use.</strong></td>
<td>Violators shall suffer a sanction ranging from suspension for one month to one year.</td>
</tr>
<tr>
<td>Users may not use the IT System for any partisan political activities not related to appropriate University functions except in a purely incidental manner.</td>
<td></td>
</tr>
<tr>
<td><strong>3. Unauthorized Commercial use.</strong></td>
<td>Violators shall suffer a sanction ranging from suspension for one month to one year with fine. If the violator is a student, the fine shall be P1,000.00 or the amount equivalent to the earnings, whichever is higher.</td>
</tr>
<tr>
<td>Users may not use the IT System for commercial purposes, except as permitted under other written policies of the UP SYSTEM or with the written approval of a competent authority.</td>
<td></td>
</tr>
<tr>
<td><strong>4. Personal use.</strong></td>
<td>Violators shall suffer a sanction ranging from suspension for one month to one year.</td>
</tr>
<tr>
<td>Section 1.5.3. Uses That Damage the Integrity, Reliability, Confidentiality and Efficiency of the IT System</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>1. Software and hardware installation and removal.</strong></td>
<td></td>
</tr>
<tr>
<td>Unless properly authorized, users may not destroy, remove, modify or install any computer equipment, peripheral, operating system, disk partition, software, database, or other component of the IT System; or connect any computer unit or external network to the IT System;</td>
<td></td>
</tr>
<tr>
<td>Violators shall suffer a sanction ranging from suspension for one month to expulsion.</td>
<td></td>
</tr>
<tr>
<td><strong>2. Unauthorized or destructive programs.</strong></td>
<td></td>
</tr>
<tr>
<td>Unless properly authorized and part of her/his administrative or academic duties, users may not develop or use programs on the IT System that may or are intended to:</td>
<td></td>
</tr>
<tr>
<td>Violators shall suffer a sanction ranging from suspension for one year to expulsion.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2.1. interfere with the ability of the UP System to enforce these policies;</td>
<td>2.2. damage any software or hardware component of the system;</td>
</tr>
<tr>
<td>2.5. interfere with or disrupt other computer users.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Destructive acts.</td>
</tr>
<tr>
<td></td>
<td>4. Unauthorized access.</td>
</tr>
<tr>
<td></td>
<td>5. Password protection.</td>
</tr>
<tr>
<td></td>
<td>6. Concealing access.</td>
</tr>
</tbody>
</table>
identity or to hide unauthorized use. Users may not conceal their own identity or masquerade as other users when accessing, sending, receiving, processing or storing through or on the IT System.

7. Prohibited material.

Users may not publish (on mailing lists, bulletin boards, and the World Wide Web) or disseminate prohibited materials over, or store such information on, the IT System. Prohibited materials under this provision include but are not limited to the following:

7.1. Any collection of passwords, personal identification numbers (PINs), private digital certificates, credit card numbers, or other secure identification information;

7.2. Any material that enables others to gain unauthorized access to a computer system. This may include instructions for gaining such access, computer code, or other devices. This would effectively preclude displaying items such as 'Hackers Guides', etc.;

7.3. Any material that permits an unauthorized user, who has gained access to a system, to carry out any modification of the computer programs or data stored in the system; and

7.4. Any material that incites or encourages others to carry out unauthorized access to or modification of a computer system.

Violators shall suffer a sanction ranging from suspension for one year to expulsion.

---

**Section 1.5.4. Uses That Encroach On The Rights Of The Users**

1. Wasteful and destructive practices.

Users may not encroach on others'
access and use of the IT System through wasteful and destructive practices such as but not limited to the following:

<table>
<thead>
<tr>
<th>1.1. Sending chain-letters or excessive messages including spamming, either locally or off-campus; spamming, includes the act of (1) repeated cross-posting the same message to as many newsgroups or mailing lists as possible, whether or not the message is germane to the stated topic of the newsgroups or mailing lists targeted, (2) maliciously sending out of unsolicited email in bulk, or (3) sending large unwanted or unnecessary files to a single email address.</th>
<th>Violators shall suffer a sanction ranging from suspension for one week to one month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2. Printing excess copies of documents, files, data, or programs;</td>
<td>Violators shall suffer a sanction ranging from suspension for one week to one month;</td>
</tr>
<tr>
<td>1.3. Running grossly inefficient programs when efficient alternatives are known by the user to be available;</td>
<td>Violators shall suffer a sanction ranging from suspension for one week to one month;</td>
</tr>
<tr>
<td>1.4. Using more than one computer terminal at a time, unless specifically authorized by competent authority. Faculty members whose duties require the use of more than one computer shall be exempted.</td>
<td>Violators shall suffer a sanction ranging from suspension for one week to one year;</td>
</tr>
<tr>
<td>1.5. Locking public access computers using screen savers or otherwise, unless specifically authorized by competent authority;</td>
<td>Violators shall suffer a sanction ranging from suspension for one week to one month;</td>
</tr>
<tr>
<td>1.6. Not logging out of the system to allow other users to make use of the public access computer;</td>
<td>Violators shall suffer a sanction ranging from suspension for one week to one month; and</td>
</tr>
<tr>
<td>1.7. Using a service which has been identified by the System Administrator as causing an excessive amount of traffic on the IT System or its external network links;</td>
<td>Violators shall suffer a sanction ranging from suspension for one week to one year.</td>
</tr>
<tr>
<td>2. Offensive material.</td>
<td>Violators shall suffer a sanction ranging from suspension for one month to</td>
</tr>
</tbody>
</table>
2.1. Users may not use the facilities of the IT System to produce, disseminate, or display material that could be considered offensive, pornographic, racially abusive, discriminatory of creed or gender, or libelous in nature.

2.2. Users may not use electronic communication facilities (such as mail, chat, or systems with similar functions) to send messages which are fraudulent, maliciously harassing, obscene, threatening, or in violation of laws, administrative rules and regulations, or other policies of the University System or its constituent universities (CU).

3. Inappropriate messages.

Users may not send to a mailing list, including local or network news groups and bulletin boards, any unsolicited material inconsistent with the list’s purpose. Users of an electronic mailing list are responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list are deemed to have solicited any material delivered by the list that is consistent with the list’s purpose.

Violators shall suffer a sanction ranging from suspension for one week to one month.

### Section 1.5.5. Uses which Violate Privacy

1. Confidential information.

1.1. Unless properly authorized, users may not attempt to gain access to archives or systems that contain, process, or transmit confidential information. Authorized users may not exceed their approved levels of access, nor should they disclose confidential information to others.

1.2. Unless properly authorized, expulsion or dismissal.

Violators shall suffer a sanction ranging from suspension for one year to expulsion or dismissal.
users may not attempt to gain access to archives or systems that contain, process, or transmit confidential information. Authorized users may not exceed their approved levels of access, nor should they disclose confidential information to others.

2. Encrypted information.
   Users shall consider as confidential all encrypted information. This includes but is not limited to passwords, digital keys and signatures. Users may not decrypt, attempt to decrypt, or enable others to decrypt such information if they are not the intended recipient.
   Violators shall suffer a sanction ranging from suspension for one year to expulsion or dismissal.

3. Information belonging to others.
   Users may not intentionally seek or provide information on, obtain copies of, or modify files, programs, or passwords belonging to other users, without the permission of those other users.
   Violators shall suffer a sanction ranging from suspension for one month to expulsion or dismissal.

4. Wiretapping, traffic capture and snooping.
   Unless properly authorized, users may not re-route or capture data transmitted over the IT System.
   Violators shall suffer a sanction ranging from suspension for one year to expulsion or dismissal.
   In addition to the penalties provided, all IT privileges of the offender may be suspended for a maximum of the period of the sanction. If the violation amounts to a sanction punishable by expulsion or dismissal, IT privileges may be revoked permanently.

5. Repeated violations of any of the acts proscribed under this policy shall be considered as gross misconduct.

Section 1.6. Any other form of Misconduct

Engaging in any other form of misconduct, whether within or outside of the scope of this policy, shall be considered as gross misconduct.
   Admonition to expulsion.
outside University premises, which affects the good order and welfare and/or good name of the University. Possible additional sanction: disqualification from graduation with honors.

Sanctions of suspension for two or more cases shall be served successively and not simultaneously.

Cases of intellectual dishonesty shall not prescribe. All other cases of serious misconduct shall prescribe upon graduation. All cases of less serious misconduct shall prescribe six (6) months after discovery of the misconduct or upon graduation, whichever comes earlier. Cases of misconduct of student organizations shall not prescribe.

### Section 1.6. Any other form of Misconduct

<table>
<thead>
<tr>
<th>Engaging in any other form of misconduct, whether within or outside University premises, which affects the good order and welfare and/or good name of the University.</th>
<th>Admonition to expulsion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible additional corrective measure: Disqualification from graduation with honors.</td>
<td></td>
</tr>
</tbody>
</table>

Corrective measures involving suspension for two or more cases may be served successively or simultaneously. In simultaneous suspensions, the longer period of suspension shall be served.

(moved to Article IV Section 3)

### Section 2. Acts of Misconduct and Sanctions for Registered Student Organizations

A registered student organization shall be subject to disciplinary action for any of the following acts without prejudice to the filing of a case against a member as a student:

<table>
<thead>
<tr>
<th>Acts of Misconduct (See Appendix A.)</th>
<th>Sanctions (See Appendix B.)</th>
</tr>
</thead>
</table>
| **Section 2.1. Fraud**

a. Making a false statement and practicing or attempting to practice any deception or fraud in connection with application for registration;

b. Making a false statement and practicing or attempting to practice any deception or fraud in connection with use of University facilities;

| 1. For the first violation, suspension of registration for six (6) months to one (1) year; |
| 2. For the second violation, suspension of registration for one (1) year and one (1) day to two (2) years; |
| 3. For the third violation, suspension of registration for five (5) years; |

### Section 2. Acts of Misconduct and Corrective Measures for Registered Student Organizations

A registered student organization shall be subject to disciplinary action for any of the following acts without prejudice to the filing of a case against a member as a student:

<table>
<thead>
<tr>
<th>Acts of Misconduct (See Appendix A.)</th>
<th>Corrective Measures (See Appendix B.)</th>
</tr>
</thead>
</table>
| **Section 2.1. Fraud**

a. Making a false statement and practicing or attempting to practice any deception or fraud in connection with application for registration on behalf of the organization;

b. Making a false statement and practicing or attempting to practice any deception or fraud in connection with use of University facilities on behalf of the organization;

| 1. For the first violation, suspension of registration for six (6) months to one (1) year; |
| 2. For the second violation, suspension of registration for one (1) year and one (1) day to two (2) years; |
| 3. For the third violation, suspension of registration for two (2) to five (5) years; |

---

8 Violations under Article IV Section 2.1 shall be counted cumulatively.

9 Violations under Article IV Section 2.1 shall be counted cumulatively.
<table>
<thead>
<tr>
<th>Section 2.2. Harm</th>
<th>Section 2.2. Harm</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 2.2.1. Harm to Persons</strong></td>
<td><strong>Section 2.2.1. Harm to Persons</strong></td>
</tr>
<tr>
<td><strong>c. Making a false statement and practicing or attempting to practice any deception or fraud in connection with application in any University-funded or managed grant;</strong></td>
<td><strong>c. Making a false statement and practicing or attempting to practice any deception or fraud in connection with application in any University-funded or managed grant or prize on behalf of the organization;</strong></td>
</tr>
<tr>
<td>4. For the fourth violation, indefinite disqualification from registration for at least five (5) years, until conditions imposed by the disciplinary body are met; Provided, that in addition to the sanctions above, the following shall be imposed: For a: fine equivalent to three (3) times the application processing fee; For b, d and e: fine equivalent to double the reasonable amount of rent for the period the facility was used; For c: restitution and a fine equivalent to the amount of the grant</td>
<td>4. For the fourth violation, disqualification from registration for at least five (5) years, until conditions imposed by the disciplinary body are met; Provided, that in addition to the corrective measures above, the following shall be imposed: For a: Community service, the length of which to be determined by the Office of Student Activities (OSA) or the College, shall be imposed; For b, d and e: Community service, the length of which to be determined by the OSA or the College, shall be imposed; For c: restitution and/or fine equivalent to the amount of the grant; For b, c, d and e: Suspension of all officers for one (1) semester to expulsion; second violation, expulsion.</td>
</tr>
<tr>
<td><strong>d. Making a false statement and practicing or attempting to practice any deception or fraud in connection with application for tambayan on behalf of the organization;</strong></td>
<td><strong>d. Making a false statement and attempting to practice any deception or fraud in connection with application for tambayan on behalf of the organization;</strong></td>
</tr>
<tr>
<td>4. For the fourth violation, indefinite disqualification from registration for at least five (5) years, until conditions imposed by the disciplinary body are met; Provided, that in addition to the sanctions above, the following shall be imposed: For a: fine equivalent to three (3) times the application processing fee; For b, d and e: fine equivalent to double the reasonable amount of rent for the period the facility was used; For c: restitution and a fine equivalent to the amount of the grant</td>
<td>4. For the fourth violation, disqualification from registration for at least five (5) years, until conditions imposed by the disciplinary body are met; Provided, that in addition to the corrective measures above, the following shall be imposed: For a: Community service, the length of which to be determined by the Office of Student Activities (OSA) or the College, shall be imposed; For b, d and e: Community service, the length of which to be determined by the OSA or the College, shall be imposed; For c: restitution and/or fine equivalent to the amount of the grant; For b, c, d and e: Suspension of all officers for one (1) semester to expulsion; second violation, expulsion.</td>
</tr>
<tr>
<td><strong>e. Making a false statement and/or withholding information in relation to the changes in the organization’s membership and officers within the duration of registration.</strong></td>
<td><strong>e. Making a false statement and/or withholding information in relation to the changes in the organization’s membership and officers within the duration of registration on behalf of the organization.</strong></td>
</tr>
<tr>
<td>Provided further, that restoration of registration is contingent upon fulfillment of obligations.</td>
<td>Provided further, that restoration of registration is contingent upon fulfillment of obligations.</td>
</tr>
<tr>
<td>Section 2.2.2. Harm to Things</td>
<td>Section 2.2.2. Damage to Property</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>a. Damaging or defacing property within University premises, including but not limited to, littering and vandalism;</strong></td>
<td><strong>a. Damaging or defacing property within University premises, including but not limited to, littering, vandalism, and with use of hazardous chemicals, use of explosives or incendiary materials;</strong></td>
</tr>
<tr>
<td>1. For the first violation, suspension of registration for one (1) month. The officers and members shall render community service equivalent to one (1) month suspension and be required to make restitution and/or reparation;</td>
<td>For every violation, suspension of registration for one (1) month to five (5) years, to be served successively. The officers and members shall be required to make restitution and/or reparation. <strong>Additional corrective measure:</strong> Community service, the length of which to be determined by OSA or the College, shall be imposed.</td>
</tr>
<tr>
<td>2. For the second violation, suspension of registration for six (6) months. The officers and members</td>
<td></td>
</tr>
</tbody>
</table>
shall render community service equivalent to one (1) semester suspension and be required to make restitution and/or reparation;

3. For the succeeding violations, indefinite disqualification from registration for at least five (5) years, until conditions imposed by the disciplinary body are met. The organization shall be required to make restitution and/or reparation.

b. Appropriating for the student organization property of another within University premises:

1. For the first violation, suspension of registration for six (6) months. The officers and members shall render community service equivalent to one (1) semester suspension and be required to make restitution and/or reparation and a fine equivalent to the value of the property appropriated;

2. For the second violation, suspension of registration for one (1) year. The officers and members shall render community service equivalent to one (1) academic year suspension and be required to make restitution and/or reparation and pay a fine equivalent to double the value of the property appropriated;

3. For the third violation, indefinite disqualification from registration for at least five (5) years, until conditions imposed by the disciplinary body are met. The organization shall be required to make restitution and/or reparation and pay a fine equivalent to three times the value of the property appropriated. The officers shall be

b. Appropriating for the student organization property of another;

For every violation, suspension of registration for six (6) months to five (5) years. The officers and members shall be required to make restitution and/or reparation and a fine equivalent to the value of the property appropriated;

Additional corrective measure: Community service, the length of which to be determined by OSA or the College.
<table>
<thead>
<tr>
<th>Section 2.3 Any other form of misconduct</th>
<th>Section 2.3 Any other form of misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Obstructing or attempting to obstruct University authorities from inspecting, copying and/or photographing designated documents, papers, books, accounts, letters, photographs, objects or tangible things in the student organization's possession, custody or control, in connection with an ongoing investigation;</td>
<td>a. Wilfully disobeying any lawful written order or directive by the Chancellor, Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSA Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings.</td>
</tr>
<tr>
<td>Suspension of registration for one (1) month to indefinite disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body are met.</td>
<td>Suspension of registration for one (1) month to disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body are met.</td>
</tr>
<tr>
<td>b. Engaging in any other form of misconduct, whether within or outside University premises, significantly affecting the good order and welfare and/or good name of the University, and/or which violates the provisions of this Code regarding student organizations.</td>
<td>b. Engaging in any other form of misconduct, whether within or outside University premises, significantly affecting the good order and welfare and/or good name of the University, and/or which violates the provisions of this Code regarding student organizations.</td>
</tr>
<tr>
<td>Section 3. Guidelines on the application for, or renewal of, official registration of student organizations in the University</td>
<td></td>
</tr>
<tr>
<td>There are two (2) types of student organizations: College-registered and University-registered.</td>
<td></td>
</tr>
<tr>
<td>Section 3.1. Application for, or renewal of, University registration of student organizations</td>
<td></td>
</tr>
<tr>
<td>a. A student organization seeking University registration must have a membership of at least twenty (20), including officers, who have completed at least one (1) semester of residency in the University and who are currently enrolled. The organization must submit in hard and electronic form a copy of its Constitution and by-laws to the Office of Student Activities (OSA).</td>
<td></td>
</tr>
<tr>
<td>b. A student organization seeking University registration or renewal thereof must apply with the OSA.</td>
<td>(deleted; to be a separate document in the Student Manual)</td>
</tr>
</tbody>
</table>
c. Registration shall be for one year, effective upon issuance of the Certificate of Registration. The period for application for registration shall be the first fifteen (15) days from the first day of classes of every semester. No applications will be processed during Summer.

d. An organization must accomplish OSA application forms, attested to by the student head and the faculty adviser, with the following documents attached thereto, in hard and electronic copies. All hard copies must be notarized.

1. Roster of all members and applicants, in the current year, to include full names, student numbers, 1 ½ x 1 ½ inch photos taken within the last six (6) months, photocopies of current Form 5s and corresponding positions in the applicant student organization;
2. Detailed accounting of finances prepared by the student organization’s immediate past finance officer;
3. Certification against the recruitment of students who have not earned a one-semester residency;
4. List and description of projects and activities undertaken during the immediate past year, with relevant documentation, such as posters, souvenir programs, and photos. The list should include at least one academic project/activity;
5. Proposed schedule, description, objectives, budget and source of funds of projects and activities to be undertaken, which should include at least one educational project/activity;
6. Copy of the amended Constitution and/or by-laws, if any;
7. Proof of payment of all required fees.

e. The faculty adviser shall submit a notarized undertaking, verified by the Dean of his/her College, to supervise and monitor the student organization, and assist University authorities in implementing this Code. Only regular faculty members who have served the University for at least three (3) years may serve as advisers of organizations. Each organization shall have at least one faculty adviser.

f. The student organization shall report a change in the list of its officers. The report shall be submitted in writing, duly notarized, to the Office of the Vice-Chancellor for Student Affairs (OVCSA), through the OSA, within one (1) week from any such change.

g. The OSA Coordinator and/or the Vice-Chancellor for Student Affairs (VCSA) may interview the officers/members and the faculty adviser of the applicant organization. Refusal to be
interviewed shall result in the denial of the application for registration or renewal of registration.

Section 3.2. Application for, or renewal of, College registration of student organizations

The College shall establish its own rules for the registration of College-based student organizations, which must be consistent with the rules for University-registered student organizations. However, a College may establish more stringent rules.

Within two (2) weeks of the issuance of College registration, the student organization shall submit to the OVCSA-OSA a certified true copy of its Certificate of Registration.

Section 4. General guidelines on the grant of use of University premises and facilities

Section 4.1. Tambayan

The University desires to rationalize the use of University facilities and premises, and to equitably distribute University resources for use of student organizations to promote their objectives. A tambayan facilitates the activities of student organizations, and provides spaces for group study and socialization. Since there are finite available spaces for tambayan, the distribution is based on merit and selected criteria.

The use of a tambayan is considered a grant.

Section 4.1.1. Grant of tambayan

Subject to certain criteria and requirements, the tambayan may be granted by either the College or the University, depending on its location.

The College shall establish its own rules for the granting of tambayan.

Section 4.1.2. Application for tambayan for University-registered student organizations

The grant of the privilege of use of a tambayan for University-registered student organizations is subject to the following:

a. Who may apply – any University-registered student organization
1) registered by the University for at least one (1) year; and,
2) has not been subject to any disciplinary measures in the last three (3) years.

b. Where to apply – with the Office of Student Activities.

Applications with OSA shall be processed by an ad hoc committee, the composition of which shall be determined by the OVCSA. The Committee shall set the criteria for the grant. The criteria for monitoring and rating all student organizations for purposes of applying/renewing applications for a tambayan shall be set by the OVCSA.

Section 4.1.3. Criteria for the grant of tambayan to University-registered student organizations

The Committee shall decide the grant based on the following:

a. educational and extension activities, e.g. tutorials, community outreach
b. awards received (college, University, nationally recognized competitions)
c. disciplinary record of the organization and its members

Section 4.1.4. Conditions for the use of Tambayan

a. The grant shall be limited to the use of one tambayan.
b. The use of a tambayan shall be for a period of one (1) year from the issuance of the grant.
c. A University-registered student organization granted the use of a tambayan shall not share the tambayan with any other student organization except with the written directive and/or approval of the OVCSA.
d. The student organization may introduce improvements in the tambayan, such as painting, cabinetry, partitions, and the like, only with the written approval of the OVCSA, in compliance with University regulations. Upon expiry of the grant, the University shall own all improvements introduced unless the same are removed by the student organization, without harm or damage to the original condition of the tambayan.
e. A student organization granted the use of a tambayan shall use the tambayan in such a manner that it does not injure the rights of others.
f. A student organization granted the use of a tambayan shall keep it clean and tidy at all times.
g. A tambayan is subject to inspection by University authorities
during reasonable hours and with at least one-day notice.
The inspection shall be conducted in the presence of at least one member.
h. A student organization granted the use of a tambayan may be transferred to another tambayan by the OVCSA, through the OSA, or by the College office concerned, after due notice if academic requirements so require.

Section 4.1.5. Ground for revocation of grant of tambayan to University-registered student organizations

Non-compliance with any of the conditions provided in Article VI Section 4.1.4c to 4.1.4h shall be ground for revocation of the grant.

Section 4.1.6. Permanent structure for tambayan

A recognized student organization may apply with the University through the appropriate office, for the use of a portion of University premises for the purpose of putting up a permanent structure to serve as tambayan in compliance with University regulations. The structure shall be considered as a donation to the University. The privilege of the use of the structure as a tambayan shall be granted to the student organization that caused its construction, for three (3) years. However, the student organization is still subject to the pertinent provisions of Article VI Section 4.1.

Section 4.2. University premises and other facilities

A student or a group of students may apply for the limited use of a portion of University premises and/or facilities for legal purposes; e.g. theater rental. For areas under the jurisdiction of the College, the application shall be filed with the College office concerned. For all other areas, the application shall be filed with the University through the appropriate office.

Section 3. Prescription

Cases of intellectual dishonesty shall prescribe twenty years after discovery of the misconduct. All other cases of serious misconduct shall prescribe upon graduation. All cases of less serious misconduct shall prescribe six (6) months after discovery of the misconduct or upon graduation, whichever comes earlier. Cases of misconduct of student organizations shall prescribe five years after discovery of the misconduct. (moved from end of Article IV Section 1, with revisions)
The University has exclusive jurisdiction over matters of student misconduct. The University has the right to define standards and norms of proper conduct of students, and therefore considers departures from said standards as acts of misconduct and as violations of this Code.

The University prescribes the procedure for cases of student discipline, duly recognizing the rights of students to due process. The disciplinary proceedings are administrative in nature, not open to the public, and the Rules of Court shall not apply.

This Code provides three (3) sets of procedures: for intellectual dishonesty (Article VII Section 2), for other misconduct involving a student (Article VII Section 3), and for student organizations (Article VII Section 4).

This Code provides three (3) sets of procedures: for intellectual dishonesty (Article V Section 2), for other misconduct involving a student (Article V Section 3), and for student organizations (Article V Section 4).

In cases of sexual harassment, the complaint shall be referred to the UP Diliman Office of Anti-Sexual Harassment.

Section 1. Disciplinary Bodies

There are three (3) disciplinary bodies in the University: the Student Disciplinary Council (SDC), the College Disciplinary Committee (CDC) and the Inter-College Disciplinary Committee (ICDC).

The members of the ad hoc committees under the three (3) disciplinary bodies have the duty to disclose their relationships of any nature and to any extent with the parties involved.

Disciplinary bodies may invite students as resource persons in the conduct of their proceedings.

### Section 1.1. The Student Disciplinary Council (SDC)

#### Section 1.1.1. Composition of the Student Disciplinary Council (SDC)

The SDC is a body formed by the Chancellor under the administrative supervision of the VCSA, for the purpose of implementing the pertinent provisions of this Code. The Chancellor shall determine the appropriate number of SDC members, which shall be adequate to ensure a speedy resolution of cases. They shall be tenured, regular faculty nominated by their respective Deans. Faculty advisers of student organizations may not be nominated.
to the SDC. In its initial constitution, fifty percent (50%) of the SDC members shall serve a term of three (3) years while the other fifty percent (50%) shall serve a term of two (2) years. Thereafter, upon the expiry of the three- and two-year terms, members shall serve for two years. The Chancellor shall appoint five (5) from the SDC as members of the SDC Executive Committee, one of whom shall be appointed the SDC Executive Committee Chair, who shall also be the SDC Chair. All the members of the SDC Executive Committee shall serve a term of one (1) year. The SDC shall have an office and appropriate staff.

Section 1.1.2. Jurisdiction and Functions of the SDC

Student Disciplinary Council (SDC)

The SDC shall form committees that will hear and resolve cases involving serious misconduct, except intellectual dishonesty, and less serious misconduct involving more than one college. If, however, a case of intellectual dishonesty concerns two or more colleges whose Deans are unable to form an Inter-College Disciplinary Committee (See Article VII Section 1.3.1), the SDC shall take jurisdiction of the case.

Section 1.1.2.1. Ad Hoc Disciplinary Hearing Committee (AHDHC)

The Ad Hoc Disciplinary Hearing Committee is composed of three (3) or five (5) members of the SDC who are assigned by the SDC Executive Committee.

secondment or special detail.

At its initial constitution, three (3) of the members of the SDC, including its Chair, shall serve a term of three (3) years. The other two (2) shall serve a term of two (2) years. Thereafter, upon the expiry of the three- and two-year terms, members shall serve for two years. A vacancy in SDC due to leave, sabbatical, secondment, special detail or other reasons shall be filled by the Chancellor. The replacement shall serve a term of two (2) years.

The SDC shall have an office and appropriate staff.

Section 1.1.2. Jurisdiction and Functions of the Student Disciplinary Council (SDC)

The SDC shall form ad hoc committees that will hear and resolve cases involving serious misconduct, except intellectual dishonesty, and less serious misconduct involving more than one college. Two or more colleges are involved when the incident subject of the complaint took place within the premises of a college(s), allegedly committed by a student(s) of another college(s).

Hearing committees formed by the SDC, except for cases of intellectual dishonesty, shall be composed of three (3) members, two (2) of whom shall be tenured, regular faculty who are not on leave, sabbatical, secondment or special detail, while the third member shall be an elected member of the University Student Council.

Student members must have the following qualifications:

a. Good moral character, defined as not having been found guilty of any offense in a court of law or liable in a student disciplinary body, and is not the subject of any pending case;

b. Good academic standing, defined herein
as having passed at least 75% of units enrolled in the previous semester; carrying a full or regular academic load in the current and previous semesters, except in the case of graduate student members who need not carry or have carried a full load; and not having exceeded the Maximum Residence Rule; and

c. Residency in the University for at least one (1) year.

Graduating students may not be appointed to hearing committees.

A faculty adviser of a student organization may not serve in a committee hearing a complaint against the student organization or any member of the student organization s/he advises. An official or member of a student organization may not serve in a committee hearing a complaint against her/his student organization or any member of her/his student organization.

Continuing qualifications are required to remain in the hearing committee until the conclusion of its work.

Faculty and student members of ad hoc hearing committees shall be nominated by their respective Deans. The student member of the committee hearing a complaint against an undergraduate student(s) shall be an undergraduate, while the student member of the committee hearing a complaint against a graduate student(s) shall be a graduate student.

Hearing committees constituted by the colleges for intellectual dishonesty cases shall be composed of three (3) or five (5) tenured, regular faculty who are not on leave, sabbatical, secondment or special detail. However, in a case of intellectual dishonesty concerning two or more colleges whose Deans are unable to form an Inter-College Disciplinary Committee (See Article V Section 1.3.1), the SDC shall appoint the members of the ICDC, who shall come from the Colleges involved.
Section 1.2. The College Disciplinary Committee (CDC)

Section 1.2.1. Composition of the College Disciplinary Committee (CDC)

The CDC is an ad hoc committee formed by the Dean for the purpose of implementing the pertinent provisions of this Code. The Dean may sit as a member of the CDC. The CDC shall be composed of three (3) or five (5) members whom the Dean shall appoint from the regular faculty. The Committee members shall select a Chair from among themselves.

The SDC shall receive copies of all complaints and case reports involving student misconduct. It shall monitor the progress and resolution of all cases, including enforcement of corrective measures, and submit status reports to the Chancellor.

The SDC shall conduct orientation on the Code of Student Conduct for all ad hoc disciplinary committees.

Student members must have the following qualifications:

a. Good moral character, defined as not having been found guilty of any offense in a court of law or liable in a student disciplinary body, and is not the subject of any pending case;

b. Good academic standing, defined herein as having passed at least 75% of units enrolled in the previous semester; carrying a full or regular academic load in the current and previous semesters, except in
Section 1.2.2. Jurisdiction and Functions of the College Disciplinary Committee (CDC)

The CDC shall hear and resolve cases of intellectual dishonesty, less serious misconduct, and all other cases where the students involved belong to the College and the incident occurred within College premises without prejudice to the discretion of the Dean.

Under special circumstances, the Dean may request the SDC Executive Committee for an external member of the CDC.

Graduating students may not be appointed to hearing committees.

In cases where there is no College Student Council or when no member of the College Student Council is qualified, the Dean shall appoint a student who meets the aforementioned qualifications.

A faculty adviser of a student organization may not serve in a committee hearing a complaint against the student organization or any member of the student organization s/he advises. An official or member of a student organization may not serve in a committee hearing a complaint against her/his student organization or any member of her/his student organization.

Continuing qualifications are required to remain in the hearing committee until the conclusion of its work.

The student member of the committee hearing a complaint against an undergraduate student(s) shall be an undergraduate, while the student member of the committee hearing a complaint against a graduate student(s) shall be a graduate student.

Under special circumstances, the Dean may request the SDC for an external member of the CDC.

The CDC shall hear and resolve cases of intellectual dishonesty, less serious misconduct, and all other cases where the students involved belong to the College and the incident occurred within College premises, without prejudice to the discretion of the Dean.
Section 1.3. The Inter-College Disciplinary Committee (ICDC)

Section 1.3.1. Composition of the Inter-College Disciplinary Committee (ICDC)

The ICDC is an ad hoc committee formed by the Deans of two (2) or more Colleges, for the purpose of implementing the pertinent provisions of this Code, when a student of a College is alleged to have committed intellectual dishonesty in another College. The Dean of the College where the misconduct was committed shall initiate the constitution of the ICDC. The ICDC shall be composed of three (3) or five (5) regular faculty members from the colleges concerned. If there is an even number of Colleges concerned, the Deans shall agree on the membership in the ICDC of a third College. In addition, the Deans of the concerned Colleges shall sit as ex-officio non-voting members of the Committee. They may vote only to break a tie. The ICDC members shall select a chair from among themselves.

Should the Deans involved be unable to form the ICDC within 14 days from the receipt of the complaint, owing to a fundamental difference in position or some other substantive constraint, the SDC shall appoint the members of the ICDC. The Deans concerned may observe the proceedings.

Section 1.3.2. Jurisdiction and Functions of the Inter-College Disciplinary Committee (ICDC)

The ICDC shall hear and resolve cases of intellectual dishonesty involving more than one college.

Section 1.4. Compensation

The Chancellor shall determine the compensation for members of disciplinary bodies.

Section 2. Procedure for cases involving intellectual dishonesty

(See attached flowchart.)
The faculty has exclusive jurisdiction over matters of intellectual dishonesty. The faculty has the right to define standards of intellectual honesty on students, and exact norms of academic scholarship. The faculty considers acts of intellectual dishonesty as violations of academic integrity.

Section 2.1. How Commenced

An incident involving intellectual dishonesty may be reported, orally or in writing, by anyone directly to the Dean, or through a faculty member, of the college where the incident occurred. The Dean shall, within one (1) week from receipt of report, determine whether a CDC or an ICDC should be constituted, and write the Dean’s Report.

Section 2.2. Parties

In all cases of intellectual dishonesty, the University is deemed the complainant. The student reported to have committed the act of misconduct constituting intellectual dishonesty is the respondent.

Section 2.3. Right to counsel

The University shall be represented by a tenured member of the University Council, who is appointed by the Chancellor. The respondent may be assisted by counsel.

Section 2.4. Constitution of the College Disciplinary Committee (CDC) or the Inter-College Disciplinary Committee (ICDC)

The Dean(s) constitute(s) the CDC or the ICDC within one (1) week from the determination of jurisdiction by the Dean, in accordance with Sections 1.2.1 and 1.3.1 of Procedure.

Section 2.1. How Commenced

An incident involving intellectual dishonesty may be reported, orally or in writing and duly signed, by anyone directly to the Dean, or through a faculty member, of the college where the incident occurred. Oral reports shall be put in writing and duly signed by the person filing the report, copy furnished the SDC. The Dean shall, within one (1) week from receipt of report, determine whether a CDC or an ICDC should be constituted, and write the Dean’s Report, copy furnished the SDC.

Section 2.2. Parties

In all cases of intellectual dishonesty, the University is deemed the complainant. The student/s reported to have committed the act of misconduct constituting intellectual dishonesty is/are the respondent/s.

Section 2.3. Representation of parties and right to counsel

The University shall be represented by a tenured, regular member of the University Council who is not on leave, sabbatical, secondment or special detail, who is appointed by the Chancellor.

The respondent/s shall represent himself/herself/themselves, and shall have the right to counsel. The counsel’s role shall be limited to advice. The counsel of choice may be any person who can assist the respondent.

Section 2.4. Constitution of the College Disciplinary Committee (CDC) or the Inter-College Disciplinary Committee (ICDC)

The Dean/s constitute/s the CDC or the ICDC within one (1) week from the determination of jurisdiction by the Dean, in accordance with Article V Sections 1.2.1 and 1.3.1 of Procedure.
Section 2.5. Proceedings

The disciplinary committee shall not be bound by technical rules of evidence and all proceedings shall be summary in nature. The parties and their witnesses, if any, shall submit affidavits subject to clarificatory questions by the disciplinary committee. The following requests to the disciplinary committee shall be prohibited:

a. Extension of time to file an answer;
b. Dismissal of the complaint;
c. Re-opening of a case;
d. Demurrer to evidence;
e. Postponements/cancellation of hearings;
f. Reply/rejoinder;
g. Intervention; and
h. New proceedings on the same case.

Section 2.6. Summons

The Committee shall, within five (5) days, from its constitution, issue summons to the respondent with a copy of the complaint and the Dean’s Report. The summons shall be served personally to the respondent through the Secretary of the College to which s/he belongs or through the Office of the University Registrar (OUR) if the respondent does not belong to any college; by electronic mail to the respondent’s UP Webmail account, wherein the respondent is presumed to have received the Summons within three (3) days; and by registered mail to the respondent’s residence address indicated in her/his latest Form 5, wherein the respondent is presumed to have received the Summons within ten (10) days. Finally, a copy of the summons shall also be served to the respondent’s parents or guardians. It is incumbent upon the respondent to notify the University through her/his home College, of any change of address during the pendency of the case. Otherwise s/he is bound by the address given in her/his last Form 5. Receipt by the parents will be considered receipt by the respondent.

Section 2.5. Proceedings

The CDC or ICDC shall not be bound by technical rules of evidence and all proceedings shall be summary in nature. The parties and their witnesses, if any, shall submit affidavits subject to clarificatory questions by the disciplinary committee. The following requests to the disciplinary committee shall be prohibited:

a. Extension of time to file an answer;
b. Dismissal of the complaint;
c. Re-opening of a case;
d. Demurrer to evidence;
e. Postponements/cancellation of hearings;
f. Reply/rejoinder;
g. Intervention; and
h. New proceedings on the same case.

The preliminary meeting, hearings, and all other meetings of the CDC or ICDC shall proceed when a majority of the members are present.

Section 2.6. Summons

The CDC or ICDC shall, within five (5) days, from its constitution, issue summons to the respondent with a copy of the complaint and the Dean’s Report. The summons shall be served within another five (5) days:

a. personally to the respondent through the Department Chair, Institute Director and/or the Secretary of the College to which s/he belongs or through the Office of the University Registrar (OUR) if the respondent does not belong to any college;
b. by electronic mail to the respondent’s UP Webmail account, wherein the respondent is presumed to have received the Summons;
c. by registered mail to the respondent’s residence address indicated in her/his latest Form 5, wherein the respondent is presumed to have received the Summons; and
d. to the minor respondent’s parents or guardians.
These modes of service of summons shall also apply to the service of notices, decisions and other communications.

Section 2.7. Answer

The respondent shall answer in writing within a non-extendible period of five (5) days from receipt of the summons and the Dean’s Report. If the respondent fails to answer within the time period, s/he is deemed to have waived her/his right to present his/her side.

Section 2.8. Appearances and Participation during Hearings

The University shall appear through its duly authorized representative as provided in Article VII Section 2.3. If the complainant is a tenured member of the University Council, s/he may represent the University.

The respondent shall appear in person and may be accompanied by parents, guardians and legal counsel. The participation of her/his parents, guardians and legal counsel shall be limited to advice.

Section 2.9. Notice of Hearing

The Committee shall serve to the parties a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three (3) days before the date of the initial hearing.

Section 2.10. Preliminary Meeting

The preliminary meeting shall be mandatory. The Committee shall set the preliminary meeting date not later than one (1) week after receipt of the respondent’s answer or after the expiration of the period within which the respondent should answer.

Failure of the University and/or the private complainant to Proof of receipt of summons served through the Department Chair, Institute Director, the College Secretary or the OUR shall be submitted to the CDC or ICDC within two (2) days.

These modes of service of summons shall also apply to the service of notices, decisions and other communications.

Section 2.7. Answer

The respondent shall answer in writing within a non-extendible period of five (5) days from receipt of the summons and the Dean’s Report. If the respondent fails to answer within the time period, s/he is deemed to have waived her/his right to present her/his side.

Section 2.8. Appearances and Participation During Hearings

The University shall appear through its duly authorized representative as provided in Article V Section 2.3. If the complainant is a tenured member of the University Council, s/he may represent the University.

The respondent shall appear in person and may be accompanied by parents, guardians and counsel. The participation of her/his parents, guardians and counsel shall be limited to advice.

Section 2.9. Notice of Hearing

The CDC or ICDC shall serve to the parties a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three (3) days before the date of the initial hearing.

Section 2.10. Preliminary Meeting

The preliminary meeting shall be mandatory. The CDC or ICDC shall set the preliminary meeting date not later than one (1) week after receipt of the respondent’s answer or after the expiration of the period within which the respondent should answer.

Failure of the University and/or the private complainant to
appear shall be ground to dismiss the complaint.

Failure of the respondent to appear shall have the same effect as failure to answer.

During the preliminary meeting, the parties shall consider all matters that will aid in the prompt disposition of the case, such as any facts admitted, marking of documents to be presented, dates of hearings, identity of witnesses and the gist of their testimony.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the Committee present, the University representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

Section 2.11. Hearings

The initial hearing must be set not later than one (1) week after the preliminary meeting. Hearings must be completed within a non-extendible period of two (2) months after the initial hearing, after which the Committee shall resolve the case.

Section 2.12. Committee Report

The Committee shall submit its resolution and recommended sanctions, if any, to the Dean within fifteen (15) days after the final hearing. The resolution shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the resolution and recommended sanctions are based.

Section 2.13. Dean's Action

The Dean shall adopt the resolution and shall affirm or modify the recommended sanction, if any, within seven (7) days.
Section 2.14. Service of the Dean’s Action

The parties shall each be served a copy of the Dean’s Action in the same manner as the provisions of Article VII Section 2.6. The duly appointed representative of the University shall submit a copy of the resolution to the Chancellor, who shall inform the UP Diliman Executive Committee of the same.

Section 2.15. Appeal

The Dean’s action may be appealed to the UP Diliman Executive Committee (Execom) within seven (7) working days from receipt of the decision, through the Chancellor. The Execom shall decide the appeal within two (2) months. The decision of the Execom may be appealed to the Board of Regents (BOR) within seven (7) working days upon receipt of the decision by the Execom, through the President.

Section 2.16. Finality and Enforcement of the Dean’s Action

If no appeal is made by any party, the Dean’s action shall be final and immediately be enforced upon the expiration of the period for filing an appeal.

The final decision shall be executory upon receipt by the respondent or her/his parent(s)/guardian(s)/nearest relative at the address written in the respondent’s last Form 5. It is incumbent upon the respondent to notify the University through her/his home College, of any change of address during the pendency of the case. Otherwise s/he is bound by the address given in her/his last Form 5. The parent(s)/guardian(s) shall be furnished a copy of the decision. The resolution shall be executed by the Dean of the College to which the respondent belongs. In the case of expulsion, the resolution shall be executed by the Chancellor.

Section 2.17. Implementation of Corrective Measures Involving Suspension

Final decision of suspensions of thirty (30) to sixty (60) days, which are executory within thirty (30) days prior to the first day of the final examination period, shall take effect on the first day of
classes during the subsequent semester, except when the respondent is graduating, in which case the sanction shall immediately take effect upon the final decision in accordance with Article VII Section 2.15.

The final examination period, shall take effect on the first day of classes during the subsequent semester, except when the respondent is graduating, in which case the corrective measure shall immediately take effect upon the final decision in accordance with Article V Section 2.15. The SDC, the Office of the University Registrar (OUR), the College Secretary and concerned professors shall be informed of the implementation of the corrective measure.

<table>
<thead>
<tr>
<th>Section 3. Procedure for other acts of misconduct (See attached flowchart.)</th>
<th>Section 3. Procedure for other acts of misconduct (See attached flowchart.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Section pertains to the procedure for acts of misconduct other than intellectual dishonesty.</td>
<td>This Section pertains to the procedure for acts of misconduct other than intellectual dishonesty.</td>
</tr>
<tr>
<td><strong>Section 3.1. How commenced</strong></td>
<td><strong>Section 3.1. How commenced</strong></td>
</tr>
<tr>
<td>An incident involving student misconduct may be reported, orally or in writing, by anyone to any College or University official. The recipient of the complaint other than the Dean shall, within three (3) days, report the complaint to the Dean or to the SDC.</td>
<td>An incident involving student misconduct may be reported, orally or in writing <strong>and duly signed</strong>, by anyone to any College or University official. <strong>Oral reports shall be put in writing and duly signed by the person filing the report, copy furnished to the SDC.</strong> The recipient of the complaint other than the Dean shall, within three (3) days, report the complaint to the Dean or to the SDC.</td>
</tr>
<tr>
<td><strong>Section 3.2. Parties</strong></td>
<td><strong>Section 3.2. Parties</strong></td>
</tr>
<tr>
<td>In all cases of student misconduct, the University is deemed the complainant, together with a private complainant, if any. The student reported to have committed the act of misconduct is the respondent.</td>
<td>In all cases of student misconduct, the University is deemed the complainant, together with a private complainant, if any. The student reported to have committed the act of misconduct is the respondent.</td>
</tr>
<tr>
<td><strong>Section 3.3. Right to Counsel</strong></td>
<td><strong>Section 3.3. Representation and Right to Counsel</strong></td>
</tr>
<tr>
<td>The University shall be represented by a tenured member of the University Council, who is appointed by the Chancellor. The respondent may be assisted by counsel.</td>
<td>The University shall be represented by a tenured, regular member of the University Council <strong>who is not on leave, sabbatical, secondment or special detail</strong>, who is appointed by the Chancellor.</td>
</tr>
<tr>
<td></td>
<td>The respondent/s shall represent himself/herself/themselves, and shall have the right to counsel. The counsel’s role shall be limited to advice. The counsel of choice may be any person who can assist the respondent.</td>
</tr>
</tbody>
</table>
Section 3.4. Determination of Jurisdiction and probable cause

The Dean or the SDC Chair shall determine whether

a. the act subject of the complaint is serious or less serious misconduct;

b. the misconduct occurred in more than one college;

c. the students involved belong to more than one college; and,

d. there is probable cause.

The Dean or the SDC shall determine jurisdiction of the case and, when necessary, refer the case within seven (7) days to the appropriate forum, in accordance with Article VII Sections 3.4.1 and 3.4.2.

Section 3.4.1. Jurisdiction of the College Dean

In all cases where the act subject of the complaint is less serious and/or is committed within a particular college and involves only students belonging to said college, the concerned College Dean shall take jurisdiction of the case.

Section 3.4.2. Jurisdiction of the Student Disciplinary Council

In all other cases not falling under the jurisdiction of the College Dean, the Student Disciplinary Council shall take cognizance of the case.

Section 3.5. Procedure to be followed by the College Dean

Section 3.5.1. Alternative Dispute Resolution

In all cases involving less serious misconduct, where Alternative Dispute Resolution methods are applicable, the Dean shall, within one (1) week after the determination of jurisdiction, resolve the case by employing such methods. ADR employs any process to
amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party.

Upon arriving at a resolution, the same shall be made in writing, embodying all the terms agreed upon. Such written resolution, when signed by the Dean, shall be final and immediately executory.

Section 3.5.2. College Disciplinary Committee (CDC)

In cases where ADR is either inapplicable or where it was employed but no resolution had been arrived at, the Dean shall form a CDC within one (1) week after the determination of jurisdiction, or after the conclusion of the unsuccessful alternative dispute resolution, as the case may be. The Dean shall forward the complaint to the CDC and direct the same to take cognizance of the case.

The CDC shall hear and resolve the case in accordance with Article VII Section 2.5 to 2.16, except that an appeal of a decision shall be made directly to the BOR.

Section 3.6. Procedure to be followed by the Student Disciplinary Council

Section 3.6.1. Jurisdiction of the SDC Chair

In all cases cognizable by the SDC, where the act subject of the complaint is less serious as defined in this Code, the SDC Chair shall have jurisdiction.

Section 3.6.2. Procedure before the SDC Chair

In all cases where Alternative Dispute Resolution methods are applicable, the SDC Chair shall resolve the case by employing such methods. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, when signed by the SDC Chair, shall be final and immediately executory.
In cases where ADR is either inapplicable or where it was employed but no resolution had been arrived at, and in all cases of serious misconduct other than intellectual dishonesty, the SDC Chair shall transmit the case to the SDC Executive Committee (SDC Execom) which shall form an Ad Hoc Disciplinary Hearing Committee, within one (1) week after the conclusion of the unsuccessful alternative dispute resolution.

Section 3.6.3. Constitution of the Ad Hoc Disciplinary Hearing Committee (AHDHC)

The SDC Execom shall constitute the Ad Hoc Disciplinary Hearing Committee within one (1) week of receipt of the SDC Chair’s referral.

Section 3.6.4. Proceedings

The disciplinary committee shall not be bound by technical rules of evidence and all proceedings shall be summary in nature. The parties and their witnesses, if any, shall submit affidavits subject to clarificatory questions by the disciplinary committee. The following requests to the disciplinary committee shall be prohibited:

a. Extension of time to file an answer;

b. Dismissal of the complaint;

c. Re-opening of a case;

d. Demurrer to evidence;

e. Postponements/cancellation of hearings;

f. Reply/rejoinder;

g. Intervention; and

h. New proceedings on the same case.

Section 3.6.5. Summons

The preliminary meeting, hearings, and all other meetings of the Ad Hoc Disciplinary Hearing Committee shall proceed when a majority of the members are present.
The Committee shall, within three (3) to five (5) days from its constitution, issue summons to the respondent with a copy of the complaint and the Dean’s and/or SDC Chair’s referral. The summons shall be served personally to the respondent through the Secretary of the College to which s/he belongs or through the Office of the University Registrar (OUR) if the respondent does not belong to any college; by electronic mail to the respondent’s UP Webmail account, wherein the respondent is presumed to have received the Summons within three (3) days; and by registered mail to the respondent’s residence address indicated in her/his latest Form 5, wherein the respondent is presumed to have received the Summons within ten (10) days. Finally, a copy of the summons shall also be served to the respondent’s parents or guardians. It is incumbent upon the respondent to notify the University through her/his home College, of any change of address during the pendency of the case. Otherwise s/he is bound by the address given in her/his last Form 5. Receipt by the parents will be considered receipt by the respondent.

These modes of service of summons shall apply to the service of notices, decisions and other communications.

Section 3.6.6. Answer

The respondent shall answer in writing within a non-extendible period of five (5) days from receipt of the summons and the complaint. If the respondent fails to

The Ad Hoc Disciplinary Hearing Committee shall, within three (3) to five (5) days from its constitution, issue summons to the respondent with a copy of the complaint and the Dean’s and/or SDC Chair’s referral. The summons shall be served within another five (5) days

a. personally to the respondent through the Department Chair, Institute Director and/or the Secretary of the College to which s/he belongs or through the Office of the University Registrar (OUR) if the respondent does not belong to any college;

b. by electronic mail to the respondent’s UP Webmail account, wherein the respondent is presumed to have received the Summons;

c. by registered mail to the respondent’s residence address indicated in her/his latest Form 5, wherein the respondent is presumed to have received the Summons; and

d. to the minor respondent’s parents or guardians.

Proof of receipt of summons served through the Department Chair, Institute Director, the College Secretary or the OUR shall be submitted to the Ad Hoc Disciplinary Hearing Committee within two (2) days.

It is incumbent upon the respondent to notify the University through her/his home College, or the OUR, of any change of address during the pendency of the case. Otherwise s/he is bound by the address given in her/his last Form 5. Receipt by the parents will be considered receipt by the respondent.

These modes of service of summons shall apply to the service of notices, decisions and other communications.

Section 3.6.6. Answer

The respondent shall answer in writing within a non-extendible period of five (5) days from receipt of the summons and the complaint. If the respondent fails to
answer within the time period, he/she is deemed to have waived her/his right to present her/his side.

Section 3.6.7. Appearances

The University shall appear through its duly authorized representative as provided in Article VII Section 2.3. If the complainant is a tenured member of the University Council, s/he may represent the University.

The respondent shall appear in person and may be accompanied by parents, guardians and legal counsel. The participation of her/his parents, guardians and legal counsel shall be limited to advice.

Section 3.6.8. Notices

The Committee shall serve to the parties, Dean, College Secretary, Department Chair, parent(s)/guardian(s), a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three (3) days before the date of the meeting/hearing.

Section 3.6.9. Preliminary Meeting

The preliminary meeting shall be mandatory. The Committee shall set the preliminary meeting date not later than one (1) week after receipt of the respondent’s answer or after the expiration of the period within which the respondent should answer.

Failure of the University and/or the private complainant to appear shall be ground to dismiss the complaint.

Failure of the respondent to appear shall have the same effect as failure to answer.

During the preliminary meeting, the parties shall consider all matters that will aid in the prompt disposition
Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the Committee present, the University representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

Section 3.6.10. Duration of hearing

The initial hearing must be set not later than one (1) week after the receipt by the parties of the preliminary meeting report. Hearings must be completed within two (2) months after the initial hearing, after which the Committee shall decide the case.

Section 3.6.11. SDC decision

Within fifteen (15) days after the final hearing, the Committee shall submit its decision to the SDC Execom which shall adopt or modify it within seven (7) days after receipt. The SDC shall immediately transmit the same to the Chancellor, copy furnished the Dean(s) and College Secretary(ies) concerned.

The Committee decision shall contain the findings of fact, the applicable provisions of this Code, and the corresponding sanction.

Section 3.6.12. Service of decision

The parties concerned shall each be served a
Section 3.6.13. Appeal

The resolution may be appealed to the UP Diliman Executive Committee (Execom) within seven (7) working days from receipt of the resolution, through the Chancellor. The Execom shall decide the appeal within two (2) months. The decision of the Execom may be appealed to the Board of Regents (BOR) within seven (7) working days upon receipt of the decision by the Execom, through the President.

Section 3.6.14. Finality and enforcement of the decision

If no appeal is made, the Dean(s) shall immediately enforce the decision upon receipt by the respondent or her/his parent(s)/guardian(s)/nearest relative at the address written in the respondent's last Form 5. It is incumbent upon the respondent to notify the University through her/his home College, of any change of address during the pendency of the case. Otherwise s/he is bound by the address given in her/his last Form 5. The parent(s)/guardian(s) shall be furnished a copy of the decision.

Section 3.6.15. Implementation of Sanctions Involving Suspension

Final decision of suspensions of thirty (30) to sixty (60) days, which are executory within thirty (30) days prior to the first day of the final examination period, shall take effect on the first day of classes during the subsequent semester, except when the respondent is graduating, in which case the sanction shall immediately take effect upon receipt of the final decision in accordance with Article V Section 3.5.15.

Section 4. Procedure for Misconduct of Registered Student Organizations
This Section pertains to the procedure for acts of misconduct involving student organizations.

Section 4.1. How commenced

An incident involving misconduct of a student organization may be reported, orally or in writing, by anyone to any College or University official. The recipient of the complaint shall, within twenty-four (24) hours, report the complaint to the SDC or to the Dean of the College concerned.

Section 4.2. Parties

In all misconduct cases involving student organizations, the University is the complainant, together with a private complainant, if any. The student organization, represented by its head, is the respondent.

Section 4.3. Determination of Jurisdiction and Probable Cause

The Dean or the SDC shall determine whether:

a. the act subject of the complaint is serious or less serious misconduct;

b. the misconduct occurred in more than one College;

c. the student organization involved is College or University recognized; and,

d. there is probable cause to file the complaint.

The Dean or the SDC shall determine jurisdiction of the case and forward the report to the appropriate forum, in accordance with Article VII Sections 4.3.1 and 4.3.2, within one (1) week.

Section 4.3.1. Jurisdiction of the College Dean

Section 4.1. How commenced

An incident involving misconduct of a student organization may be reported, orally or in writing and duly signed, by anyone to any College or University official. Oral reports shall be put in writing and duly signed by the person filing the report. The recipient of the complaint shall, within twenty-four (24) hours, report the complaint to the Office of Student Activities (OSA) or to the Dean of the College concerned.

Section 4.2. Parties

In all misconduct cases involving student organizations, the University is the complainant, together with a private complainant, if any. The student organization, represented by its head, is the respondent.

Section 4.3. Determination of Jurisdiction and Probable Cause

The Dean or the OSA shall determine whether the student organization involved is College- or University-registered. College-registered organizations fall under the jurisdiction of the Dean while University-registered organizations fall under the jurisdiction of the OSA.

The Dean or the OSA shall determine jurisdiction of the case and forward the report to the appropriate forum, in accordance with Article V Sections 4.3.1 and 4.3.2, within three (3) days, copy furnished the SDC.

Section 4.3.1. Jurisdiction of the College Dean
Section 4.3.2. Jurisdiction of the Student Disciplinary Council

The Student Disciplinary Council shall have jurisdiction over all cases not included in Article VII Section 4.3.1.

Section 4.4. Procedure to be followed by the College Dean

Section 4.4.1. Alternative Dispute Resolution (ADR)

The Dean shall, within seven (7) days after determination of jurisdiction and probable cause, resolve the case by employing ADR methods. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, when signed by the Dean, shall be final and immediately executory.

Section 4.4.2. College Disciplinary Committee (CDC)

In cases where ADR failed, the Dean shall form a CDC within one (1) week after the unsuccessful ADR has been concluded, which shall assume jurisdiction over the case.

Section 4.5. Procedure to be followed by the College Disciplinary Committee (CDC)

Section 4.5.1. Summons

The College Dean shall have jurisdiction of the case when the act subject of the complaint involves a College-registered student organization.

If the Dean refuses or fails to assume jurisdiction within three (3) days, the OSA shall take jurisdiction of the case.

Section 4.3.2. Jurisdiction of the Office of Student Activities (OSA) and the Office of the Vice Chancellor for Student Affairs (OVCSA)

The OSA and the OVCSA shall have jurisdiction over all cases involving University-registered student organizations.

Section 4.4. Procedure to be followed by the College Dean

Section 4.4.1. Alternative Dispute Resolution (ADR)

The Dean shall, within seven (7) days after determination of jurisdiction and probable cause, resolve the case by employing ADR methods. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon, copy furnished the OSA. Such written resolution, when signed by the Dean, shall be final and immediately executory.

Section 4.4.2. College Disciplinary Committee (CDC)

In cases where ADR failed, the Dean shall form a CDC within one (1) week after the unsuccessful ADR has been concluded, which shall assume jurisdiction over the case.

The preliminary meeting, hearings and all other meetings of the CDC shall proceed when a majority of the members are present.
The Committee shall, within three (3) to five (5) days from its constitution, issue summons to the respondent with a copy of the complaint through the College Secretary. The respondent is presumed to have received the summons and complaint within three (3) days.

This mode of service of summons shall apply to the service of notices, decisions and other communications.

Section 4.5.2. Answer

The respondent shall answer in writing within three (3) days from receipt of the summons and the complaint. If the respondent fails to answer within the time period, it is deemed to have waived its right to present evidence on its behalf.

Section 4.5.3. Appearances

The College shall appear as complainant through its duly authorized representative appointed by the Dean from among its regular faculty. The respondent shall appear through its head with the assistance of counsel if desired, but the latter shall not be allowed to present evidence and argue in behalf of the respondent.

Section 4.5.4. Notices

The Committee shall serve to the parties a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three days before the date of the initial hearing.

Section 4.5.5. Preliminary Meeting

The preliminary meeting shall be mandatory. The Committee shall set the preliminary meeting date not later than one (1) week after receipt of the respondent’s answer or
answer or after the expiration of the period within which the respondent should answer.

Failure of the College and/or the private complainant to appear shall be ground to dismiss the complaint.

Failure of the respondent to appear shall have the same effect as failure to answer.

During the preliminary meeting, the parties shall consider all matters that will aid in the prompt disposition of the case, such as any facts admitted, marking of documents to be presented, dates of hearings, identity of witnesses and the gist of their testimony; and, in less serious cases, an amicable settlement.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the Committee present, the College representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

Section 4.5.6. Duration of hearing

Hearings must be completed within two months after the preliminary hearing, after which the Committee shall resolve the case.

Section 4.5.7. Committee decision

Within fifteen (15) days after the final hearing, the Committee shall submit its decision to the Dean.

The Committee decision should contain the findings of fact, the applicable provisions of this Code, and the corresponding sanction.

Section 4.5.6. Duration of hearing

Hearings must be completed within two months after the preliminary hearing, after which the Committee shall resolve the case.

Section 4.5.7. CDC decision

Within fifteen (15) days after the final hearing, the CDC shall submit its decision to the Dean.

The CDC decision should contain the findings of fact, the applicable provisions of this Code, and the corresponding corrective measures. It shall note the attendance of CDC members of meetings and hearings.

Section 4.5.8. Dean’s Action
Section 4.5.8. Service of decision

The parties concerned shall each be served a copy of the CDC decision.

The decision of the CDC is final and executory fifteen (15) days upon receipt by the party.

Section 4.6. Procedure to be followed by the Student Disciplinary Council (SDC)

Section 4.6.1. Jurisdiction

Section 4.6.1.1. Jurisdiction of the SDC Chair

In all cases cognizable by the SDC, where the act subject of the complaint is less serious misconduct, the SDC Chair shall have jurisdiction.

Section 4.6.1.2. Jurisdiction of the SDC Ad Hoc Disciplinary Hearing Committee (AHDHC)

In all cases cognizable by the SDC, where the act subject of the complaint is serious misconduct, or the complaint is transmitted by the SDC Chair to the SDC, the SDC through an Ad Hoc Disciplinary Hearing Committee (AHDHC), shall have jurisdiction.

Section 4.6.2. Procedure before the SDC Chair

In all cases where Alternative Dispute Resolution methods are applicable, the SDC Chair shall resolve the case by employing such methods within one (1) week after the determination of jurisdiction. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, when signed by the SDC Chair, shall be final and immediately executory.

The Dean shall adopt the resolution and shall affirm or modify the recommended corrective measure within prescribed range, if any, within seven (7) days.

Section 4.5.9. Service of decision

The parties concerned shall each be served a copy of the CDC decision. copy furnished the OSA.

The decision of the CDC is final and executory fifteen (15) days upon receipt by the party.

Section 4.6. Procedure to be followed by the Office of the Vice Chancellor for Student Affairs (OVCSA) and the Office of Student Activities (OSA)

Section 4.6.1. Procedure before the OSA Head

All complaints involving less serious misconduct shall be submitted for ADR before the OSA Head and resolved within one (1) week. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, when signed by the OSA Head and the parties involved, shall be final and immediately executory.
Section 4.6.3. Procedure before the SDC Ad Hoc Disciplinary Hearing Committee (AHDHC)

Upon its constitution, the Ad Hoc Disciplinary Hearing Committee (AHDHC) shall receive the complaint from the SDC and thereafter take jurisdiction the case.

Section 4.6.3.1 Summons

The Committee shall, within three (3) to five (5) days from its constitution, issue summons to the respondent with a copy of the complaint. In cases where the respondent is College-recognized, the summons shall be served to the respondent through the College Secretary of the College which issued recognition and/or the College where the head is enrolled. In cases where the respondent is University-recognized, the summons shall be served through the Office of Student Activities (OSA) and the College Secretary of the College where the head belongs. The respondent is presumed to have received a copy of the summons and the complaint within three (3) days.

These modes of service of summons shall apply to the service of notices, decisions and other communications.

Section 4.6.3.2. Answer

The respondent shall answer in writing within three (3) days from receipt of the summons.

Section 4.6.2. Procedure before the Ad Hoc Disciplinary Hearing Committee (AHDHC)

The preliminary meeting, hearings, and all other meetings of the Ad Hoc Disciplinary Hearing Committee shall proceed when a majority of the members are present.

Section 4.6.2.1 Summons

The Ad Hoc Disciplinary Hearing Committee shall, within three (3) days from its constitution, issue summons to the respondent, through any of its officers, with a copy of the complaint, copy furnished the faculty adviser/s. The respondent is presumed to have received a copy of the summons and the complaint within three (3) days from issuance.

These modes of service of summons shall also apply to the service of notices, decisions and other communications.

Section 4.6.2.2. Answer

The respondent shall answer in writing, signed by the head of the student organization,
and the complaint. If the respondent fails to answer within the time period, it is deemed to have waived its right to present evidence on its behalf.

Section 4.6.3.3. Appearances

The University shall appear as complainant through its duly authorized representative appointed by the Chancellor; the Director or Coordinator of the Office of Student Activities (OSA) if the respondent is University-recognized; the College Secretary of the College that issued recognition if the respondent is College-recognized. The respondent shall appear through its head with the assistance of counsel if desired, but the latter shall not be allowed to present evidence and argue in behalf of the respondent.

Section 4.6.3.4. Notices

The Committee shall serve to the parties a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three days before the date of the initial hearing.

Section 4.6.3.5. Preliminary Meeting

The preliminary meeting shall be mandatory. The Committee shall set the preliminary meeting date not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Failure of the University and/or the private complainant to appear shall be ground to dismiss the complaint.

Failure of the respondent to appear shall have the same effect as failure to answer.

Section 4.6.2.3. Appearances

The University shall appear as complainant through the Office of the Vice Chancellor for Student Affairs.

The respondent shall appear through its head with the assistance of its faculty adviser/s and/or counsel, whose role shall be limited to advice.

Section 4.6.2.4. Preliminary Meeting

The mandatory preliminary meeting shall be set not later than one (1) week after receipt of the answer or after the expiration of the period within which to answer.

Failure of the University and/or the private complainant to appear shall be ground to dismiss the complaint.

Failure of the respondent to appear shall have the same effect as failure to answer.
During the preliminary meeting, the parties shall consider all matters that will aid in the prompt disposition of the case, such as any facts admitted, marking of documents to be presented, dates of hearings, identity of witnesses and the gist of their testimony; and, in less serious cases, an amicable settlement.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the Committee present, the University representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

Section 4.6.3.6. Duration of hearing

Hearings must be completed within two months after the preliminary hearing, after which the Committee shall resolve the case.

Section 4.6.3.7. Committee decision

Within fifteen (15) days after the final hearing, the Committee shall submit its decision to the SDC Execom which shall adopt or modify it within seven (7) days after receipt. The SDC Execom may modify the decision only in form but not in substance. The SDC shall immediately transmit the same to the Chancellor, copy furnished the Dean(s) and College Secretar(ies) concerned.

The Committee decision should contain the findings of fact, the applicable provisions of this Code, and the corresponding sanction.

Section 4.6.3.8. Service of decision

During the preliminary meeting, the parties shall consider all matters that will aid in the prompt disposition of the case, such as any facts admitted, marking of documents to be presented, dates of hearings, identity of witnesses and the gist of their testimony; and, in less serious cases, an amicable settlement.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the Ad Hoc Disciplinary Hearing Committee present, the University representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

Section 4.6.2.5. Duration of hearing

Hearings must be completed within two months after the preliminary hearing, after which the Ad Hoc Disciplinary Hearing Committee shall resolve the case.

Section 4.6.2.6. Ad Hoc Disciplinary Hearing Committee decision

The Ad Hoc Disciplinary Hearing Committee shall decide within fifteen (15) days after the last hearing.

The Ad Hoc Disciplinary Hearing Committee decision should contain the findings of fact, the applicable provisions of this Code, and the corresponding corrective measure. It shall note the attendance of the Ad Hoc Disciplinary Hearing Committee members of meetings and hearings.

Section 4.6.2.7. Service of decision
The parties concerned shall each be served a copy of the SDC decision. The respondent shall be served in the manner provided in Article VII Section 4.5.3.1.

The decision is immediately executory upon receipt by the Office of Student Activities (OSA) and/or the Dean(s) concerned.

The AHDHC shall serve the parties its decision within two (2) days, copy furnished the Dean(s) and College Secretary(ies) concerned, when appropriate.

The respondent shall be served in the manner provided in Article V Section 4.5.1.

The decision is immediately executory upon receipt by the Office of Student Activities (OSA) and/or the Dean(s) concerned.

**Section 5. Rights of Respondents.**

Each respondent shall enjoy the following rights:

a. To the integrity of the administrative procedure;

b. To the protection that the burden of proof rests with the complainant, who must present substantial evidence;

c. To be heard only on evidence introduced at the proceedings of which the respondent has been properly apprised;

d. To defend herself/himself personally or, in the case of minors, assisted by her/his parent(s)/guardian(s);

e. To a speedy and judicious resolution of the case;

f. To request as sanction community service, in cases so allowed, which may only be granted by the disciplinary body concerned; and

g. To appeal a decision in accordance with R.A. 9500.

**Section 6. Preventive Suspension**

Notwithstanding the provisions of the foregoing sections, the Chancellor, through the VCSA, or a Dean may preventively suspend, for a limited period not to exceed twenty (20) days, a student and/or a student organization in the following cases:

- To confidentiality of proceedings, documents, and records.

---

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each respondent shall enjoy the following rights:</td>
<td>Each respondent shall enjoy the following rights:</td>
</tr>
<tr>
<td>a. To the integrity of the administrative procedure;</td>
<td>a. To the integrity of the administrative procedure;</td>
</tr>
<tr>
<td>b. To the protection that the burden of proof rests with the complainant, who must present substantial evidence;</td>
<td>b. To the protection that the burden of proof rests with the complainant, who must present substantial evidence;</td>
</tr>
<tr>
<td>c. To be heard only on evidence introduced at the proceedings of which the respondent has been properly apprised;</td>
<td>c. To be heard only on evidence introduced at the proceedings of which the respondent has been properly apprised;</td>
</tr>
<tr>
<td>d. To defend herself/himself personally or, in the case of minors, assisted by her/his parent(s)/guardian(s);</td>
<td>d. To defend herself/himself personally or, in the case of minors, through her/hi s parent/s/guardian/s;</td>
</tr>
<tr>
<td>e. To a speedy and judicious resolution of the case;</td>
<td>e. To be assisted by counsel of her/his choice;</td>
</tr>
<tr>
<td>f. To request as sanction community service, in cases so allowed, which may only be granted by the disciplinary body concerned; and</td>
<td>f. To a speedy and judicious resolution of the case;</td>
</tr>
<tr>
<td>g. To appeal a decision in accordance with R.A. 9500.</td>
<td>g. To request as corrective measure community service, in cases so allowed, which may only be granted by the disciplinary body concerned;</td>
</tr>
<tr>
<td>h. To appeal a decision in accordance with the UP Charter; and</td>
<td>h. To appeal a decision in accordance with the UP Charter; and</td>
</tr>
<tr>
<td>i. To confidentiality of proceedings, documents, and records.</td>
<td>i. To confidentiality of proceedings, documents, and records.</td>
</tr>
</tbody>
</table>
a. Misconduct as described in:

1) Article VI Section 1.1.b, 1.1.c, 1.3.1.a, 1.3.1.b, 1.3.1.c, 1.3.1.d, 1.3.1.e, 1.3.1.f, 1.3.2.a, 1.4.b, 1.4.c, 1.4.f, 1.6, and
2) All of Article VI Section 2.

b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a College, or in the course of an official function sponsored by the College:

Preventive suspension aims to assist investigation by preventing a student or student organization from destroying, hiding or suppressing evidence and to prevent a student or a student organization from inflicting damage to persons or property.

Preventive suspension is an involuntary temporary leave from the university wherein a student shall not be allowed to enroll and may not:

a. Attend classes and academic activities;
b. Enter academic buildings and their premises;
c. Use campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents;
d. Participate in student activities within University premises;
e. Hold student jobs;
f. Take exams; and
g. Enjoy IT privileges as listed in Appendix C.

The preventive suspension may include other conditions set by the Chancellor or Dean.

The preventive suspension of a student organization shall mean involuntary temporary loss of privileges attendant to being a recognized student organization.

Section 7. Records

All proceedings before any disciplinary body shall be set down in writing by a competent official record keeper. Original records pertaining to student discipline shall be under the custody of the Vice-Chancellor for Student Affairs. Such records are hereby declared confidential and no

Misconduct as described in Article VI

Section 1.1.a, 1.1.b, 1.1.c;
Section 1.2.a, 1.2.b, 1.2.c, 1.2.d, 1.2.e, 1.2.f, 1.2.g, 1.2.h, 1.2.i;
Section 1.3.1.a, 1.3.1.b, 1.3.1.c, 1.3.1.e, 1.3.1.f,
Section 1.3.2.a, 1.3.2.b,
Section 1.4.b, 1.4.c, 1.4.e, and
Section 1.6.

Preventive suspension aims to assist investigation by preventing a student from destroying, hiding or suppressing evidence and to prevent a student from inflicting damage to persons or property.

A student under preventive suspension may be prohibited from any or all of the following:

a. Attending classes and academic activities;
b. Entering academic buildings and their premises;
c. Using campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents;
d. Participating in student activities within University premises;
e. Holding student jobs; and
f. Enjoying IT privileges as defined by the current policies on IT uses and resources of the University, except online enrolment.

The preventive suspension may include other conditions set by the Chancellor or Dean.

The conditions of the preventive suspension should not prevent the student from enrolling and/or complying with academic requirements.

Section 7. Records

All proceedings before any disciplinary body shall be set down in writing by a competent official record keeper. Original records pertaining to student discipline shall be under the custody of the SDC and/or the Dean. Such records are hereby declared confidential and no
confidential and no person shall have access to the same for inspection or copying unless s/he is involved therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records, or unless authorized in writing by the Chancellor. Any person who violates the confidential nature of such records shall be subject to disciplinary action, without prejudice to the filing of appropriate cases in Court.

person shall have access to the same for inspection or copying unless s/he is a party therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records, or unless authorized in writing by the Chancellor. Any person who violates the confidential nature of such records shall be subject to disciplinary action, without prejudice to the filing of appropriate cases in Court.

<table>
<thead>
<tr>
<th>Article VIII. General Provisions</th>
<th>Article VI. General Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1. Effectivity</strong></td>
<td><strong>Section 1. Effectivity</strong></td>
</tr>
<tr>
<td>This Code shall supersede all previous rules on student discipline (Rules and Regulations on Student Conduct and Discipline; Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations; General Guidelines on Tambayans in UP Diliman; General Guidelines on Tambayans in the UP Main Library; and Guidelines on the Application for, or Renewal of, Official Recognition of University-recognized Student Organizations) and shall take effect after its approval by the University Council and the Board of Regents on the first day of the succeeding semester.</td>
<td>This Code shall supersede all previous rules on student discipline (Rules and Regulations on Student Conduct and Discipline; and Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations;) and shall take effect after its approval by the University Council and the Board of Regents on the first day of the succeeding semester.</td>
</tr>
<tr>
<td><strong>Section 2. Separability Clause</strong></td>
<td><strong>Section 2. Separability Clause</strong></td>
</tr>
<tr>
<td>If any clause, sentence, paragraph or part of this Code shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of said Code, but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy.</td>
<td>If any clause, sentence, paragraph or part of this Code shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of said Code, but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy.</td>
</tr>
<tr>
<td><strong>Section 3. Amendment Clause</strong></td>
<td><strong>Section 3. Amendment Clause</strong></td>
</tr>
<tr>
<td>Any provision of this Code may be amended by a special meeting for the purpose, by the University Council. The amendment, as approved by the Board of Regents, shall take effect on the first day of the succeeding semester. Students and faculty may propose amendments to the Code.</td>
<td>Any provision of this Code may be amended by a special meeting for the purpose, by the University Council. The amendment, as approved by the Board of Regents, shall take effect on the first day of the succeeding semester. Students and faculty may propose amendments to the Code.</td>
</tr>
<tr>
<td><strong>Section 4. Repealing Clause</strong></td>
<td><strong>Section 4. Repealing Clause</strong></td>
</tr>
<tr>
<td>Existing bodies, tribunals, offices, committees, and units which are rendered obsolete by this Code are hereby dissolved; and all existing rules and regulations that are in conflict with this Code are hereby repealed.</td>
<td>Existing bodies, tribunals, offices, committees, and units which are rendered obsolete by this Code are hereby dissolved; and all existing rules and regulations that are in conflict with this Code are hereby repealed.</td>
</tr>
</tbody>
</table>
Section 5. Transition Clause

Present bodies shall remain until the new disciplinary committees are created.

Section 6. Effect on Pending Cases

This Code shall govern all pending cases, except to the extent that its application would not be feasible or just, in which event the former rules of procedure shall apply.

Section 7. Review

The Chancellor shall initiate the review of this Code or parts of it at least once every ten (10) years.

Appendix A

I. Acts of misconduct of students

A. Serious

1. Intellectual dishonesty
   a. Plagiarism
   b. Distortion and/or destruction of data
   c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper
   d. Submission of the same work in two or more courses without the instructors' consent
   e. Other acts analogous to a, b, c and d

2. Fraud - making a false statement and practicing any deception or fraud in connection with
   a. Admission to the University

Section 5. Transition Clause

Present bodies shall remain until the new disciplinary committees are created.

The Code shall apply to all pending cases, in so far as it will benefit the respondents.

Section 6. Review

The Chancellor shall call for the review of this Code or parts of it by faculty and students, if none has been made in ten (10) years.

Appendix A

III. Acts of misconduct of students

A. Serious

1. Intellectual dishonesty
   a. Plagiarism;
   b. Falsification, fabrication, distortion and/or destruction of data;
   c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;
   d. Submission of the same work in two or more courses without the instructors' consent; and
   e. Other acts analogous to a, b, c, and/or d.

2. Fraud - deliberately making a false statement and practicing any deception or fraud in connection with
   a. Admission to the University;
b. Registration in the University

c. Retention in the University

d. Graduation from the University

e. Application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions

f. Registration of student organizations

g. Use of University facilities by, or in the name of, student organizations

h. Use of intellectual property of the University

3. Harm to persons

a. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance resulting to harm to persons

b. Physically attacking any person

c. Engaging in any of the acts described in R.A. 8049, otherwise known as the Anti-Hazing Law

d. Accepting a student who has not completed a one-semester residency in UP Diliman for membership in a registered student organization

e. Disrespect towards any person, which includes, but not limited to, insulting and/or threatening behavior or use of profane or insulting and/or threatening language

f. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR) approved by the Board of Regents

4. Possession and/or use within the University premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals; unless required in her/his course;

5. Unauthorized possession and/or use of regulated or

b. Registration in the University;

c. Retention in the University;

d. Graduation from the University;

e. Application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions;

f. Stealing/malversation/misuse of funds collected in connection with student activities;

g. Registration of student organizations;

h. Use of University facilities by, or in the name of, student organizations; and

i. Use of intellectual property of the University, which results in gain, material or otherwise.

4. Possession and/or use within the University premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals, unless required in her/his course;

5. Unauthorized possession, manufacture, storage and/or
<table>
<thead>
<tr>
<th>A.</th>
<th>Serious</th>
<th>B.</th>
<th>Less serious</th>
</tr>
</thead>
<tbody>
<tr>
<td>prohibited drugs or substances enumerated in the Comprehensive Dangerous Drugs Act of 2002 (as amended) within the University premises</td>
<td>use of regulated or prohibited drugs or substances enumerated in the prevailing comprehensive dangerous drugs law, within the University premises;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Engaging in disgraceful conduct within University premises</td>
<td>6. Undermining or obstructing any investigation or proceeding, and/or wilfully disobeying any written lawful order or directive by the Chancellor, Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSA Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Willfully disobeying any lawful order or directive by the Chancellor, Vice Chancellors, Deans, Directors of academic units, College Secretaries, OSA Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings</td>
<td>7. Violation of Policies on the Use of IT Resources;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Violations of the Approved Accepted Use Policy (AUP) for Information Technology (IT) Resources of the University of the Philippines</td>
<td>8. Stealing within University premises;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Stealing within University premises</td>
<td>9. Any other form of misconduct affecting the good order and welfare and/or good name of the University; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Any other form of misconduct affecting the good order and welfare and/or good name of the University</td>
<td>10. Damaging or defacing property within University premises, including but not limited to, littering and vandalism, in the second and third violations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Less serious

1. Harm to things
   - Damaging or defacing property within University premises, including but not limited to, littering and vandalism

2. Drinking of alcoholic beverages, except where and when expressly allowed by the Chancellor, and/or drunken behavior within University premises,

3. Gambling within the University

II. Acts of misconduct of registered student organizations

A. Serious

<table>
<thead>
<tr>
<th>A.</th>
<th>Serious</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Acts of misconduct of registered student organizations</td>
<td>II. Acts of misconduct of registered student organizations</td>
</tr>
</tbody>
</table>

A. Serious
1. **Fraud**
   - **a.** Making a false statement and practicing or attempting to practice any deception or fraud in connection with application for registration on behalf of the organization;
   - **b.** Making a false statement and practicing or attempting to practice any deception or fraud in connection with use of University facilities on behalf of the organization;
   - **c.** Making a false statement and practicing or attempting to practice any deception or fraud in connection with application in any University-funded or managed grant or prize on behalf of the organization;
   - **d.** Making a false statement and practicing or attempting to practice any deception or fraud in connection with application for tambayan on behalf of the organization; and
   - **e.** Making a false statement and/or withholding information in relation to the changes in the organization’s membership and officers within the duration of registration on behalf of the organization.

2. **Harm to persons**
   - **a.** Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, resulting in harm to persons; and
   - **b.** Accepting a student who has not completed a one-semester residency in UP Diliman for membership in a registered student organization;
   - **c.** Any violation as described in R.A. 8049, otherwise known as the Anti-Hazing Law;
   - **d.** Accepting a student who has not completed a one-semester residency in UP Diliman for membership in a registered student organization;
   - **e.** Any violation as described in R.A. 8049, otherwise known as the Anti-Hazing Law.

3. **Obstructing or attempting to obstruct University authorities from inspecting, copying, and/or photographing designated documents, papers, books, accounts, letter, photographs, objects or tangible things in the student organization’s possession, custody or control in connection with an investigation, audit or other proceedings**;
4. Engaging in any other form of misconduct, whether within or outside University premises, significantly affecting the good order and welfare and/or good name of the University, and/or which violates the provisions of this Code regarding student organizations.

B. Less serious

1. Damaging or defacing property within University premises, including but not limited to, littering and vandalism

2. Appropriating for the student organization in the University property of another within University premises

### Appendix B

**Sanctions**

1. Admonition/reprimand
2. Apology
3. Cancellation of registration
4. Expulsion
5. Suspension
6. Withdrawal of degree

**Additional sanctions**, which may be concurrently imposed with above sanctions

1. Fine
2. Disqualification from graduation with honors
3. Reparation

**Corrective measures**

1. Admonition/reprimand
2. Apology
3. Cancellation of registration
4. Suspension
5. Expulsion
6. Withdrawal of degree

**Additional corrective measures**, which may be concurrently imposed with above corrective measures

1. Fine
2. Disqualification from graduation with honors
3. Reparation
4. Restitution  
5. Suspension or withdrawal of IT privileges  
6. Withdrawal of honors

Sanctions that are *sui generis* or in a class of their own:

For students:

1. Cancellation of admission to the University  
2. Community service

For student organizations:

1. Cancellation of recognition  
2. Perpetual disqualification from recognition  
3. Suspension of recognition

Corrective measures that are *sui generis* or in a class of their own:

For students:

1. Cancellation of admission to the University  
2. Community service

For student organizations:

1. Cancellation of recognition  
2. Suspension of recognition

### Appendix C

**IT Privileges of UP Diliman Students**

IT privileges include, among other things, the use of computing facilities, network and Internet infrastructure, and access to online services and content either provided directly, solely or jointly by the University; or operated by the University; or by University-authorized concessionaires and third parties. The following list provides examples of these facilities and services:

1. the use of computers, IT facilities and devices, storage, printing, or other electronic / communication / media equipment;

2. the use of messaging and notification services, including basic telephony, voice, video, text, email, fax and instant messaging; as well as access to archived messages;

3. use of University-issued and University-branded electronic identities such as the UP Webmail and other email accounts, LDAP accounts, domain names, and similar electronic accounts bearing the UP domain, address or other similar University identifiers, even when issued through third-party providers;

---

10 See the Approved Acceptable Use Policy (AUP) for Information Technology (IT) Resources of the UP System, approved by the Board of Regents on 1 February 2003, posted in the website of the University ([http://www.up.edu.ph](http://www.up.edu.ph)), and other documents.
4. access to the University's wired or wireless infrastructure, including the DILNET WiFi wireless service and other University-authorized third-party wireless providers;

5. access to the Internet and other networks to which the University may be interconnected;

6. access to University-owned, subscribed, generated, provided or hosted digital material, including library collections, course material, multimedia content, papers, online journal subscriptions;

7. access to online services such as student registration, course and other discussion groups, virtual classes and learning environments, student residence, scholarship application, payment and similar services;

8. access to online or stand-alone storage facilities and media, including shared or personal content and files;

9. access to and use of University-hosted webpages and websites, including students' home pages and archived content; and

10. the use of electronic IDs, badges, security keys, and other access control devices.