



COE Procedure for Approval of On-Campus 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 on-campus academic field activities for courses that are required 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 on-campus academic field activities (AFAs) of courses offered by the College of Engineering, through its constituent departments and institutes and ensure that the AFAs have been officially sanctioned by the University.
Scope	This procedure includes steps needed to be undertaken by the instructor of the 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, henceforth 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 the AFA partner/s	Note 1 <ul style="list-style-type: none"> o Project Proposal, if applicable o Agreement with AFA partner
	Obtain relevant documentation from students enrolled in the course	Note 2 <ul style="list-style-type: none"> o Course Syllabus with Student Conformance o Eligibility to RA 10931 o Medical Clearance o Medical Insurance Policy o SPA for on-campus AFAs not defined in the Course Syllabus (https://bit.ly/upd-spa-uncampus) o Google Form for Students' Submissions
	Submit all necessary documents for the AFA Request to the Unit Head	Note 3 <ul style="list-style-type: none"> o Letter from FIC to the Dean through Unit Head o Approved Course Syllabus (with AFA) and Project Proposal, if applicable o Agreement with AFA partner, as necessary o Signed COE General Guidelines for AFAs (https://bit.ly/COE-AFASafetyGuidelines)



		<ul style="list-style-type: none"> ○ Summary Worksheet of students' submissions for the AFA ○ Official CRS Class List
Unit Head (Department Chair, or Institute Director, or Program Coordinator for Applicable Graduate Programs)	Endorse AFAs to the Dean through the COE AFA Technical Committee	<p><u>Note 4</u></p> <ul style="list-style-type: none"> ○ UPD OFA Form for Summary Report of On-Campus Academic Field Activities (https://tinyurl.com/Summary-Report-On-campus) ○ Signed COE General Guidelines for AFAs ○ Summary Worksheet of students' documents for AFA ○ Official CRS Class List
COE AFA Technical Committee	Endorse for approval by the Dean	<p><u>Note 5</u></p> <ul style="list-style-type: none"> ○ Accomplished UPD OFA Form for Summary Report of On-Campus Academic Field Activities ○ Summary Worksheet of students' submissions for AFA ○ Official CRS Class List ○ List of Students Enrolled in the concerned courses who are eligible of RA 10931 ○ Minutes of the Meeting of the COE AFA Technical Committee
Dean of the College	Approve the On-Campus AFAs	<p><u>Note 6</u></p> <ul style="list-style-type: none"> ○ Minutes of the Meeting of the COE AFA Technical Committee ○ Accomplished UPD OFA Form for Summary List of On-Campus 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. For AFAs involving third party, e.g. other organization, staff, or administrative or community offices within the University, the FIC must submit the following:
 - a. Agreement with the AFA partners indicating details such as description of the AFA, purpose, venues, hosts or collaborating organizations, timeline, and cost requirements;
 - b. This agreement can be in the following forms:
 - i. Standard university Memorandum of Agreement (MOA) signed by the Chancellor for long-term partnerships, e.g. Bahay ng Alumni Administration as AFA partner;
 - ii. Terms of Reference (TOR) with conforme from the authorized representatives of the AFA partner, for short-term partnerships,



- iii. Proof of Coordination signed by the authorized representative of the AFA partner 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. Conformance to the Course Syllabus
 - b. Medical condition, including comorbidities
 - c. Maintenance medication, if any
 - d. Medical clearance, if applicable
 - e. Eligibility of RA 10931, or medical insurance policy
 - f. Student's Participation Agreement, when AFA is not clearly defined in the Course Syllabus
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 worksheet indicating compliance of the students to all required submissions indicated in no. 1.

Note 3

1. When all participating students have submitted the pertinent documents for the AFA, the FIC writes a letter addressed to the Dean but submitted through the head of the department / institute / program 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 also be attached as supporting documents:
 - a. Approved Course syllabus,
 - b. Approved project proposal;
 - c. Agreement with AFA partner, if applicable;
 - d. Signed COE General Guidelines for AFAs;
 - e. Summary Worksheet summarizing all requirements submitted by the students for the AFA; and,
 - f. official CRS class list.

Note 4

1. The Unit Head, upon receipt of the documents from the FIC, evaluates the submissions. S/he may delegate this to a unit-level AFA Technical Committee.
2. When the submissions are deemed satisfactory, the AFA request is then inputted into the UPD OFA Form for [Summary Report of On-Campus Academic Field Activities](https://tinyurl.com/Summary-Report-On-campus) (<https://tinyurl.com/Summary-Report-On-campus>). This form can include all the courses from the unit with AFA requests such that requests are submitted to the College in batches.
3. Endorsement of the head of the academic unit signifies that the AFA meets the following criteria:
 - a. The AFAs meet the learning objectives of the course listed in the approved course syllabus for all concerned courses; and,
 - b. There are sufficient resources provided by the academic unit and AFA partners for the implementation of the AFAs.



- The head of the academic unit then submits to the COE AFA Technical Committee all requests for on-campus AFAs that need approval from the Dean. Supporting documents should be attached or shared by providing access to a Google Drive repository prepared by the FIC or the head of the head of the academic unit. These should be sent via email with the following specifications:

TO:	mntanchuling@up.edu.ph
CC:	msberana@up.edu.ph eating@up.edu.ph louisdanao@up.edu.ph lldiaz@up.edu.ph dttungpalan@up.edu.ph lfpernia@up.edu.ph
RE:	Request for Endorsement of On-Campus Academic Field Activities of (insert here NAME OF ACADEMIC UNIT) Courses

Note 5


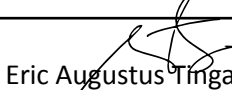
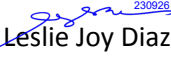
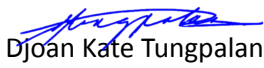

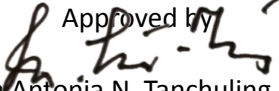
- The Committee Secretariat shall review the completeness of the submitted documents and coordinate with the FIC for missing requirements.
- When all submissions are in order and cleared by the Committee Secretariat a day before the regular meeting, which happens once a week as determined by the Committee, 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.
- The following agenda may be adopted by the Committee for this meeting:
 - Call to Order
 - Matters for Discussion
 - Select Coordinating Committee Member (CCM) per On-Campus AFA Request
 - Review of On-Campus AFA Requests for Approval
 - Other Matters
 - Next Meeting
 - Adjournment of the Meeting
- 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.
- 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.
- The department chairman / institute director / course FIC may be invited by the COE AFA Technical Committee to the meeting as a resource person.
- The Committee should also be guided by its Resolution No. 2023-001 that differentiates processing of on-campus AFAs in academic areas and in non-academic areas.
- The minutes of the meeting (MOM) shall be prepared by the Committee Secretariat and approved by the Committee.
- The following shall be submitted to the Dean by the CCM as a way of endorsing the on-campus AFA for approval:
 - Summary Report of On-Campus AFAs
 - MOM of the Committee where the specific AFA was part of the agenda
- In the event when the Committee cannot favorably endorse the On-Campus AFAs, the Summary Report, along with the MOM indicating the needed course of action shall be sent by the CCM to the Unit Head and the concerned instructor for appropriate action/s.
- The Unit Head or the FIC can then resubmit to the COE AFA Technical 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 by affixing her signature on the Summary Report of On-Campus AFAs with reference to the MOM of the Committee.
2. The same CCM shall be responsible in obtaining from the Dean the approved Summary Report of On-Campus AFAs and forwarding the approved form to the Unit Head and FIC with the rest of the Committee members cc'd in such email.
3. Only AFAs approved by the OFA should be implemented by the FICs.

Prepared by: COE AFA Technical Committee	
 Menandro Berana AD for Administration and Facilities	 Eric Augustus Tingatinga AD for Alumni and Institutional Linkages
 Leslie Joy Diaz AD for Academic Affairs	 Djoan Kate Tungpalan AD for Student Affairs
 Louis Angelo Danao Director, NGSE	
 Approved by Maria Antonia N. Tanchuling, Ph.D. Dean, College of Engineering	
Date: 29 Sep 2023	