

**GRADUATE**

**STUDENT EXCHANGE PROGRAM**

**INFORMATION FACT SHEET**  
**AY 2024 - 2025**



**ATENEUM DE MANILA UNIVERSITY**

# GRADUATE STUDENT EXCHANGE PROGRAM

## Information Fact Sheet AY 2024-2025

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## WE ARE ATENEO. Where Eagles Fly.

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



SCHOOLS OF HIGHER EDUCATION



ATENEUM DE MANILA  
UNIVERSITY

GOKONGWEI BROTHERS  
SCHOOL OF EDUCATION  
AND LEARNING DESIGN



ATENEUM DE MANILA  
UNIVERSITY

JOHN GOKONGWEI  
SCHOOL OF MANAGEMENT



ATENEUM DE MANILA  
UNIVERSITY

GRADUATE SCHOOL  
OF BUSINESS



ATENEUM

ATENEUM  
SCHOOL OF  
GOVERNMENT

Forming Leaders. Leading Reforms.

**SOH**  
School of Humanities

PROCEED  
WITH PASSION



ATENEUM DE MANILA  
UNIVERSITY  
SCHOOL OF LAW



SCHOOL OF  
SOCIAL SCIENCES

**ASM+PH**

ATENEUM  
SCHOOL OF MEDICINE  
& PUBLIC HEALTH



SCHOOL OF SCIENCE  
AND ENGINEERING

# ACADEMIC AND COURSE-RELATED INFORMATION

## Course Information

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

[https://aisis.ateneo.edu/j\\_aisis/classSkeds.do](https://aisis.ateneo.edu/j_aisis/classSkeds.do)

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

<https://www.ateneo.edu/ls/bulletin-of-information>

## Allowable number of units

Exchange students are required to take a minimum of 12 units and a maximum of 18 units. Most subjects have 3 (American) credits or 6 ECTS.

## Course Restrictions

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

## Credit and Grading System

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

Letter Mark	Grade Point Equivalent (GPE)	Description
A	4.00	Excellent Performance
A-	3.67	Very Good Performance
B+	3.33	Good Performance
B	3.00	Satisfactory Performance
C	2.00	Unsatisfactory Performance (This grade does not entitle students to any graduate credit for the course)
F	0.00	Failure due to academic deficiency (This grade does not entitle students to any graduate credit for the course)
WP	-	Withdrawal from class with the permission of the Department Chair/Program Coordinator, Associate Dean for Graduate Programs and the Registrar
INC	-	Incomplete grade given at the discretion of the instructor owing to failure to submit course requirements.
W	-	Number of allowable cuts for a graduate course exceeded (This grade does not entitle students to any graduate credit for the course)

## ACADEMIC AND COURSE-RELATED INFORMATION (Cont)

### Academic Transcripts of Records (TOR) of exchange students

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

A scanned copy of the TOR will be sent to the student's chosen recipient upon completing the TOR authorization online form. Should the university require a copy with a wet-ink signature, please let us know in advance. Additional fees for requesting the original copies of the TORs may apply.

### Preparatory English Language Course for Incoming Students

Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC). Queries may be e-mailed directly to: [allc.soh@ateneo.edu](mailto:allc.soh@ateneo.edu).

The list of post-admission requirements, which the students must submit, will be indicated in the practical information sheet that is distributed to the students upon complete submission of the application requirements to the University Partnerships and Internationalization (UPI) office.

## DELIVERY OF COURSES | CAMPUS ACCESS

### Learning Management System (LMS)

Officially enrolled students will be granted access to the AteneoBlueCloud Canvas, the official learning management system of the Higher Education cluster of the ADMU. Canvas by Instructure is a scalable platform that can be used to serve education organizations of all sizes and types, from individual classrooms to large universities, and from blended to fully virtual learning.

### BluPhr

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

# APPLICATION REQUIREMENTS

To apply for admission in the graduate student exchange program of the Ateneo de Manila University, the student must submit the following documentary requirements to UPI, to be submitted in separate PDF files. Instructions and the next steps on the submission process will be provided to the home university coordinator, upon receiving the nomination of the student.

1. [IS Information Sheet](#) – digitally filled out, signed, and saved as PDF file;
2. **OFFICIAL DOCUMENTS TO BE PROVIDED BY THE HOME UNIVERSITY REGISTRAR:**
  - Bachelor's Degree Transcript of Records in your native language (1 copy) and an English translation thereof (1 copy). The English translation of the Transcript of Records must be certified by the home university's Registrar. Online translation will not be accepted;
  - Certificate of Graduation / Diploma in your native language (1 copy) and an English translation thereof (1 copy). The English translation of the Diploma must be certified by the home university's Registrar. Online translation will not be accepted;
3. Current Masters / Graduate Transcript of Records in your native language (1 copy) and an English translation thereof (1 copy). The English translation of the Transcript of Records must be certified by the home university's Registrar. Online translation will not be accepted.;
4. Clear scanned copy of the biographical page of the passport
5. Letter of Nomination/Endorsement from your university mobility coordinator (certifying that the applicant is officially being endorsed as an international student for this program)

---> Official electronic copy to be emailed directly by the partner school to the Office of the University Registrar through [registrar@ateneo.edu](mailto:registrar@ateneo.edu).

Official documents must be submitted via either of the following:

---> Original physical copy to be sent directly to:

Office of the University Registrar  
Ateneo de Manila University  
G/F Social Sciences Bldg,  
Katipunan Ave,  
Loyola Heights, 1108  
Quezon City, Philippines

*(continue to next page)*

## APPLICATION REQUIREMENTS (Cont)

7. Certificate of English Language Proficiency whose mother tongue is not English\*\*;

*Any of the following is valid:*

- *TOEFL (Paper based test) minimum score: 550*
- *TOEFL (Internet Based Test) minimum score: 80*
- *IELTS minimum score: 6.5 or Cambridge test result equivalent to IELTS minimum score requirement*

8. Health Certificate in English Language, issued by a medical doctor that the applicant is fit to travel and study abroad;

9. International Covid 19 Vaccination Certificate;

10. ID Photo Passport size (35 x 45 mm) in JPEG format, no less than 500KB in size;

11. Duly signed [consent form](#).

*\*\*"If you completed an undergraduate and/or graduate degree program at universities in the listed countries in this [file](#), you may be exempt from taking the required English proficiency test, provided that you submit a Certification of English as a Medium of Instruction from your last university attended.*

Note:

For graduate students, they will be asked to fulfill a separate application process from the Graduate Admission's Office and upload these application documents to a separate online portal. The students will have to complete the submission of the application documents first with our office before the students can proceed to the Graduate Admissions' process. More information will be provided as soon as we receive the nomination.

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

**Deadline of submission for Fall 2024 (First Semester):**

**30 April 2024**

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

# IMPORTANT DATES TO REMEMBER

## FALL 2024 | AY 2024 - 25 FIRST SEMESTER

Class Days	August to December 2024
Nomination Deadline	March 30, 2024
Application Submission Deadline	April 30, 2024
Notice of Acceptance	On or before June 2024

The Acceptance Letter will only be issued to the student once complete application requirements are submitted and deemed acceptable.

Mandatory Onsite Orientation & Registration Period	July 2024 (exact dates to be announced on a separate email)
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All students are **REQUIRED** to participate in the onsite orientation days, and individually register for their classes. (A separate email will be sent for online registration instructions)

## SPRING 2025 | AY 2024 – 25 SECOND SEMESTER

Class Days	January to May 2025
Nomination Deadline	August 30, 2024
Application Submission Deadline	September 30, 2024
Notice of Acceptance	On or before November 2024

The Acceptance Letter will only be issued to the student once complete application requirements are submitted via email and deemed acceptable.

Mandatory Onsite Orientation & Registration Period	January 2025 (exact dates to be announced on a separate email)
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All students are **REQUIRED** to participate in the onsite orientation days, and individually register for their classes. (A separate email will be sent for online registration instructions)



## FREQUENTLY ASKED QUESTIONS

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

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

2. Will online courses be synchronous or asynchronous?

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

3. Will courses be in English?

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

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

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

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

Yes. The University Partnerships and Internationalization (UPI) together with the Ateneo Student Exchange Council (ASEC), the student arm of the UPI, will facilitate activities such as Cultural Sensitivity talks, interaction and discussion, and immersion activities. A student buddy will also be assigned to an exchange student to assist during enlistment, load revision, and other school-related activities.

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

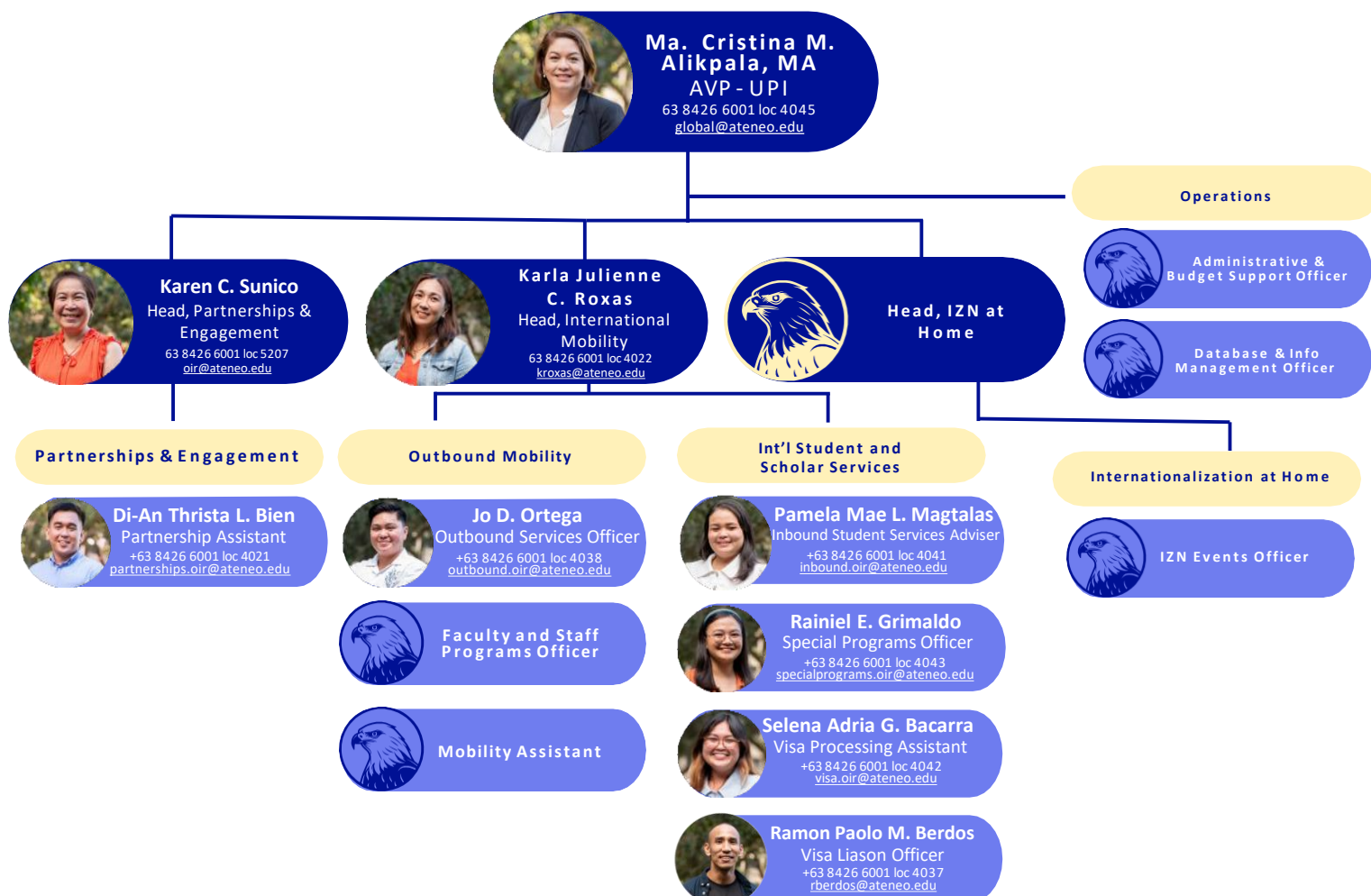
# CAMPUS ADDRESS

**Ateneo de Manila University**  
Katipunan Avenue, Loyola Heights 1108  
Quezon City, Philippines  
<http://www.ateneo.edu>

## UNIVERSITY PARTNERSHIPS AND INTERNATIONALIZATION (UPI)

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

### THE UPI TEAM





# ATENEO DE MANILA UNIVERSITY



**Number 1**  
PHILIPPINE HIGHER EDUCATION INSTITUTION

**Ranked 201-300**  
Impact Rankings 2024



**Number 137**  
Asia University Rankings 2024

**Number 563**  
World University Rankings 2024

