

THE NATURE OF THE STUDENT GUIDE

(23 September 2020)

1. You can readily access the Student Corner via this shortcut: bit.ly/knowtheway
2. If you haven't already, please browse the contents of the Student Corner to get acquainted with its features, and see where the information you (may/will someday) need is located.
3. Information can change any time, all the time, so please consult the Student Corner, especially before acting on anything, and/or before sending a query.
4. Each tab is updated as often and as quickly as possible, and all changes can also be found in the "What's New" tab. A short bullet point indicates the update, and refers to the corresponding tab, along with the date it was added.
5. The Information Office, through the Office of the College Secretary, will also email you the contents of the "What's New" tab and/or every major update (new deadlines, new memos, etc.) as soon/often as possible.

Information in said emails will also be reflected in the Student Corner. We will try to balance the need to update you ASAP and avoid sending too many emails.

6. The Student Corner centralizes all information shared via email and Facebook. Emails sent to you, as well as Facebook posts on new policies, will be mirrored in the Student Corner.
7. Please take time to read the content from any hyperlinked texts in the Student Corner, which contains the specifics of a process. The Student Corner cannot spell out all the details, and/or cover all possible scenarios (though that is the goal). Though we aim to be comprehensive, we also try to keep the page as less text-heavy as possible. Hence, the use of links.
8. In many cases, the rules are black and white, but in others, the specifics will (also) depend on the professor, your program adviser, the Tri-College Secretariat/Office of the College Secretary, the Dean, and/or your thesis/dissertation adviser/committee.

For instance, the language requirement can be satisfied in three different ways, and taking language courses outside UP Diliman entails different possibilities. Also, while the thesis/dissertation stage has SOPs, many other details will still have to be discussed with, and approved by, your committee/adviser.

Despite such flexibility, all steps must conform to university/Asian Center policies and/or approved by your program adviser, your professor, the Office of the College Secretary, the College Secretary, and/or the Dean.

9. These guidelines will also be posted in the Student Corner, and will be subject to change. Updates will be posted accordingly.

Non-Asian Center Offices

Some concerns are handled by other non-Asian Center offices (e.g. UP Computer Center for UP Mail; UVLE matters for the Interactive Learning Center Diliman), so please contact them directly.

You may still send us your query, but in case we do not know or if it's out of our hands, we can just refer you and/or forward your email to the concerned office or person.

The Role of Your Program Adviser

In general, anything related to the courses you take must first be discussed with, and/or approved by, your program adviser.

Please consult with him/her before seeking clarification/advice from the Office of the College Secretary and/or the Dean, and/or Office of the University Registrar (OUR).

Your program adviser can help you with the following:

Student's Program of Study

Sequence, compliance, changes (if any) in the degree program course requirements.

Residence

Compliance and requests, if still eligible, for extension of residence

Enrolment

Pre-enlistment advising, post-advising, cross registration, change of matriculation, certification of non-attendance, enrollment in subjects beyond allowable credit load, waiver of course pre-requisites, course substitution, language requirement

Status

Leave of absence, return from LOA/AWOL, re-admission, endorsement of appeal to stay in the program after not meeting the GWA requirement, honorable dismissal

Comprehensive exam

Constitution of comprehensive exam panel, schedule of comprehensive examination

Graduation and College/University Clearance

Application for graduation

Response Time and Consideration of Off-Hours

In the Work-from-Home arrangement, students must be reasonably patient with the response time for their queries, and consider the online nonavailability of faculty and staff outside office hours.

Asian Center Directory

Here is the Office Directory for future reference. You may also view this in the website (“Contact”)

- The Office of the College Secretary (acsec.upd@up.edu.ph)
- The Tri-College Secretariat (jsdelapaz2@up.edu.ph)
- Tri-College Facebook Page (<https://www.facebook.com/phdtricollege/>), which is handled mainly by the Tri-College Secretariat
- Information Office (asiancenter@up.edu.ph)

- Asian Center Facebook Page (www.facebook.com/upasiancenter), which is handled by the Information Office. If they do not know the answer, they will ask you to refer the matter to the concerned office or person.
- Asian Center Library (aclib.upd@up.edu.ph)
- Asian Center Library's Facebook page (<https://www.facebook.com/aclibrary.upd/>)
- Faculty email addresses may also be found in the Asian Center website.
- [General Inquiry Form](#). We will respond to your inquiry directly, or it will be forwarded to the concerned person/office. This form is managed by the Information Office.

Student Feedback

Suggestions and comments on layout/presentation/medium/new features will be taken under advisement. Please send such comments to asiancenter@up.edu.ph.

All your questions/remarks can help refine the page, adjust communication practices, help other students, and even help revise these guidelines. Your case — or the answers thereto — might be included in the relevant tab as an FAQ or as a clarificatory detail.

Inclusion will be done on a case-to-case basis, however. Your name and other personal information will not be included to protect your privacy.

Social Media

1. Kindly note that we will, as often as we can, share Facebook posts of relevant UP Diliman offices (Main Library, DILNET HelpDesk, etc.), at least if it directly concerns students. This post will then be added as soon as possible to the Student Corner.

The UP Asian Center may/will not be able to post each and every update in Facebook, however, so please don't rely (solely) on that platform for news. Not everyone checks their Facebook often, and that any Facebook post can easily be buried by other posts in one's newsfeed. If you didn't see it on Facebook, it doesn't necessarily mean there was no update.

2. Shared Facebook posts on memos/new policies will be mirrored or at least referred to in the Student Corner.

3. The Student Corner may be updated to add other policies/information that may not have been necessarily shared, recently at least, on social media by UPD offices. We are always searching for information, and add as many details as possible.
4. The Facebook, Instagram, and Twitter accounts are also used to promote the events of the UP Asian Center and the Tri-College PhD Philippine Studies Program, and to provide news on Asia and/or the Philippines.

Please Like the pages so you can see announcements of lectures, call for papers, webinars, etc.

Instagram and Twitter are mainly used for event promotions.

5. You may also join the [Asian Center's mailing list](#), so you can receive (and/or forward) the corresponding emails.

Recording of webinars are posted on YouTube (Computer Center's page), and are linked from the press release for each event, which you may find in the "[News](#)" or "[Lectures](#)" of the Asian Center website.

University Rules

Please go over the "University Rules" tab in the Student Corner, which contains a brief description of IT use and security policies and data privacy initiatives of the University.

The Asian Center Website

Please take time to review the other parts of the Asian Center website, and refer to them as necessary.