



PONTIFICAL AND ROYAL
UNIVERSITY OF SANTO TOMAS
THE CATHOLIC UNIVERSITY OF THE PHILIPPINES
FACULTY OF MEDICINE & SURGERY

**HANDBOOK ON POLICIES AND GUIDELINES REGARDING
MEDICAL STUDENT EVALUATION, PROMOTION,
RETENTION AND DEBARMENT**

OFFICE OF THE DEAN
AY 2024-2025

UST FACULTY OF MEDICINE AND SURGERY

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RETENTION AND DEBARMENT**

**Office of the Dean
AY 2024-2025**

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UNIVERSITY OF SANTO TOMAS

MISSION

The University of Santo Tomas, in pursuit of truth guided by reason and illumined by faith, dedicates herself to the generation, advancement, integration, dissemination, and application of knowledge to form competent and compassionate persons committed to serve the Church, the nation, and the global community.

VISION

By 2030, the University of Santo Tomas, faithful to her centuries-old tradition of excellence, envisions herself as a leading Catholic institution of learning in the Asia-Pacific, committed to the integral formation of her stakeholders for social transformation.

FACULTY OF MEDICINE AND SURGERY

MISSION

The Faculty of Medicine and Surgery of the Pontifical and Royal University of Santo Tomas commits herself to the pursuit of excellence in medical education, health science research and community services, guided by Christian ethics and values.

The UST Faculty of Medicine and Surgery affirms her task in the development and formation of competent, compassionate, and committed Thomasian physicians in the delivery of health care services of global standards and in accord with the needs of the nation

VISION

By the year 2028, the UST Faculty of Medicine and Surgery is the leading medical school in the country and a benchmark of holistic Catholic medical education in Asia.

OBJECTIVES

- To remain the Center of Catholic Medical Education in the country.
- To be the recognized Center of Innovative Medical Curriculum.
- To be the model of Christ-centered community extension services and projects in the country.
- To be recognized center of health science research.
- To establish strong and sustainable national and international networks and linkages.
- To implement a pro-active and systematic governance.

GUIDELINES ON GRADING SYSTEM AND CONDUCT OF LONG EXAMINATIONS

1. Transparency on computation of grades
 - a. Discussion of a course's grading system shall be included during the orientation at the beginning of the course.
 - b. Periodic reminders of the course's grading system shall be provided for familiarization.
 - c. Description of the course's grading system must be included in the course syllabus distributed to medical students.
 - d. Computation of grades shall be posted in the department bulletin board and/or uploaded in the department's UST Blackboard course site for documentation.
 - e. Each department shall document the process by making the medical students sign a waiver form of their understanding and agreement of the grading process.

2. Regular / periodic feedback of student performance
 - a. Course supervisors shall see to it that the answer keys of examinations are discussed or posted and that scores of all written examinations be made known to medical students.
 - b. Regular feedback of medical student performance especially of poorly performing/ failing medical students shall be actively exercised.

3. Returning of test papers and posting of grades
 - a. Long tests, shifting examinations, and final examinations are considered long or major examinations.
 - b. ALL long examinations shall be returned to medical students with answer key discussed and/or posted.
 - c. Release of grades after a long examination should be done NOT later than two (2) weeks from the date of the long examination.
 - d. Posting of grades shall follow quality control requirements and must include the name of the medical school, department, academic year, term, student number or code, tabulated grades and signatories. Student names shall be withheld for confidentiality.

4. Test blue print construction for all written examinations
 - a. Construction of a test blueprint for ALL long examinations shall be performed to reflect the expressed outcomes, domains of learning evaluated and content of topics to be tested.
 - i. Lower order thinking skills (LOTS): "recall, understand" questions
 - ii. Higher order thinking skills (HOTS): "apply, analyze, evaluate, create" questions
 - b. The DEPARTMENT EXAMINATION COMMITTEE shall determine the percentage of questions to be dedicated to LOTS and HOTS questions. (Example: 20% HOTS and 80% LOTS)

5. Determination of minimum passing level (MPL) and performance of item analysis (IA)
 - a. The medical school shall adopt the Angoff's method in determining the arbitrary minimum passing level in long examinations. Determination of the minimum passing level shall be required and must be done before the scheduled examination.
 - b. Performing item analysis in ALL long examinations shall be MANDATORY as a test of examination validity.

6. Time allocation for examinations

- a. In determining the number of test items in an examination, the following must be considered:

Time allotted for medical students to answer different types of written examination questions

1. One minute for each multiple-choice question (MCQ).
2. Half a minute for each binary (true-false) and matching type question.
3. The conduct of online examinations will be given in a separate guide.

Time spent in arranging medical students to take their designated seats prior to test paper distribution and for them to transfer their answers to the examination answer sheet (EAS).

For a 2-hour 120-item examination (using 100 items as MCQs, 10 items true-false and 10 items matching type), the transferring of final answers to the EAS will take around 10 minutes of the examination period.

7. Seating arrangements during examinations

- a. For long examinations conducted in a crowded examination room where medical students cannot be seated 2 seats apart, TWO OR MORE SETS of examination questions shall be prepared. The second or third set shall be a rearrangement of the first set.
- b. It is also possible for a department with 1st, 2nd and 3rd year medical students to alternately seat them in the SAME examination room.

GUIDELINES ON PROMOTION AND RETENTION

1. **Debarment:**

A medical student WILL AUTOMATICALLY BE DEBARRED upon:

- FAILURE in MORE THAN 40% of total yearly academic load
- FAILURE of the same course TWICE

2. **Maximum Academic Load for Medical Students with Irregular Schedule (SWIS)**

- I. A SWIS will be given a maximum of 15 units academic load per term.
- II. Under meritorious conditions duly approved by the Dean and the Faculty Council, a medical student may be allowed an academic overload above 15 units. In this case the following requirements must be fulfilled:
 - A written letter of intent to appeal for academic overload by a SWIS must be submitted to the Dean stating the reason/s for the request.
 - All courses taken up during the previous term were outright passed, no remediation needed.

- III. Flexibility Tracks for Medical Students with Irregular Schedules (SWIS)
Should a medical student fail but is not debarred, the following tracks may be considered:
1. TRACK 1: SWIS WITH AN IRREGULAR ACADEMIC LOAD
In this track, the medical student retakes the failed subject and takes advance subjects. In this scenario, the maximum academic load of 15 units per term shall be applied.
 2. TRACK 2: SWIS WITH A REGULAR ACADEMIC LOAD
In this track, the medical student retakes ONLY the failed subject/s and does NOT take any advance subject. In this scenario, the medical student may appeal that the maximum academic load of 15 units per term be waived when the medical student takes the regular load the following year with the commitment to PASS the requested regular academic load in toto. Failure to do so will permanently disqualify the medical student for doing a similar appeal in the future.

3. Retaking of Failed Semestral and Yearly Courses:

- I. Failed yearly courses must be repeated the following academic year.
- II. Failed semestral courses CANNOT BE TAKEN the following term as the academic load for every year level is FIXED. Any repetition within the academic year is considered an overload and is not allowed.
 - Example: Failure in Neuroscience I during the 1st term of AY 2024-2025 CANNOT be repeated in the 2nd term of AY 2024-2025 because the FIXED ACADEMIC LOAD for first year medical students is 35. Repeating Neuroscience I again within the same year will make the total academic load 37.
- III. Taking advance semestral courses within the same year after satisfactory completion of the semestral course prerequisite the previous term.
 - It may be allowed if the requesting medical student is a SWIS with both current and advanced courses taken, provided all courses taken in the previous term are all outright passed, no remediation needed.
 - Example: Failure in Neuroscience 1 during the 2nd term of AY 2023-2024 may be enrolled again in the 1st term of AY 2024-2025. In AY 2024-2025, the medical student is a SWIS taking both back/ failed course/s (e.g. Neuroscience I) and forward/advance course/s (e.g. Medical Ethics II). If the medical student passes Neuroscience I in the 1st term, he may be allowed to take Neuroscience II in the 2nd term of the same academic year because the medical student is considered a second year SWIS and Neuroscience II is offered as a 2nd year medical course.

4. HONOR ROLL CUT OFF

The medical school shall adopt the following cut-offs in the determination of academic honors:

Academic Honor	Grade Point Average
Summa cum laude	94.00 and higher
Magna cum laude	91.00 – 93.99
Cum laude	88.00 – 90.99

5. PROMOTION

I. Requirements for promotion are: (1) attendance. (2) active class participation, and (3) passing examinations.

II. The official passing grade for all courses is 75%.

Final grades are recorded as WHOLE numbers.

Examples:

a. 74.50 = 75

b. 74.49 = 74

c. 69.50 = 70

d. 69.49 = 69

Shifting grades are recorded as is.

Examples:

a. 72.34 = 72.34

b. 74.68 = 74.68

III. Students shall be informed of their examination results within 1 week or during the FIRST meeting after the scheduled examinations. Likewise, students will be given the opportunity to monitor their class standing through the timely return of all examinations and regular feedback of their academic performance. Complaints or clarification regarding grades shall be entertained within 1 week from the time of announcement. After this period, NO complaint shall be entertained, EXCEPT for meritorious reasons, which shall be determined by the Dean.

6. DROPPING OF COURSE/S

A medical student shall be allowed to drop from an enrolled course ONLY before the preliminary examinations. Applications for dropping of course/s after this period shall NOT be entertained, and the student shall be given a FAILING MARK.

A first year medical student is not allowed to go on a leave of absence / dropping all enrolled courses.

7. FAILURES

- I. A list of medical students with failures after each academic quarter/shift shall be submitted to the Office of the Dean by the respective department secretaries within 2 weeks after the shifting/ final examinations. A committee shall be created by each department to advise these students.
- II. A medical student who fails in more than 40% of all courses enrolled during the academic year or has failed the same course twice shall be automatically debarred from the Faculty of Medicine and Surgery.

8. INCOMPLETE GRADES

- I. A medical student who FAILS to take the final examination, any long examination, special examination, or to submit a major course requirement will be given an “incomplete grade.”
- II. The “incomplete grade” MUST be COMPLETED within the SUBSEQUENT next term. Otherwise, a “failing grade” will be given.

9. SCHEDULE OF MAJOR EXAMINATIONS

- I. Upon consultation with representatives of the medical student population, subject to the availability of physical facilities serving examination venues, the schedule of major examinations (prelims, finals, comprehensive, remedials) shall be issued by the Office of the Dean.
- II. The schedule of major examinations issued by the Office of the Dean shall be considered final and for implementation.
- III. As a rule, preferred or requested dates of examinations are discouraged unless approved by the Dean.
- IV. Requests for specific dates shall be forwarded to the Office of the Dean at least a week before the scheduled major examinations. A formal letter of request must be furnished to the Office of the Dean for this purpose.

10. SPECIAL EXAMINATIONS

- I. A special examination shall be ALLOWED, when for a justifiable reason, a medical student is unable to take regular long, shifting and/or major examinations due to excused or valid absences.
- II. The request for a special examination and the reason for such shall be submitted in writing to the Office of the Dean within 2 days of the missed examination. The Dean will determine the validity of the reason and will notify the concerned department of his/her decision to grant or deny the request.
- III. The department concerned within 2 weeks of the missed examination shall schedule a special examination. Only 1 special examination shall be given per term for semestral courses and per year for yearly courses.
- IV. For medical students who missed the final examination, a special examination shall be given within 72 hours or before the schedule of remedial examinations, if any, for the year level.
- V. The request for another special examination and the reason for such shall be submitted in writing to the Office of the Dean by the medical student concerned or by his authorized

representative within 2 days of the missed special examination. The Dean shall determine the validity of the reason and shall notify the department of his/her decision.

- VI. When the reason for request for a special examination is the actual confinement of the medical student at the UST Hospital, coinciding with the scheduled examination, the request shall be submitted in writing to the Office of the Dean by his/her authorized representative. If the attending physician certifies that the medical student may take the examination as scheduled, the examination shall be conducted within the hospital room depending on the availability of the proctor. The Office of the Dean shall inform the concerned department of his/her decision on the matter.
- VII. There are NO special examinations for MISSED short tests. Departments may as a matter of policy or humanitarian consideration allow exceptions as deemed valid or acceptable.

11. REMEDIAL EXAMINATIONS

- I. Remedial examinations in all courses will be given to all medical students with a FINAL GRADE of 60-74% within 2 weeks from the end of the term (for semestral courses) or academic year (for yearly courses) to be scheduled by the Office of the Faculty Secretary. Any changes in the schedule shall first be approved by the Dean.
- II. Suppose a student fails to take the scheduled remedial examination in a particular course. In that case, the medical student shall be considered "FAILED" and shall retain his pre-remedial examination grade (final grade) unless the Department Chairperson or designated officer-in-charge decides otherwise, based on the merits of the reasons stated/ given by the medical student. The weight and validity of the reason for NOT taking the remedial examination will be the basis for whether the department, out of compassion and humanitarian consideration, will extend another remedial examination.
- III. The passing rate for the remedial examination is 75%.
- IV. A medical student who passes the remedial examination shall have a final grade recorded as 75%.
- V. A medical student who fails the remedial examination shall have the original final grade (pre-remedial examination grade) recorded as the final grade in the course.

12. COMPREHENSIVE EXAMINATION*

- I. A Comprehensive Examination is given at the end of each academic year. This comprises the courses that the student has previously taken.
- II. An average of 75% and above in the 3 yearly comprehensive examinations is required to exempt the student from the Written Revalida.
- III. If the average in the 3 yearly comprehensive examinations is less than 75%, the student shall be required to take the Written Examination.
- IV. Completion of all three Comprehensive Examinations is a prerequisite for eligibility to take the Written Revalida.

**implemented on AY 2023-2024 for Medicine Class 2027 onwards.*

13. COMPRESSION OF CLASS SCHEDULE

Failed yearly courses must be repeated the following academic year. Failed semestral courses may be repeated under specific conditions as described previously. NO compression of class schedules or time periods shall be allowed.

14. REVALIDA

- I. WRITTEN REVALIDA* is the first part of the evaluation and is a requirement for a successful outcome in the Revalida.

ELIGIBILITY: completion of ALL 3rd year courses, and completion of all three Comprehensive Examinations taken during the 1st, 2nd and 3rd year levels, with an average of less than 75%. An average of 75% or greater in the 3 comprehensive examinations exempts the student from the written revalida and shall be considered passed.

PASS: Satisfactory completion of the Written Revalida, eligible to move to second part.

FAIL: REPEAT a second (remedial) written revalida; FAILURE twice REQUIRES taking an Objective Structured Oral Examination (OSOE). Failure in the OSOE requires student to MAKE-UP in the UST Hospital for two (2) months after the regular clinical clerkship rotation.

**implemented on AY 2023-2024 for Medicine Class 2027 onwards.*

- II. ORAL REAVLIDA is the second part of the evaluation and a requirement for a successful outcome in the revalida.

ELIGIBILITY: PASSED the written revalida or the OSOE

PASS: Satisfactory completion of the evaluation

FAIL: take an Objective Structured Clinical Examination (OSCE) to be conducted by the Department of Medical Education. If PASSED in the OSCE: satisfactory completion of the evaluation. If FAILED in the OSCE: final grade is "failed," and MAKE-UP in the UST Hospital for three (3) months after the regular clinical clerkship rotation.

- III. ELIGIBILITY FOR GRADUATION

Must obtain at least a *Meritus* in the oral revalida and a Final Grade of at least 75%. The Final Grade shall comprise 20% oral revalida grade plus the 80% cumulative average of the first 3 pre-clinical years.

- IV. HONORS

Benemeritus or *Merittisimus* grade in the oral revalida is NOT required but candidate must PASS all the comprehensive examinations, and oral revalida after one attempt.

Academic honors will be based on the Final Grade cut-off.

15. ACTS OF DISHONESTY* (PPS 1027)

The following shall be considered acts of dishonesty:

- Forging, altering and/or misuse of University documents, records, credentials or effects including using another person's ID
- Printing and disseminating false information about the University

- Cheating in examinations, projects, home works and/or other school works whether done inside or outside of the classroom, including those accomplished through the on-line programs of the University
- Plagiarizing
- Making untruthful statements in a narration of facts, with damage or intent to cause damage
- Recording a false entry
- Forging or altering dates and signatures in private documents
- Theft or stealing
- Misuse of student funds
- Other forms of misrepresentation analogous or similar to the foregoing

** Penalties and Disciplinary Actions are based on PPS 1028 and PPS 1029 of UST Student Handbook. Any updates on the UST Student Handbook shall supersede this.*

16. PROHIBITED ACTS DURING EXAMINATIONS*

The following shall be considered acts prohibited during examinations:

- Possession of the actual test questions or answers before and during the examination.
- Possession of excess questionnaires or answer sheets during the actual examination. All excess questionnaires and answer sheets must be returned to the proctor.
- Possession of notes of any form (old test papers, books, handouts, handwritten notes). Electronic and/or LCD devices (mobile phones, calculators, mp3 players electronic tablets, etc.) during the actual examination.
- Glancing at the papers of other examinees during examinations.
- Allowing other examinees to see one's paper during the examinations.
- Verbal and non-verbal forms of communication like body language, sign language, gestures using the eyes, hands, extremities, electronic devices with other examinees during the examinations.
- Taking an examination for a classmate or taking the examination through a classmate.
- Writing answers elsewhere other than the designated areas/ spaces provided for in the test paper.
- Exploiting or attempting to exploit the vulnerability of computer and electronic systems used for online examinations.
- Other acts of cheating as specified in the UST Handbook
- Signing for or in behalf of a classmate during an examination, lecture, conference or required activity is considered cheating.

** Penalties and Disciplinary Actions are based on PPS 1028 and PPS 1029 of UST Student Handbook. Any updates on the UST Student Handbook shall supersede this.*

17. PENALTIES* (PPS 1028)

Policy Statement

Penalties shall be imposed for violations of the Code of Conduct. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, willful violation and/or defiance of lawful rules and regulations have no place in a Catholic University. Thus, it is expected that a student imposed with a penalty for violating the Code of Conduct shall thereafter demonstrate the fervor to better himself/herself, otherwise, the ultimate penalty of expulsion shall be meted.

Specifically, penalties are intended to inculcate in the students the ideals of justice, to have a healthy respect for rules and authority, rectify unacceptable behavior, help strengthen the character of students, and protect the good name and reputation, both of the students and of the University.

Hence, the penalties imposed shall range from warning, parental admonition, suspension, exclusion to expulsion, depending upon the gravity of the offense committed. The power to impose penalty is reposed in the University Administration or its agents and shall be imposed only after due process has been served.

Policy Guidelines and Conditions

1. The imposition of the appropriate disciplinary action shall be PROGRESSIVE in character, taking into account the previous violations committed by the offender. If the offender was already WARNED because of a minor offense he committed, a second violation involving the same minor offense or an offense of the same category shall subject him to the penalty of ADMONITION, a third to SUSPENSION OF NOT MORE THAN 20% OF THE TOTAL NUMBER OF CLASS DAYS OF THE TERM, a fourth to SUSPENSION OF 20% OR MORE OF THE TOTAL NUMBER OF CLASS DAYS OF THE TERM, and a fifth violation to EXCLUSION or dropping from the roll of qualified students in the University.
2. Suspension, a penalty in which the student is denied or deprived of attendance in classes, shall be imposed for major offenses or habitual violations of the Code of Conduct and Discipline. Grave offenses may warrant the imposition of a longer duration of suspension for the student concerned, which could range from a whole semester to an entire academic year, as assigned Panel for the case would deem appropriate and just.
3. Indefinite suspension may be imposed in accordance with Article XIV, Section 77 of the Manual of Regulations for Private Schools.
4. A student under investigation of a case involving the penalty of exclusion or expulsion may be preventively suspended from entering the University premises if the merits of the case warrant it and the Office for Student Affairs is morally convinced that the continued stay of the student during the period of investigation would constitute a disturbance/distraction to the normal operations of the University or would pose a risk or danger to the life of persons and property of the University.
5. For serious violations of the Code of Conduct and Discipline, exclusion, a penalty in which the University excludes or removes the name of the erring student from the rolls of the University, may be imposed by the University.
6. The extreme penalty of expulsion, in which the student is excluded from admission to any public or private school in the Philippines, shall be imposed only upon careful and objective determination by the school authorities that this is the proper imposable penalty for the offense or violation committed, taking into consideration:
 - a. The gravity of the offense or violation committed
 - b. Past record of the student

- c. Manifestation that the student, in violating the Code of Conduct, acted with intent, malice, and/or bad faith
 - d. The injury caused, or the resultant loss
 - e. Absence of contrition or remorse despite clear proof of wrong-doing
 - f. Other applicable variables
7. Probation, which is a disciplinary measure short of exclusion, may be given to a student whose action and/or behavior would otherwise merit separation from the school. Where a student is put on probation, he is, in effect, given the chance to contemplate on his actions and realize that he did wrong, and thereafter resolve to improve his behavior and do better, for which he may merit retention in the University.

Disciplinary probation shall be for a minimum of sixty (60) school days and a maximum of one hundred (100) school days. A student may be placed on probation only twice during his stay in the school, and further violations shall be subject to dismissal.

8. Other penalties such as, but not limited to, payment of fine/civil liabilities, revocation of degree, non-issuance of a certificate of good moral character, disqualification from further enrolling in the University, withholding/non-issuance of the diploma, or annotation of the offense in the transcript of record of said student, may be imposed, depending upon the gravity of the offense, alone or in addition to the foregoing penalties.
9. The lighter penalty of simple reprimand for non-serious offenses may be immediately carried out by any faculty member or University official, without need of formal proceedings, by calling the student's attention to the transgression committed in the presence of such faculty member or University official.
10. Should the student in violation of the rules be an elected or appointed officer of any recognized student organization, local student council, SOCC, CSC, Central COMELEC, the penalty to be imposed may include suspension or removal from office as the case may be.
11. Other penalties which the University Administration, upon careful consideration of the case, may deem necessary may also be imposed.

**Any updates on the UST Student Handbook shall supersede this.*

18. PROCEDURES ON HANDLING STUDENT COMPLAINTS WITHIN THE FACULTY

Policy and Procedures

1. A student with complaint will submit a formal letter with supporting documents to validate his/her complaint to his/her faculty facilitator and Department Chair;
2. The Department Chair and the faculty facilitator will examine the submitted letter and supporting documents;
3. If supporting documents are not meritorious, the Department Chair and faculty facilitator will explain to the concerned student the reason why his/her complaint is not valid;
4. If complaint is valid, the Department Chair and faculty facilitator will make corresponding corrections and submit a written letter regarding the incident to the Office of the Faculty Secretary;

5. The Office of the Faculty Secretary will then discuss the matter to the Dean, and decide if it will warrant a referral to the Student Welfare and Development Board of the Faculty.

19. **PROCEDURES ON DISCIPLINARY ACTIONS*** (PPS 1029)

Policy Statement

Disciplinary actions shall be imposed only after due process has been observed.

Policy and Guidelines and Procedures

1. There shall be in every college/faculty/institute/school of the University of Santo Tomas a body called the “Student Welfare and Development Board” (SWDB), composed of three (3) members: the coordinator, and at least two (2) members from the faculty. The SWDB Coordinator is recommended for appointment by the Dean/Director/Principal and the Faculty Council of the unit to the Vice-Rector for Academic Affairs. The SWDB members, on the other hand, are appointed by the Dean/Director/Principal with concurrence of the SWDB Coordinator. The board of each faculty/college/ institute/school shall have the power and jurisdiction to investigate and resolve cases exclusively involving their students. Cases involving other students belonging to different colleges shall be under the jurisdiction of the Office for Student Affairs to investigate and resolve. Student violations involving minor and major offenses are under the jurisdiction of the local SWDB unit to investigate and resolve for as long as the parties involved are all students of the same faculty/college/institute/school. The resolution of the local SWDB unit, however, is subject to the approval of the Dean and Regent of the faculty/college/institute/school concerned. Cases involving student violations constituting grave offenses shall still be managed and resolved by the local SWDB unit, for as long as the complainant/s and respondent/s are students of the same faculty/college/institute/school. It is to be noted, however, that the resulting panel resolution from investigative proceedings must still be submitted by the local Board to the Office for Student Affairs for review by the SWDB Director and the OSA Legal Consultant, and consequently, the proper approval and disposition thereof by the Vice-Rector for Academic Affairs. If the panel resolution for the local SWDB is upheld, then the Office for Student Affairs will immediately implement the said resolution. Otherwise, a new panel may have to be created by the SWDB Director to study the details of the case and the context of the resolution again.
2. Offenses punishable by warning or admonition can be summarily resolved without need for a formal written complaint, should the offender be caught in the act.
3. For offenses punishable by suspension of less than 20% of the number of school days of the term, a “show-no-cause” memorandum would be served by the Board to the respondent student and his/her parents/guardians, with the instruction to answer the said complaint within 72 hours.
4. The appropriate investigating body shall exercise forthrightness in dealing with cases, particularly those which involve the penalty of exclusion/expulsion. It shall ensure that due process in substance and form is observed, and that the respondent-student is not unduly exposed to unnecessary publicity.
5. To this end, the following procedure shall be observed in the investigation of offenses:
 - a. Investigation shall commence upon report of the Security Office or upon written complaint, and filed with the Office of the Dean – which shall forthwith refer the matter to the appropriate Board – or to the OSA, as the case may be;
 - b. The Board or the OSA shall furnish the respondent-student with a copy of the complaint, with an accompanying instruction to file his answer and the affidavits of his witness, should

he have any, within five (5) days, or a reasonable period of time, from receipt off complaint. The student shall likewise be advised of his right to be assisted by counsel, parent(s) or guardian(s);

- c. The Board/OSA shall schedule the case for investigation within 5 working days from receipt of the answer or after the lapse of the period provided for in No.5.b. of this provision and, whether or not an answer is filed, thereafter call the parties for an investigation. The proceedings, which shall be recorded, shall be non-litigious, fact-finding and clarificatory;
- d. Upon termination of the investigation, the case shall be deemed submitted for decision. The Board or the OSA shall decide the matter within ten (10) working days, and shall furnish all the parties with a copy thereof;
- e. The decision shall contain a list of charge(s), the evidence presented by the parties, the findings of facts supported by the evidence on record, the conclusion and the penalty imposed when applicable;
- f. The decision of the local SWDB/OSA shall be final and executor, unless appealed within ten working days and stayed by the OSA/Office of Rector. The appeal shall contain the grounds specifically relied upon; and
- g. Commission or omission of action that impedes the administration of school discipline, or unreasonable refusal to give testimony, or the giving of false testimony during investigations shall receive appropriate disciplinary action.

**Any updates on the UST Student Handbook shall supersede this.*

20. **EXCUSED or VALID ABSENCES**

Absences will be considered excused or valid on the following circumstances:

1. Sickness, upon presentation of a medical certificate from a physician NOT related to the student, validated by the Student Health Service.
2. Death of an immediate family member (included are paternal and maternal grandparents), upon presentation of death certificate.
3. Conditions/incidents as deemed valid by the Dean.

Annex 1. TABLE OF WEIGHTED SCORE SYSTEM

FIRST YEAR SUBJECTS	WEIGHTED SCORE
Gross and Clinical Anatomy	10.0
Biochemistry	8.0
Physiology	8.0
Histology	3.0
Basic Neuroscience I	2.0
Preventive, Family and Community Medicine I	1.5
Clinical Epidemiology I	1.5
Medical Ethics I	1.0
Total	35.0

SECOND YEAR SUBJECTS	WEIGHTED SCORE
Pathology	7.0
Medicine I	6.0
Pharmacology and Therapeutics	5.0
Microbiology	4.0
Surgery I	3.0
Clinical Pathology	2.0
Parasitology	1.5
Obstetrics I	1.5
Medical Ethics II	1.0
Preventive, Family and Community Medicine II	1.0
Basic Neuroscience II	1.0
Behavioral Medicine I	1.0
Clinical Epidemiology II	1.0
Pediatrics I	0.5
Anesthesiology	0.5
Total	36.0

THIRD YEAR SUBJECTS	WEIGHTED SCORE
Medicine II	10.0
Surgery II	7.0
Pediatrics II	5.0
Gynecology	1.5
Legal Medicine and Medical Jurisprudence	1.5
Clinical Neurology	1.5
Obstetrics II	1.5
Behavioral Medicine II	1.5
Ophthalmology	1.0
Otorhinolaryngology	1.0
Preventive, Family and Community Medicine III	1.0
Medical Ethics III	1.0
Medical Nutrition	1.0
Clinical Epidemiology III	1.0
Radiology	0.5
Dermatology	0.5
Rehabilitation Medicine	0.5
Total	37.0

Annex 2. TABLE OF PRE-REQUISITE SUBJECTS

A STUDENT WHO FAILS IN:		
FIRST YEAR COURSES	CANNOT TAKE	CAN TAKE
ANATOMY	Pathology Medicine I Pharmacology Surgery I Obstetrics I Behavioral Medicine I Pediatrics I Anesthesiology	Clinical Pathology Preventive Medicine II Medical Ethics II Microbiology Parasitology Clinical Epidemiology II
BIOCHEMISTRY	Pathology Medicine I Pharmacology Obstetrics I Pediatrics I Clinical Pathology Anesthesiology Microbiology Parasitology Surgery I	Behavioral Medicine I Neuroscience II Preventive Medicine II Clinical Epidemiology II Medical Ethics II
PHYSIOLOGY	Pathology Medicine I Pharmacology Surgery I Obstetrics I Pediatrics I Clinical Pathology Anesthesiology	Behavioral Medicine I Neuroscience I Preventive Medicine II Microbiology Parasitology Clinical Epidemiology II Medical Ethics II
HISTOLOGY	Pathology Microbiology Pharmacology Surgery I Obstetrics I Pediatrics I Parasitology Anesthesiology	Clinical Pathology Medical Ethics II Preventive Medicine II Medicine I Behavioral Medicine I Neuroscience II Clinical Epidemiology II
NEUROSCIENCE I	Pathology Medicine I Pharmacology Surgery I Obstetrics I Behavioral Medicine I Neuroscience II Pediatrics I Anesthesiology	Preventive Medicine II Clinical Epidemiology II Clinical Pathology Medical Ethics II Microbiology Parasitology
PREVENTIVE MEDICINE I	Preventive Medicine II	ALL other 2 nd year subjects
MEDICAL ETHICS I	Medical Ethics II	ALL other 2 nd year subjects
CLINICAL EPIDEMIOLOGY I	Clinical Epidemiology II	ALL other 2 nd year subjects
ANY 1 ST YEAR SUBJECT	A FULL REGULAR 2 ND YEAR LOAD	

SECOND YEAR COURSES	CANNOT TAKE	CAN TAKE
PATHOLOGY	Medicine II Surgery II Pediatrics II Obstetrics II Gynecology Clinical Neurology Behavioral Medicine II Legal Medicine Ophthalmology Radiology Otorhinolaryngology Rehabilitation Medicine Dermatology	Preventive Medicine III Medical Ethics III Medical Nutrition Clinical Epidemiology III
MEDICINE I	Medicine II Surgery II Pediatrics II Obstetrics II Ophthalmology Clinical Neuroscience Behavioral Medicine II Gynecology Otorhinolaryngology Rehabilitation Medicine Dermatology Radiology	Legal Medicine Preventive Medicine III Medical Ethics III Medical Nutrition Clinical Epidemiology III
MICROBIOLOGY	Medicine II Pediatrics II Dermatology Gynecology Obstetrics II Surgery II Ophthalmology Clinical Neuroscience Otorhinolaryngology	Behavioral Medicine II Medical Ethics III Preventive Medicine III Legal Medicine Radiology Medical Nutrition Rehabilitation Medicine Clinical Epidemiology III
PHARMACOLOGY	Medicine II Surgery II Pediatrics II Obstetrics II Behavioral Medicine II Clinical Neuroscience Gynecology Ophthalmology Otorhinolaryngology Rehabilitation Medicine Dermatology Medical Nutrition	Radiology Medical Ethics III Preventive Medicine III Clinical Epidemiology III Legal Medicine
SURGERY I	Surgery II	ALL other 3 rd year subjects
CLINICAL PATHOLOGY	Medicine II Pediatrics II Clinical Neuroscience Gynecology	ALL other 3 rd year subjects
PARASITOLOGY	Medicine II	ALL other 3 rd year subjects

	Pediatrics II Dermatology Clinical Neuroscience Gynecology Obstetrics II	
OBSTETRICS I	Obstetrics II Gynecology	ALL other 3 rd year subjects
MEDICAL ETHICS II	Medical Ethics III	ALL other 3 rd year subjects
BEHAVIORAL MEDICINE I	Behavioral Medicine II Clinical Neuroscience	ALL other 3 rd year subjects
NEUROSCIENCE II	Behavioral Medicine II Clinical Neuroscience	ALL other 3 rd year subjects
CLINICAL EPIDEMIOLOGY II	Clinical Epidemiology III	ALL other 3 rd year subjects
PREVENTIVE MEDICINE II	Preventive Medicine III	ALL other 3 rd year subjects
PEDIATRIC I	Pediatrics II	ALL other 3 rd year subjects

A STUDENT WHO HAS NOT PASSED ANY OR ALL OF THE 3RD YEAR SUBJECTS CANNOT PROCEED TO CLINICAL CLERKSHIP (4TH YEAR).