



COE Procedure for Approval of NSTP Academic Field Activities (AFA)

Pursuant to Memo No. FRN 23-002, particularly Annex 2, the following procedure is issued to assist and support the faculty members, students, and staff in conducting academic field activities for NSTP courses that are required for a course offered by the College through its constituent degree-granting units (DGU). This procedure was presented and approved in the 392nd General Faculty Assembly of the College held on September 26, 2023. **This procedure supersedes previous issuance made through Memorandum No. MANTanchuling 2023-002 and shall be effective starting the 1st semester of A.Y. 2023-2024 until revised.**

Objective	To approve the AFA activities, both on-campus and off-campus field activities, of NSTP courses offered in the current semester by the College of Engineering, through its constituent departments and institutes and ensure that your AFA has been officially sanctioned by the University.
Scope	This procedure includes steps needed to be undertaken by the instructor of the NSTP course, the students, and the academic unit to be able to obtain an approval by the Dean for the implementation of AFAs for the course within the current semester. The COE AFA Technical Committee, hereon referred to as the Committee, is mandated to initially review and ensure compliance of the AFAs to the guidelines of the University and, thereby, recommend approval by the Dean.

Persons Responsible	Activity	Interfaces
Faculty-in-Charge	Obtain agreement from AFA partner	<p>Note 1</p> <ul style="list-style-type: none"> o Project Proposal o Agreement with AFA partner
	Check fitness of students to participate in the AFA	<p>Note 2</p> <ul style="list-style-type: none"> o Eligibility to RA 10931 o Medical Clearance o Medical Insurance Policy o Summary Worksheet of Students' Fitness to Participate
	Submit all necessary documents for the AFA Request to the NSTP Coordinator	<p>Note 3</p> <ul style="list-style-type: none"> o Letter from NSTP Instructor to the Dean through NSTP College Coordinator o Course Syllabus o Approved Project Proposal o Agreement with AFA partner o Signed COE General Guidelines for AFAs (https://bit.ly/COE-AFASafetyGuidelines) o Official CRS Class List
NSTP Coordinator	Endorse NSTP AFAs to the Dean through the COE AFA Technical Committee	<p>Note 4</p> <ul style="list-style-type: none"> o UPD OFA Form for Summary List of NSTP Academic Field Activities (https://bit.ly/updofa-summarylist)



		<ul style="list-style-type: none"> o Link to the Google Drive containing all other documents
COE AFA Technical Committee	Endorse for approval by the Dean	<p>Note 5</p> <ul style="list-style-type: none"> o Accomplished UPD OFA Form for Summary List of NSTP Academic Field Activities o Summary Worksheet of Students' Fitness to Participate o List of Students Enrolled in the concerned courses who are eligible of RA 10931 from OSG o Minutes of the Meeting of the COE AFA Technical Committee
Dean of the College	Approve the NSTP AFAs	<p>Note 6</p> <ul style="list-style-type: none"> o Minutes of the Meeting of the COE AFA Technical Committee o Accomplished UPD OFA Form for Summary List of NSTP Academic Field Activities

Note 1

1. The FIC can be the instructor of the course or the selected faculty member from among several instructors handling the same course.
2. The FIC obtains agreement of the AFA partners on the specific NSTP project to be implemented with them by presenting to them the project proposal which may contain details such as description of the AFA, purpose, venues, hosts or collaborating organizations, timeline, and cost requirements;
3. This agreement can be in the following forms:
 - a. Standard university Memorandum of Agreement (MOA) signed by the Chancellor for long-term partnerships;
 - b. Terms of Reference (TOR) with conforme from the authorized representatives of the AFA partner, for short-term partnerships,
 - c. When AFA is on-campus, Proof of Coordination signed by the authorized representative of the AFA partner, e.g. Building Administrator / Manager of buildings or OVCCA in general Academic Areas, with the attached approved proposal of the project. This document should follow the format prescribed by the University through Memo No. OVCAA-MTTP-OFA 23-02.

Note 2

1. The instructor should also advise the students to provide the following information or documents, as needed:
 - a. Medical condition, including comorbidities
 - b. Maintenance medication, if any
 - c. Medical clearance, if applicable
 - d. Eligibility of RA 10931, or medical insurance policy
2. For ease in collecting information and supporting documents described in no. 1, the instructor is encouraged to employ this Google Form (<https://bit.ly/3GEpC0s>) by duplicating in your own Google Drive.



3. The instructor submits a summary of information from the Google Form in a worksheet format together with the other documents submitted by the students.

Note 3

1. When all participating students have accomplished the Google Form, the instructor/s of the specific NSTP course, e.g. CWTS, prepares a letter addressed to the Dean and submit through the NSTP Coordinator describing the following assessments:
 - a. That the AFA meets the learning objectives of the course listed in the approved course syllabus; and,
 - b. Sufficiency and accessibility of the needed resources for the AFA.
2. The following should be attached as supporting documents to the letter:
 - a. Course syllabus;
 - b. Approved project proposal;
 - c. Agreement with AFA partner;
 - d. Signed COE General Guidelines for AFAs; and
 - e. Official CRS Class List.

Note 4

1. The NSTP Coordinator, upon receipt of the documents from the NSTP instructors, evaluates the submissions and when deemed satisfactory and consistent with the NSTP learning outcomes, shall add the course in the UPD OFA Form for [Summary List of NSTP Academic Field Activities \(https://bit.ly/updofa-summarylist\)](https://bit.ly/updofa-summarylist).
2. The NSTP is requested to submit requests in batches, as much as possible.
3. The documents listed in no. 2 of Note 3 shall be uploaded in the Google Drive prepared by the NSTP Coordinator and shared to the Committee.
4. The Summary List, Summary Worksheet, and the link to the Google Drive is then submitted to the Dean of the College via email with the following specifications:

TO:	mntanchuling@up.edu.ph
CC:	dttungpalan@up.edu.ph msberana@up.edu.ph eating@up.edu.ph louisdanao@up.edu.ph lldiaz@up.edu.ph lfpernia@up.edu.ph
RE:	Request for Approval of NSTP Academic Field Activities

Note 5

1. The Committee Secretariat shall review the completeness of the submitted documents and coordinate with the FIC for missing requirements.
2. When all submissions are in order and cleared by the Committee Secretariat a day before the regular meeting, which happens once a week as determined by the Committee, such shall be tabled as part of its agenda. For the 1st semester of A.Y. 23-24, this is scheduled every Tuesday morning of the week.
3. The following agenda may be adopted by the Committee for this meeting:
 - a. Call to Order
 - b. Matters for Discussion
 - i. Select Coordinating Committee Member (CCM) per NSTP AFA Request
 - ii. Review of NSTP AFA Requests for Approval
 - c. Other Matters



- d. Next Meeting
 - e. Adjournment of the Meeting
4. The CCM shall ensure that the AFA request is processed in a timely manner and shall be responsible in coordinating with everyone involved for the approval of a specific AFA request.
 5. Further, the Committee Secretariat obtains from the UP Diliman Office of Scholarships and Grants (OSG) the list of students enrolled in the concerned courses who are eligible of RA 10931 to be able to confirm eligibility of the students to the GSIS insurance that is part of RA 10931.
 6. The NSTP Coordinator may be invited by the Committee to the meeting as a resource person.
 7. The minutes of the meeting (MOM) shall be prepared by the Committee Secretariat and approved by the Committee.
 8. The following shall be submitted via an email to the Dean by a selected member of the Committee as a way of endorsing the NSTP AFA for approval:
 - a. Summary List of NSTP AFAs
 - b. MOM of the Committee where the specific AFA was part of the agenda
 9. In the event when the Committee cannot favorably endorse the NSTP AFAs, the Summary List, along with the MOM indicating the needed course of action shall be sent by the selected member of the Committee to the NSTP Coordinator and the concerned instructor for appropriate action/s.
 10. The NSTP Coordinator can then resubmit to the Committee following the specifications indicated in Note 4 but indicating in the email subject that this is pertaining to an amended request as shown below:


RE:	AMENDED Request for Approval of NSTP Academic Field Activities
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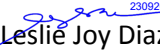
Note 6


1. The Dean reviews and endorses the Summary List of NSTP AFAs by affixing her signature on it with reference to the MOM of the Committee.
2. The same CCM shall also be responsible in obtaining from the Dean the approved Summary List of NSTP AFAs and forwarding the approved form to the COE NSTP Coordinator, NSTP instructor, UPD NSTP Coordinator, and UPD OFA with the rest of the Committee members cc'd in such email.
3. Only AFAs approved by the Dean should be implemented by the FICs.





Prepared and Reviewed by:
COE AFA Technical Committee


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Approved by

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Dean, College of Engineering

Date: 29 Sep 2023