

Warangkana Poomjeen

To: Division of International Affairs and Language Development
Subject: RE: [UP Diliman] Nomination for Inbound Student Mobility (AY 23-24)

----- Forwarded message -----

จาก: UP Diliman Inbound Student Mobility <oild_inbound.upd@up.edu.ph> เรื่องพัฒนาภาษาและกิจการต่างประเทศ
Date: พท. 9 มี.ค. 2023 เวลา 12:00
Subject: [UP Diliman] Nomination for Inbound Student Mobility (AY 23-24)
To:
Cc: Student Mobility OIL UP Diliman <oild_studentmobility.upd@up.edu.ph>
มหาวิทยาลัยนครสวรรค์
0161
วันที่ 10 มี.ค. 2566 เวลา 10:30

Greetings, Partners!

The University of the Philippines Diliman through the Office of International Linkages Diliman is accepting nominations for the next academic year 2023-2024.

You may nominate your students through this link: <http://bit.ly/StudyinUPDNomination>
You can also access the Fact Sheet (AY 23-24) in the abovementioned link. The academic calendar will be sent once we have a copy approved by the administration. We will include the final dates to the Fact Sheet and other resources.

Please be reminded that the nomination deadline is on **15 April 2023, Saturday**.

Should you have any questions, please don't hesitate to contact Ms. Aura Carbonilla (oild_studentmobility.upd@up.edu.ph) or Ms. Precious Pantoja (oild_inbound.upd@up.edu.ph). We will get back to you as soon as we can.

If you are not the appropriate person for this notice, may we ask that you forward this to the appropriate person in your institution?

Thank you very much! We are looking forward to meeting your students soon!

--

PRECIOUS S. PANTOJA (Ms.)
International Programs Associate
STUDENT MOBILITY SECTION
OFFICE OF INTERNATIONAL LINKAGES DILIMAN (OIL Diliman)

Office of the Vice-Chancellor for Academic Affairs
UNIVERSITY OF THE PHILIPPINES DILIMAN

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Google Maps Street View: <http://tinyurl.com/DILCGoogleStreetView>
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เรียน อธิการบดี

ด้วย The Office of International Linkages Diliman, The University of the Philippines Diliman ประเทศฟิลิปปินส์ ประชาสัมพันธ์การแลกเปลี่ยนนิสิต "International Student Exchange Program" ประจำปีการศึกษา 2566 – 2567 (ระยะเวลา 1/2 ภาคการศึกษา หรือ 1 ปีการศึกษา) โดยมีช่วงเวลาตาม ภาคการศึกษา ดังนี้

- ภาคเรียนที่ 1 กันยายน – มกราคม
- ภาคเรียนที่ 2 กุมภาพันธ์ – พฤษภาคม
- ภาคกลางปี มิถุนายน – สิงหาคม

โดยนิสิตผู้เข้าร่วมโครงการฯ สามารถลงทะเบียนเรียน พร้อมถ่ายโอนหน่วยกิตได้

ทั้งนี้ นิสิตผู้สนใจสามารถศึกษารายละเอียดเพิ่มเติมได้ที่

<https://drive.google.com/file/d/143UidD057dNUumWGKqg5oHy9IQOg65/view> โดยนิสิตผู้มีคุณสมบัติและประสงค์สมัครเข้าร่วมโครงการฯ ต้องยื่นเอกสารประกอบการสมัครผ่านคณะต้นสังกัดมายัง มหาวิทยาลัย ภายในวันที่ 10 เมษายน 2566

จึงเรียนมาเพื่อโปรดพิจารณา เห็นควรเวียนแจ้งคณะ/ วิทยาลัยผ่านระบบ e-doc เว็บไซต์กองพัฒนาภาษาและกิจการ ต่างประเทศ เพจกองพัฒนาภาษาและกิจการต่างประเทศ และเพจ NU International Scholarships เพื่อประชาสัมพันธ์ต่อไป

วาทชน

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ดำเนินการตามเสนอ

อื่นๆ

ลงชื่อ

(ดร.พิสุทธิ อภิษยกุล)

รองอธิการบดีฝ่ายวิเทศสัมพันธ์และการถ่ายทอดเทคโนโลยี

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนเรศวร

วันที่ 10/3/66



University of the Philippines Diliman

International Student Exchange Program Information Sheet Academic Year 2023-2024

I. General Information

Name of University	University of the Philippines Diliman
Office	Office of International Linkages Diliman Office of the Vice-Chancellor for Academic Affairs
Director	Carlene PC Pilar-Arceo, Ph.D.
Mailing Address	Office of International Linkages Diliman Room 102, Diliman Interactive Learning Center (DILC) Building, Magsaysay Avenue corner Apacible Street, University of the Philippines Diliman, Quezon City 1101, Philippines
Contact Number	(+63-2) 891 8500 loc. 2561
Email Address	Office of the Director: oidiliman_director@up.edu.ph Office of International Linkages Diliman: international.upd@up.edu.ph Student Mobility Section: oid_studentmobility.upd@up.edu.ph
Website	University of the Philippines Diliman: www.upd.edu.ph Office of International Linkages Diliman: www.international.upd.edu.ph
Student Mobility Staff	Aura Fe Julia Carbonilla (Ms.) <i>Section Head</i> oid_studentmobility.upd@up.edu.ph Precious Pantoja (Ms.) <i>Inbound Student Mobility Coordinator</i> oid_inbound.upd@up.edu.ph Audrey Eunice Dimson (Ms.) <i>Outbound Student Mobility Coordinator</i> oid_outbound.upd@up.edu.ph Rabbi Tumampos (Mr.) <i>Visa Liaison Officer</i> oid_visaandpermits.upd@up.edu.ph



Office of International
Linkages Diliman

II. University and Academic Information

University of the Philippines (UP)

The **University of the Philippines (UP)** is the country's national university. This premier institution of higher learning was established in 1908 and is now a university system composed of eight constituent universities located in 17 campuses all over the archipelago. In 2012, the Commission on Higher Education declared 24 units of the university as Centers of Excellence; while 6 units have been declared as Centers of Development.

University of the Philippines Diliman (UPD)

The **University of the Philippines Diliman (UPD)** is the main campus of the UP System, located in Quezon City, Metro Manila. UP Diliman is the most comprehensive constituent unit in terms of academic programs, that include 250 undergraduate and graduate degree programs. UP Diliman is composed of almost 50 percent of the entire UP System student population. UPD has extensive alliances with international institutions of higher learning for joint academic programs, research, and student exchange—providing the institution with opportunities for curricular enhancement, faculty development, resource generation, and sharing of expertise and programs.

Academic Calendar

The regular academic year in the University of the Philippines is divided into two (2) semesters and a midyear term:

First Semester:	September to January
Second Semester:	February to May
Midyear Term:	June to August

All academic units of UP operate under the semestral system, except the master's program of the Archaeology Studies Program (ASP) and Virata School of Business (VSB) which operates under the trimestral system.

Academic Programs

Academic programs in the University of the Philippines Diliman are grouped into four (4) academic clusters:

- (1) Arts and Letters,
- (2) Management and Economics,
- (3) Science and Technology, and
- (4) Social Sciences and Law

Colleges and institutes under each cluster can be accessed through:

Academic Clusters

Exchange students may take courses from various programs available in the university. These programs can be accessed through:

Undergraduate Programs Graduate and Post Graduate Programs



Office of International
Linkages *Diliman*

Course Registration

Each exchange student can enroll a minimum of two (2) courses and a maximum of four (4) courses (five (5) courses shall be allowed given that one is a PE class) in a regular semester.

Credit Units

Each credit unit is equivalent to one (1) hour of class or lecture. Most classes in the university have three (3) credit units which are taught in three (3) hours in two (2) meetings per week (each meeting consists 90 minutes of activities, lecture, discussion or any classroom instruction). There are 16 weeks of class meetings in a semester.

Offered Courses

General Education courses are offered to students for their holistic development while studying in UP Diliman. Recommended courses for exchange students are English 1 (Basic College English), Speech 30 (Public Speaking and Persuasion), Filipino 3 and 4 (Filipino for Foreigners). Exchange students may choose any course from any degree offering unit in UPD upon approval of the specific college/unit subject to availability of slots. This is to check if the student satisfies necessary background or prerequisite courses for a particular course, and if there are still vacant slots. There are minimal, or almost no prerequisites for General Education (GE) courses.

The list of General Education courses can be accessed through:

List of GE Courses

Filipino Courses

UPD offers Filipino 3 and Filipino 4 (*Introductory Filipino Course for Foreigners*) and are **strongly recommended** to learn the Filipino language and be introduced with Filipino culture.

Courses with course number from 1-199 are undergraduate level, and course number 200 and above are graduate level. Undergraduate students may only take courses for undergraduate, while graduate students may take either courses for undergraduate or graduate level (e.g. Undergraduate: Fil 3, Eng 100; Graduate: CL 220, Plan 299). For more courses offered by UPD, an online catalog, with their course code and numbers, course title, and short course description, can be accessed through:

Course Catalog

A guide for abbreviation and symbols for easier navigation can be accessed through:

Guide for Abbreviations and Symbols

Courses from the College of Law are not open to undergraduate and international exchange students. Availability of courses for the semester depends on the semester it is offered (e.g. Fil 3 is only offered during the 1st Semester, and Fil 4 is only offered during the 2nd Semester). For courses with prerequisites, students should obtain the approval of the professor before enlisting.

Language of Instruction

English is the general language of instruction in UP Diliman, but **some courses may be taught in Filipino, or in both English and Filipino.**



University Activities

The highlighted university activities below are various student activities organized around the university throughout each semester that are available for exchange students.

University Welcome Assembly (every 1st semester, September)

It features a welcome ceremony for the freshmen and new students including the international exchange students. During the assembly, each participating country in the exchange program is acknowledged.

Orientation (every semester; tentative date: Monday of Registration Week) Students are advised to arrive one week before the orientation schedule. The orientation includes tips and lectures on the university life and culture. Important university offices and units are introduced to the students such as the Office of Student Housing, Office of Student Affairs and University Health Service. Various student organizations that aim to promote international understanding are also introduced.

Cultural Trips (every semester)

Every semester, the OIL Diliman organizes cultural and exposure trips within and outside Metro Manila for the international exchange students. Previous trips include museum visits, and trips to beaches and resorts where various activities are prepared for the students.

Alternative Classroom Learning Experience (ACLE) (every semester)

Academic freedom is one of UP's virtue. Spearheaded by the University Student Council and student organizations in the university, ACLE is a half day university event which features various talks, fora, academic discussions, workshops and activities which promotes academic development and freedom beyond the four walls of a classroom.

International Students' Day (November); Study Abroad Week (March)

To celebrate the annual International Students' Day in November, OIL Diliman organizes a day which feature cultural presentations, fairs and activities that promotes cultural exchange and promote the international community to the local community. The Study Abroad Week is a week-long event full of talks and information session promoting various study abroad opportunities to the university.

University Athletics Association of the Philippines (UAAP) Games

The university competes in various sporting activities in the UAAP. Students may attend different games and culminating activities such as the Cheerdance Competition. Schedules of each game of each sport varies every UAAP season.

Lantern Parade (every December)

The Lantern Parade is the university Christmas celebration. It features different and colourful lanterns or floats from every college or unit in the university. It is celebrated every December, after the first semester's final examinations.

UP Fair (every February)

UP Fair is held annually every second week of February. It is a week-long event organized by the University Student Council which features a series of concerts from local bands and artists. It also includes different food booths and carnival rides.



III. Grading and Credit System

The following shows the grading system in the University of the Philippines Diliman including its equivalent in percentage, letter grades and grade points:

UP Grade	Adjectival Equivalent	Percentage	Letter Grade	Grade Point
1	Excellent	97-100	A	4
1.25		94.25	A-	3.625
1.5	Very Good	91.5	B+	3.25
1.75		88.75	B	2.875
2	Good	86	B-	2.5
2.25		83.25	C+	2.125
2.5	Satisfactory	80.5	C	1.75
2.75		77.75	C-	1.375
3	Pass	75	D	1
4	Conditional			
5	Fail	Fail	F	0
INC	Incomplete			
DRP	Drop			

UP System Academic Credit Transfer System (UP ACTS)

The following shows the academic credit transfer system in the University of the Philippines Diliman for different places which includes their crediting system, student's equivalency workload, and teaching/contact hours:

Nation/Region	Proposed Credit conversion with 1 AAC credit	Equivalency in student workload	Teaching/Contact Hours
Asia (AACs)	1 AAC credit	38 to 48 hours	13 to 16 hours
The United States	1 credit	45 hours	15 hours
Europe and neighboring countries	1.5 ECTS points	37.5 to 48 hours	-
England, UK (CATS)	3.0 CATS points	1 ECTS = 2 CATS points (however, 1 CATS = 10 hours)	-
Latin America (CLAR)	1.5 CLAR credits	37.5 to 48 hours	-
Middle East (ANQAHE)	1 credit	45 hours	-

Transcripts

After the semester, the students will be given a certificate of completion. For the transcript, the students should accomplish the following and send a copy through email:

1. Online Clearance
2. Data Privacy Consent Form
3. Request for Transcript Form

Transcripts are sent to the partner university by courier within six (6) weeks after the submission of the requirements above.



IV. Exchange Information

Climate and Weather

The Philippines is located near the Equator. It has only three seasons: Rainy Season (June to November), Cool Dry Season (December to February), and Hot Dry Season (March to May).

The warmest month is May while the coolest is January. Due to Amihan or Northeast Monsoon, prevailing cold winds from Siberia affects east of the Philippines from October to early March. During the months of June to early October, the Habagat or Southwest Monsoon is characterized by heavy rainfall and humid weather.

Accommodation

On-campus Dormitories for International Students

Acacia Residence Hall

Capacity: Three (3) persons per room

Lodging: Php 3,000 per month

Electricity: Php 500 per month (Estimated depending on the electricity usage)

Amenities: Bed w/ foam, tables and chairs

Centennial Residence Hall

Capacity: Four (4) to six (6) persons per room

Lodging: Php 1,500 per month

Electricity: Php 500 per month (Estimated depending on electricity usage)

Amenities: Bed w/ foam, tables, chairs, cabinets

Fees exclude laundry and food services. Students have to pay Php100 for drinking water fee. Upon check-in, students should provide their own cabinets, bed covers, pillows and fans. Students have to pay for two months advance at the start of the semester plus other association fees.

The dormitories are non-smoking facilities and cooking is not allowed.

Off-campus Housing

There are several student housings within and around the university. Apartments and condominiums are available along Katipunan Avenue. Students who prefer to stay off-campus have the discretion to look for their own accommodation. **Once settled, students have to inform the office the name and address of their accommodation.**



Estimated Living Expenses

Food

There are no food services available inside the dormitories however there are several canteens, food shops and districts within and around the university. Inside the campus, each meal is estimated to cost around Php 80 to 150. Shopping malls and districts are available in UP TechnoHub in Philcoa and UP Town Center in Katipunan where food costs around Php 150 to Php 300.

Transportation

The common mode of transportation within and outside the university is through jeepneys. There are three (3) major jeepney routes inside the university:

- The Ikot/Toki (Yellow roof) jeepneys go around the university.
Cost: Php 10 per ride.
- The Katipunan (Red roof) jeepneys go to Katipunan Avenue.
Cost: Php 10 per ride.
- The Philcoa, MRT/Pantranco, and SM North (Green roof) go out the campus towards Philcoa, MRT, and SM North.
Cost: Php 10 per ride

There is a Point-to-Point (P2P) bus service available at the UP Town Center going to Makati and back which costs PhP 80 for students and PhP 100 for regular per ride.



V. Nomination and Application Process

Nomination

The host university should nominate the students through the nomination form: **Study in UPD Nomination Form**.

Nominations are then acknowledged by the Inbound Student Mobility Coordinator via email. Upon acknowledgement, the coordinator will email the digital copies of the required forms. Additional information regarding the application and semester are included in this email.

Requirements

Application requirements are listed below.

1. Form 1 – Foreign Undergraduate Admission Application Form
2. Form 2 – Student Directory
3. Form 3 – Exchange Student Information Sheet
4. UP Health Service Forms
5. Nomination Notice
6. Copy of passport bio-page
7. Official Transcript of Records
8. 1x1 (1 inch by 1 inch) and 2x2 (2 inch by 2 inch) ID Picture (4 pcs each)

Students should bring all the original copies of the submitted documents. Attach photos per required form. Also prepare for extra copies of ID pictures upon arrival in the Philippines. Make sure that each required form is signed.

Submission of Requirements

Requirements should be submitted on or before the deadline.

Expect an email response from the coordinator confirming the receipt of the nominee's application documents. The coordinator will also specify if there are any corrections or revisions that need to be made by the nominee on any of the submitted documents.

Requirements should be submitted to the Student Mobility Section email at oid_studentmobility.upd@up.edu.ph. Scanned application documents should be submitted through the Inbound Student Mobility Coordinator via oid_inbound.upd@up.edu.ph.

Deadlines

Deadlines of nomination and application vary per semester as below:

First Semester:

Nomination: **April 15**

Application: **April 30**

Second Semester:

Nomination: **September 15**

Application: **September 30**

The Health Service Form can be submitted a month (30 days) after the application deadline.

Acceptance Letter

The office will assess the requirements submitted and shall issue the acceptance letters.

Arrival and Accommodation

Students should fill up the arrival information and accommodation forms. Forms and information will be sent together with the acceptance letter.



Number of Students	The number of students which partner universities can send for nomination and application varies on the agreement made between the universities. Please contact the program staff to confirm the information.
Duration of Exchange	One (1) semester, two (2) semesters OR one (1) academic year (including Midyear Term). Duration of exchange program varies depending on the agreement made between the two universities.
GPA Requirement	While there is no GPA requirement for students to be admitted in the University of the Philippines Diliman as exchange students, the home university still has the discretion to have a GPA requirement upon students' application.
Language Proficiency	<p>While there is no language proficiency nor certification needed for students to be admitted as exchange students in the University of the Philippines Diliman, the home university still has the discretion to have an English language proficiency requirement upon students' application.</p> <p>However, we advise to have a minimum score of at least 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based (IBT) forms of the Test of English as a Foreign Language (TOEFL) or at least a score of 5.5 in the International English Language Testing System (IELTS) or a certification from a duly authorized unit.</p>



VI. Health and Travel Insurance

Eligible International Students (EIS)

Cognizant of the resource and logistical implications of repatriation and assistance to distressed international students, a whole-of-government approach in adopting a formal University Policy is necessary to effectively respond to national emergencies and mitigate health and safety risks.

EIS should:

1. Present a proof of vaccination and health insurance coverage/compliant with IATF and Bureau of Immigration (BI) issuances on travel
2. Submit Health Declaration Form and Waiver/Quit Claim
3. Register with the StaySafe.ph System
4. Avail for travel insurance
5. Round trip airfare/ticket

Requirements

EIS should prepare for the following:

1. Health insurance recognized by local health providers at the Local Government Unit (LGU) level with
 - a. medical expenses amounting to Php 1,000,000
 - b. COVID-19 coverage
 - c. medical repatriation, including death
2. Full travel insurance for a round trip airfare/ticket, including the following
 - a. rebooking costs
 - b. air ticket cancellation
 - c. search and rescue cost
 - d. travel assistance cancellation
3. Emergency money worth at least Php 32,000 for 30 days stay in case of a lockdown:

ITEM	COST FOR 30 DAYS (Php)
Food	18,000.00 (200 php per meal)
Dormitory fees (single occupancy)	9,000.00
Supplies (Toiletries, Masks, Disinfectants)	10,000.00
Local Transport	3,000.00
Internet Fees	1,500.00
TOTAL	32,000.00

This amount will serve as a deposit to dormitories accepting EIS. Unused funds must be returned to the EIS.



VII. Visa Information

Special Non-Immigrant Visa or 47(a)(2)

Official exchange students are eligible to apply for a 47(a)2 visa. The process takes up to a maximum of two (2) months as it goes with the Department of Justice and Department of Foreign Affairs/Philippine Embassy in your home country.

OIL Diliman will have already prepared all the requirements needed for the visa application. The student will enter the Philippines with a tourist visa and have the application of 47(a)2 after their arrival in the country. Passports are to be submitted to OIL Diliman for the processing of the visa. We will provide further information together with the acceptance letter.

This visa is recommended for students staying for **2 semesters**.

Take note that it is advised for travels to be postponed while visas are being processed. Please resume travels after the visa is processed.

Special Study Permit (SSP)

The Special Study Permit (SSP) is issued by the Philippine Bureau of Immigration which allows foreign students to study in the Philippines when they enter the country with a Tourist Visa.

Eligible nationals who plan to enroll in non-degree courses that last for less than one (1) year may first apply for tourist visas at the Philippine Embassy but should get the SSP upon arrival in the Philippines. **However, SSP is only a permit and not a visa, hence the students are required to renew their tourist visa every two (2) months at the nearest Bureau of Immigration satellite office.**

Requirements include their passport and application fee which includes the SSP and AI-card. The official receipt will be provided once the Bureau of Immigration has released it. Students will be contacted once their visas are available or if there are issues.

This permit is recommended for students staying for **only 1 semester**.

