

RULES & REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE



(As approved by the Board of Regents at its 876th meeting on September 2, 1976 superseding all provision rules on the subject, and as amended at the 923rd BOR meeting on 31 January, 1980 and 1017th BOR meeting on 8 December, 1988 and further amended at the 104th BOR meeting on 25 June, 1992.)

Section 1. BASIS OF DISCIPLINE - Student shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

Section 2. SPECIFIC MISCONDUCT - A student shall be subject to disciplinary action for any of the following acts:

- (a) Any form of cheating in examination or any act of dishonesty in relation to his studies;
- (b) Carrying within the University premises any firearm, knife with a blade longer than two and a half inches, or any other dangerous or deadly weapon; Provided, that this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the Dean or Director of his/her college or school;
- (c) Drinking alcoholic beverages within academic and administrative building, dormitories and the immediate premises thereof; except in places expressly allowed by the University; or drunken behavior within the University premises;
- (d) Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drug Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu or opiates and hallucinogenic drugs in any form within the University premises
- (e) Gambling within the University premises;
- (f) Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- (g) Creating within the University premises disorder, tumult, breach of peace or serious disturbance;
- (h) Making any false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her admission or registration in, or graduation from the University;
- (i) Practicing or attempting to practice any deception or fraud in connection with his/her application in any University funded or sponsored scholarship or grant;
- (j) Damaging or defacing University property;
- (k) Disgraceful or immoral conduct within the University premises;

- (l) Unlawful taking of University property; and
- (m) Any other form of misconduct.

Section 3. RULES AND REGULATIONS PROMULGATED BY DEANS OR DIRECTORS OF UNITS - Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circulation and date of effectivity, as herein provided.

Section 4. STUDENT DISCIPLINARY TRIBUNAL - The Student Disciplinary Tribunal shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic and administrative personnel of the respective autonomous universities, as well as the two other members, student and parent jurors provided for under Rule IV, Section 4.

The Chairman and members shall render full-time service in the tribunal. The following compensation scheme for the chair/members of the SDT will be followed (*as approved during the 1192nd meeting of the BOR on January 27, 2005*):

Chairman - P2,000 per hearing not to exceed P8,000 per case terminated
Members – P1,500 per hearing not to exceed P6,000 per case terminated
Recording Secretary – P1,000 per hearing not to exceed P4,000 per case terminated

The tribunal shall be under the supervision of the Director of Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

Section 5. JURISDICTION - All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Disciplinary Tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- (a) Violation of college or unit rules and regulations by students of the college, or
- (b) Misconduct committed by the students of the college or unit within its classrooms or premises or in the course of an official activity;

Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

Section 6. COLLEGE INVESTIGATION - Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three members appointed by the dean, one of whom shall be a student of the college.

Section 7. FILING OF CHARGES - A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the student disciplinary tribunal or the Office of the Dean, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or

persons charged, the complainant or complainants, his/her witnesses if any, the date of filing and the substance of the charge.

Section 8. PRELIMINARY INQUIRY - Upon receipt of the complaint or report, the tribunal or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same report.

Section 9. ANSWER - Each respondent shall be required to answer in writing within three days from receipt of the charge or charges. Formal investigation shall be held on notice as provided below.

Section 10. HEARING - Hearings shall begin not later than one week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Section 11. DURATION OF HEARING - No hearing on any case shall last beyond two calendar months.

Section 12. NOTICE OF HEARING - All parties concerned shall be notified of the date set for hearing at least two days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this Section.

Section 13. FAILURE TO APPEAR AT HEARING - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudices to the party's appearance in subsequent hearings.

Section 14. POSTPONEMENT - Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

Section 15. COMMITTEE REPORT - The college investigating committee shall forward to the Dean concerned within 15 days after termination of the hearing the complete records of the case, with its report and recommendation. The recommendation signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

Section 16. ACTION BY THE DEAN - The Dean shall within ten days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the President of the University or the Chancellor of an autonomous unit, as the case may be.

Section 17. DECISION OF THE TRIBUNAL - The tribunal shall decide each case within 15 calendar days from final submission. The decision 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 decision is based.

Section 18. FINALITY OF DECISION - Any decision of the tribunal or of a Dean, other than expulsion, permanent disqualification from enrollment or suspension for more than 30 calendar days, shall become final and executory after 15 days from receipt of the decision by the respondent unless within five days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after 15 days from receipt of the action on the motion