



ATENEODI MANILA UNIVERSITY



Photo by ASEC

ONLINE LEARNING EXCHANGE PROGRAM (OLEP) FOR UNDERGRADUATE STUDENTS

Information Fact Sheet
Fall 2021

LOYOLA SCHOOLS INFORMATION FACT SHEET FALL 2021

Undergraduate Student Exchange Program

TABLE OF CONTENTS	Page
OIR Directory	3
Application Requirements: Undergraduate Student Exchange Program	4
Important Dates: Academic Calendar, Nomination & Application Deadlines	5
Online Learning Exchange Program (OLEP)	5 - 6
Academic & Course-related Information	7
*Update: Sending out of Transcript of Records	

WE ARE ATENEO. Where Eagles Fly.

The Loyola Schools of the Ateneo is situated in the sprawling Loyola Heights campus of the university. Entering the campus, one steps into gently rolling terrain with grassy fields and tall trees providing a favorable environment for disciplined inquiry, fruitful interaction, and quiet reflection.



GENERAL INFORMATION

School Address

Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines

OFFICE OF INTERNATIONAL RELATIONS (OIR)

Office Address

Rm. 304 3/F Faber Hall
Ateneo de Manila University
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Quezon City, Philippines
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Email: oir@ateneo.edu
Website: <https://global.ateneo.edu>

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APPLICATION REQUIREMENTS: UNDERGRADUATE STUDENT EXCHANGE PROGRAM

To apply for admission in the undergraduate student exchange program of the Ateneo de Manila University, the student must submit the following documentary requirements:

1. IES Application Form
(typewritten in PDF File)
2. IS Information Sheet – Undergraduate
(typewritten & saved in EXCEL file)
3. Original Transcript of Records (TOR).
If the TOR is not written in English, please have This translated, and certified by the home university.
4. Scanned copy of the biographical page of Passport
5. Letter of Endorsement from your university mobility coordinator
6. Certificate of English Language Proficiency
For those whose mother-tongue is not English)

- any of the three below:
TOEFL (Paper based test) minimum score: 550
TOEFL (Internet Based Test) minimum score: 79
IELTS minimum score: 6.0
7. Passport size (35 x 45 mm) Photo in JPEG format, no less than 500KB in size

Scan documents numbers 1 to 7 in SEPARATE PDF files and JPEG (for the photo) and email them to:
inbound.oir@ateneo.edu

Deadline of submission:
April 30, 2021 – 1st Semester/Fall
September 30, 2021 – 2nd Semester/Fall

Note: Please make sure to send the seven (7) document files on or before the deadline. Incomplete application documents will cause delays in releasing the Acceptance Letter. **(Please save each document in separate PDF files.)**

IMPORTANT DATES FOR FALL 2021

FIRST SEMESTER (FALL) CALENDAR	
Semester 1 – Fall Semester	August - December 2021 <i>(subject to change depending on Covid situation)</i>
Nomination Deadline	30 March 2021
Application Submission Deadline	30 April 2021
Notice of Acceptance	14 - 19 June 2021
	The Acceptance Letter will only be issued to the student once complete application requirements are submitted via email and deemed acceptable.
Mandatory Orientation & Registration Period	August 2021 <i>(to be confirmed)</i>
	All students are REQUIRED to be participate in the orientation days and individually register for their classes. (A separate email will be sent for online registration instructions)

ONLINE LEARNING EXCHANGE PROGRAM (OLEP)

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

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

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

Basic Principles of ABC

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

Learning Management System (LMS)

Upon the recommendation of Ateneo's IT Advisory Council, Ateneo has opted to offer only one LMS primarily in response to feedback from our students. Canvas will be largely implemented in Loyola Schools and parts of the Ateneo Professional Schools. **Canvas** LMS from Instructure is a cloud-based learning management system (LMS) specifically designed for K-5 on up through higher education institutions. Canvas LMS is a scalable platform that can be used to serve education organizations of all sizes and types, from individual classrooms to large universities, and from blended to fully virtual learning.

Frequently Asked Questions (FAQs)

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

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

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

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

3. Will courses be synchronous or asynchronous?

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

4. Will online courses be in English?

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

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

Yes, please refer to the schedule above.

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

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

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

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

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

ACADEMIC AND COURSE-RELATED INFORMATION

Course Information	<p>All courses will be finalized only by early August for the first semester and late December for the second semester.</p> <p>List of course offerings will be made available on this link: http://aisisonline.ateneo.edu/class_schedule.php</p> <p>Course descriptions (based on Loyola Schools Bulletin of Information 2014) are also available here: http://www.ateneo.edu/ls/ls/loyola-schools-bulletin-information</p>																						
Allowable number of units	<p>Exchange students are encouraged to take a minimum of 12 units and a maximum of 18 units. Most subjects have 3 (American) credits or 6 ECTS.</p>																						
Course Restrictions	<p>Undergraduate exchange students are <u>NOT</u> allowed to take graduate-level courses. However, graduate exchange students are allowed to take undergraduate-level courses.</p>																						
Credit and Grading System	<p>The Ateneo de Manila University uses the American Credit System. One subject usually carries 3 credit units. One unit of credit is equal to one hour lecture or two to four hours of laboratory per week for the period of a complete semester.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tbody> <tr><td>A</td><td>Excellent (92 – 100)</td></tr> <tr><td>B+</td><td>Very Good (87 – 91)</td></tr> <tr><td>B</td><td>Good (83 – 86)</td></tr> <tr><td>C+</td><td>Satisfactory (79 – 82)</td></tr> <tr><td>C</td><td>Sufficient (75 – 78)</td></tr> <tr><td>D</td><td>Passing</td></tr> <tr><td>INC</td><td>Incomplete</td></tr> <tr><td>F</td><td>Failure (0)</td></tr> <tr><td>WP</td><td>Withdrawal with Permission</td></tr> <tr><td>W</td><td>Withdrawal without Permission</td></tr> <tr><td>AUD</td><td>Audit, no quality point</td></tr> </tbody> </table>	A	Excellent (92 – 100)	B+	Very Good (87 – 91)	B	Good (83 – 86)	C+	Satisfactory (79 – 82)	C	Sufficient (75 – 78)	D	Passing	INC	Incomplete	F	Failure (0)	WP	Withdrawal with Permission	W	Withdrawal without Permission	AUD	Audit, no quality point
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Academic Transcripts of Records (TOR) of exchange students	<ul style="list-style-type: none"> • Transcript of Records (TOR) will be available a month after the exchange period. • Scanned copy of TOR will be sent to student's and university coordinator's e-mail. Should the university require a copy with a wet-ink signature, please let us know in advance and we will send one via courier. • Students who need extra copies of their TOR may request via e-mail to registrar.ls@ateneo.edu and must pay for the required fees. 																						
Preparatory English Language Course for Incoming Students	<p>Students who need preparatory courses in English may join the Intensive English Language Program offered by Ateneo Language Learning Center (ALLC).</p> <p>Queries should be e-mailed directly to: allc.soh@ateneo.edu</p>																						