



Office of International  
Linkages *Diliman*

## University of the Philippines Diliman

### International Student Exchange Program Information Sheet Academic Year 2022-2023

#### I. General Information

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<b>Name of University</b>	University of the Philippines Diliman
<b>Office</b>	Office of International Linkages Diliman Office of the Vice-Chancellor for Academic Affairs
<b>Director</b>	<b>Carlene PC Pilar-Arceo, Ph.D.</b>
<b>Mailing Address</b>	Office of International Linkages Diliman Room 102, DILC Building, Magsaysay Ave. cor. Apacible St. University of the Philippines Diliman, Quezon City 1101 Philippines
<b>Contact Number</b>	(+63-2) 891 8500 loc. 2561
<b>Email Address</b>	<b>Office of the Director:</b> oildiliman_director@up.edu.ph <b>Office of International Linkages Diliman:</b> international.upd@up.edu.ph <b>Student Mobility Section:</b> oild_studentmobility.upd@up.edu.ph
<b>Website</b>	<b>University of the Philippines Diliman:</b> www.upd.edu.ph <b>Office of International Linkages Diliman:</b> www.international.upd.edu.ph
<b>Student Mobility Staff</b>	<b>Aura Fe Julia Carbonilla (Ms.)</b> Section Head Email: oild_studentmobility.upd@up.edu.ph  <b>Precious Pantoja (Ms.)</b> Inbound Student Mobility Coordinator Email: oild_inbound.upd@up.edu.ph  <b>Christine Dela Cruz (Ms.)</b> Outbound Student Mobility Coordinator Email: oild_outbound.upd@up.edu.ph  <b>Rabbi Tumampos (Mr.)</b> Visa Liaison Officer Email: oild_visaandpermits.upd@up.edu.ph

## II. Exchange Information

<b>About the University</b>	<p>The <b>University of the Philippines (UP)</b> 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 and one autonomous college spread throughout 17 campuses in 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.</p> <p>UP Diliman is one of the constituent units (CUs) of the University of the Philippines System. Located in Quezon City, Metro Manila. UP Diliman is the most comprehensive CU in terms of academic programs, that include 296 undergraduate and graduate degree programs. UP Diliman is composed of almost 50 percent of the entire UP System student population. The university is also home to a number of national and international institutes and research centers.</p>
<b>Academic Calendar</b>	<p>Academic year in the University of the Philippines is divided into two (2) semesters and a midyear term:</p> <p><b>First Semester/Fall:</b> September to January <b>Second Semester/Spring:</b> February to May <b>Midyear Term/Summer:</b> June to August</p> <p>Detailed university academic calendar for the AY 2022-2023 can be accessed through the link below</p> <p><a href="http://our.upd.edu.ph/files/calendar/regular/ACAD%20CAL%202022-2023.pdf">our.upd.edu.ph/files/calendar/regular/ACAD%20CAL%202022-2023.pdf</a></p>
<b>University Activities</b>	<p>There are various student activities organized around the university throughout each semester. The highlighted university activities below are those available for exchange students.</p> <p><b>University Welcome Assembly</b> (every 1<sup>st</sup> 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.</p> <p><b>Orientation</b> (once every semester) Tentative date: Monday after start of classes 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</p>



### **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.

### **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.

### **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.

## **III. Application**

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### **Procedures**

#### **Nomination**

The host university should nominate the students through the form provided through the link:

**[bit.ly/StudyinUPDNomination](https://bit.ly/StudyinUPDNomination)**

The nomination form will be open until **April 15** for Fall/First Semester and **September 15** for Spring/Second Semester.

#### **Submission of Requirements**

Application requirements are listed in the next section. Requirements should be submitted on or before the deadline. Requirements should be submitted to the Student Mobility Section email at

**[oil\\_studentmobility.upd@up.edu.ph](mailto:oil_studentmobility.upd@up.edu.ph)**.

Scanned application documents should be submitted through the international relations officer via e-mail.

#### **Issuance of Acceptance Letter**

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



<b>Requirements</b>	<p>Application requirements are listed below. Forms and other information can be accessed through the link: <b><a href="http://bit.ly/UPDinbound_Application">bit.ly/UPDinbound_Application</a></b></p> <ol style="list-style-type: none"> <li>1. Form 1 – Foreign Undergraduate Admission Application Form</li> <li>2. Form 2 – Student Directory</li> <li>3. Form 3 – Exchange Student Information Sheet</li> <li>4. Form 4 – UP Health Service Form*</li> <li>5. Nomination Notice</li> <li>6. Copy of passport bio-page</li> <li>7. Official Transcript of Records</li> <li>8. 2x2 ID Picture (4 pcs each)</li> </ol> <p>*The Pre-Enrollment Health Assessment (PEHA) will be used instead of Form 4 if the semester will be conducted online.</p>						
<b>Deadlines</b>	<p>Deadlines of nomination and application vary per semester as below:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">First Semester:</td> <td style="width: 50%;">Second Semester:</td> </tr> <tr> <td>Nomination: <b>April 15</b></td> <td>Nomination: <b>September 15</b></td> </tr> <tr> <td>Application: <b>April 30</b></td> <td>Application: <b>September 30</b></td> </tr> </table>	First Semester:	Second Semester:	Nomination: <b>April 15</b>	Nomination: <b>September 15</b>	Application: <b>April 30</b>	Application: <b>September 30</b>
First Semester:	Second Semester:						
Nomination: <b>April 15</b>	Nomination: <b>September 15</b>						
Application: <b>April 30</b>	Application: <b>September 30</b>						
<b>Number of Students</b>	<p>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.</p>						
<b>Duration of Exchange</b>	<p>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.</p>						
<b>GPA Requirement</b>	<p>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.</p>						
<b>Language Proficiency</b>	<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>						



## IV. Course and Academic Information

<b>Academic Programs</b>	<p>Academic programs in the University of the Philippines Diliman are grouped into four (4) academic clusters:</p> <ol style="list-style-type: none"><li>(1) Arts and Letters,</li><li>(2) Management and Economics,</li><li>(3) Science and Technology, and</li><li>(4) Social Sciences and Law.</li></ol> <p>Colleges and institutes under each cluster can be accessed at:</p> <p style="text-align: center;"><a href="https://upd.edu.ph/academics/academic-clusters/">https://upd.edu.ph/academics/academic-clusters/</a></p> <p>Exchange students may take courses from various undergraduate programs available in the university. These programs can be accessed at:</p> <p style="text-align: center;"><a href="https://upd.edu.ph/academics/undergraduate">https://upd.edu.ph/academics/undergraduate</a></p>
<b>Courses</b>	<p>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. The course catalog, with short description of the courses, can be accessed at:</p> <p style="text-align: center;"><a href="https://crs.upd.edu.ph/course_catalog">https://crs.upd.edu.ph/course_catalog</a></p> <p>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).</p> <p>Courses from the College of Law are not open to undergraduate and international exchange students. For courses with prerequisites, students should obtain the approval of the professor before enlisting.</p>
<b>Language of Instruction</b>	<p>Courses in the university are mostly taught in English.</p>



## 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.

## 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 hrs	13 to 16 hrs
The United States	1 credit	45 hrs	15 hrs
Europe and neighboring countries	1.5 ECTS points	37.5 to 48 hrs	—
England, UK (CATS)	3.0 CATS points	1 ECTS = 2 CATS points (however, 1 CATS = 10 hrs)	—
Latin America (CLAR)	1.5 CLAR credits	37.5 to 48 hrs	—
Middle East (ANQAHE)	1 credit	45 hrs	—

Note: AACs = Asian Academic Credits; CATS = Credit Accumulation and Transfer Scheme; CLAR = Latin American Reference Credit; ECTS = European Credit Transfer and Accumulation System; ANQAHE = Arab Network of Quality Assurance in Higher Education



## Grading 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 Points
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	Dropped			

## Transcript of Records

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 (from the CRS)
2. Data Privacy Consent Form

Transcripts are sent to the partner university by courier within **SIX weeks** after the exchange semester ends.





**UNIVERSITY OF THE PHILIPPINES DILIMAN**  
Proposed ACADEMIC CALENDAR for AY 2022-2023<sup>1</sup>

	FIRST SEMESTER (Sep 2022 - Jan 2023)	SECOND SEMESTER (Feb - Jun 2023)	MIDYEAR (Jul - Aug 2023)
Physical examination for incoming freshmen (Pre-Enrolment Health Assessment [PEHA] process)	01 Jul, Fri - 29 Jul, Fri		
Application period for transfer students	01 Jun, Wed - 30 June, Thu		
ADVANCE REGISTRATION FOR FRESHMEN	27 Jul Wed - 29 Jul, Fri; 01 Aug, Mon-02 Aug, Tue		
Freshmen Orientation Program	c/o OVCSA		
Removal examination period <sup>2</sup>	12 Aug, Fri - 18 Aug, Thu	12 Jan, Thu - 04 Feb, Sat	22 Jun, Thu - 28 Jun, Wed
Deadline for students to file appeals for readmission/extension of MRR/waiver of MRR	Check with respective colleges	Check with respective colleges	Check with respective colleges
Validation for advance credit	15 Aug, Mon - 09 Sep, Fri	21 Jan, Sat - 18 Feb, Sat	17 Jun, Sat - 12 Jul, Wed
UP Foundation Day			18 Jun, Sun
REGISTRATION PERIOD Freshmen, graduating, PWDs, Varsity, HASPAG, and graduate students All UPD undergraduate & graduate students All other students including Cross registrant/Non-Degree/Special/Foreign/Exchange students	30 Aug, Tue - 01 Sep, Thu 30 Aug, Tue - 01 Sep, Thu 31 Aug, Wed - 01 Sep, Thu 01 Sep, Thu	06 Feb, Mon - 08 Feb, Wed 06 Feb, Mon - 08 Feb, Wed 07 Feb, Tue - 08 Feb, Wed 08 Feb, Wed	03 Jul, Mon - 04 Jul, Tue 03 Jul, Mon - 04 Jul, Tue 03 Jul, Mon - 04 Jul, Tue 03 Jul, Mon - 04 Jul, Tue
Faculty Integration Day	02 Sep, Fri	09 Feb, Thu	
START OF CLASSES	05 Sep, Mon	13 Feb, Mon	05 Jul, Wed
FRESHMEN WELCOME ASSEMBLY	05 Sep, Mon		
Last day of withdrawal of enlistment	05 Sep, Mon	13 Feb, Mon	05 Jul, Wed
Deadline for Change of matriculation (CoM)	12 Sep, Mon	20 Feb, Mon	13 Jul, Thu
Deadline for filing application for UPCAT For Metro Manila schools For Non-Metro Manila schools	TBA (c/o Office of Admissions)		
Deadline for students to file application for graduation as of the end of: 1st Sem AY 2022-2023 2nd Sem AY 2022-2023 Midyear Term 2023	20 Sep, Tue	28 Feb, Tue	13 Jul, Thu
UP COLLEGE ADMISSION TEST (UPCAT)	TBA (c/o Office of Admissions)		
MID-SEMESTER	26 Oct, Wed	15 Apr, Sat	27 Jul, Thu
Alternative Classroom Learning Experience <sup>4</sup>	c/o OVCSA		
Reading Break (semestral schedule)	24 Oct, Mon - 29 Oct, Sat	10 Apr, Mon - 15 Apr, Sat	
Reading Break (split semester schedule)	29 Sep, Thu - 01 Oct, Sat 24 Nov, Thu - 26 Nov, Sat	09 Mar, Thu - 11 Mar, Sat 11 May, Thu - 13 May, Sat	
DEADLINE FOR DROPPING SUBJECTS	23 Nov, Wed	09 May, Tue	09 Aug, Wed
Lenten Break (for students only)		03 Apr, Mon - 09 Apr, Sun	
DEADLINE FOR FILING LEAVE OF ABSENCE (LOA)	06 Dec, Tue	24 May, Wed	18 Aug, Fri (for those enrolled)
Last day for graduating students to clear their deficiencies	16 Dec, Fri	23 Jun, Fri	16 Aug, Wed
END OF CLASSES	21 Dec, Wed	08 Jun, Thu	22 Aug, Tue
Lantern Parade	21 Dec, Wed		
Start of Christmas Break (for students)	22 Dec, Thu		
Integration Period	02 Jan, Mon - 03 Jan, Tue	09-Jun, Fri - 10 Jun, Sat	23 Aug, Wed
FINAL EXAMINATIONS	04 Jan, Wed - 11 Jan, Wed	13 Jun, Tue - 21 Jun, Wed	24 Aug, Thu- 26 Aug, Sat
<b>DATES TO REMEMBER FOR COLLEGES &amp; COMMITTEES</b>			
DEADLINE FOR GRADE SUBMISSION	19 Jan, Thu	29 Jun, Thu	05 Sep, Tue
Deadline for colleges to submit to OUR appeals/cases for CSAPG consideration <sup>3</sup>	15 Aug, Mon	20 Jan, Fri	19 Jun, Mon
COMMITTEE ON STUDENT ADMISSIONS, PROGRESS & GRADUATION (CSAPG) Meetings	22 Aug, Mon	30 Jan, Mon	26 Jun, Mon
CURRICULUM COMMITTEE MEETING	06 Jun, Mon	07 Nov 2022, Mon	06 Mar, Mon
Deadline for colleges to submit to the OUR the approved List of Candidates for Graduation as of the end of: Midyear Term 2022 1st Sem AY 2022 - 2023 2nd Sem AY 2022 - 2023	20 Sep, Tue	28 Feb, Tue	13 Jul, Thu
Deadline for colleges to submit to the OUR the tentative List of Candidates for Graduation as of the end of: 1st Sem AY 2022 - 2023 2nd Sem AY 2022 - 2023 Midyear 2023	27 Sep, Tue	07 Mar, Tue	20 Jul, Thu
UNIVERSITY COUNCIL MEETING TO RECOMMEND FOR BOR APPROVAL THE LIST OF CANDIDATES FOR GRADUATION AS OF THE END OF: Midyear Term 2022 1st Sem AY 2022 - 2023 2nd Sem AY 2022 - 2023	10 Oct, Mon	20 Mar, Mon	24 Jul, Mon
BOARD OF REGENTS (BOR) MEETING TO APPROVE GRADUATION <sup>5</sup>	Per BOR schedule	Per BOR schedule	Per BOR schedule
COMMENCEMENT EXERCISES			30 Jul, Sun

<sup>1</sup>Approved during the UPD Executive Committee at its 321<sup>st</sup> meeting on 14 March 2022. Applies to all units except the MBA and MS Finance programs of the Virata School of Business, the MM Program of UPEPP and UPEPO, PM-TMEM of the College of Science, and Archaeological Studies Program.

<sup>2</sup>A special removal schedule outside this period may be implemented by the Unit subject to removal fees.

<sup>3</sup>Appeals submitted beyond the deadline will be processed for the following term.

<sup>4</sup>Alternative Classroom Learning Experience (ACLE) is an activity of the UPD Student Council (USC). Schedule to be finalized.

<sup>5</sup>Per OSU, BOR Meetings are usually held every last Thursday of the month. However, the BOR Chair or UP President may ask for a re-scheduling of the said meeting.

Registration period is when a student becomes "Officially registered," which means that the student has already gone through all the processes involved in registration up to payment of fees. (p. 18 of the UPD General Catalogue 2014)

HOLIDAYS IN AY 2022 - 2023			
2022		2023	
19 Aug, Fri	Quezon Day (QC only)	01 Jan, Sun	New Year's Day
21 Aug, Sun	Ninoy Aquino Day	22 Jan, Sun	Chinese Lunar New Year's Day
29 Aug, Mon	National Heroes Day	06 Apr, Thu	Mourning Thursday
01 Nov, Tue	All Saints Day	07 Apr, Fri	Good Friday
30 Nov, Mon	Bonifacio Day	08 Apr, Sat	Black Saturday
08 Dec, Thu	Feast of the Immaculate Conception of Mary (non-working) day	09 Apr, Sun	Araw ng Kagitingan
25 Dec, Sun	Christmas Day	21 Apr, Fri	Eidul Fitr
30 Dec, Fri	Rizal Day	01 May, Mon	Labor Day
		12 Jun, Mon	Independence Day
		28 Jun, Wed	Eidul Adha

Per Official Gazette post, President Rodrigo R. Duterte signed Proclamation No. 1236, on 29 October 2021, entitled DECLARING THE REGULAR HOLIDAYS AND SPECIAL (NON-WORKING) DAYS FOR THE YEAR 2022.

Section 2 of Proclamation No. 1236 s. 2021, states that the proclamations declaring national holidays for the observance of Eidul Fitr and Eidul Adha shall hereafter be issued after the approximate dates of the Islamic holidays have been determined in accordance with the Islamic calendar (Hira) or the lunar calendar, or upon Islamic astronomical calculations, whichever is possible or convenient. To this end, the National Commission on Muslim Filipinos (NCMF) shall inform the Office of the President on the actual dates on which these holidays shall respectively fall.

Holidays in 2023 are listed according to their original dates pending the issuance of a Presidential proclamation.

Office of the Secretary of the University and of the Board of Regents

OFFICIAL RELEASE

Date: 11 APRIL 2022