



ATENEIO DE MANILA UNIVERSITY



# Philippine Studies Immersion Program

INFORMATION FACT SHEET SY 2018-2019



**ATENEO DE MANILA UNIVERSITY INFORMATION FACT SHEET**  
**Philippine Studies Immersion Program**  
**Intersession Period SY 2018 - 2019**

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## PHILIPPINE STUDIES IMMERSION PROGRAM

The Loyola Schools of the Ateneo de Manila University, under the Ateneo Philippine Studies Initiative, is inviting undergraduate students from all fields of study to its summer immersion and study program. Scheduled for the intercession semester months of June and July 2018, the summer immersion program is designed to introduce foreign and local students to the practice of Philippine studies and to the Filipino lifeworld.

Through this four to six-week program, students will be given the opportunity to engage the university's eminent Philippine Studies scholars in classes that will demonstrate the various possibilities of this area of study and the methodologies of its practitioners. These classes will also allow students to immerse themselves in a particular aspect of the Philippine lifeworld in order to provide an experiential ground for their reflections and insights. Students of this program will be exposed both to intellectual and experiential learning opportunities which will serve as an invitation to engage in the work of Philippine Studies.

There are four tracks that student can choose from, depending on their own interests. Each of these tracks offer 6 units credit.

### **The Cultural Laboratory**

The first track is the Cultural Laboratory, a four-week program on the study of sociocultural issues, including the conservation and promotion of the cultural heritage of particular Philippine districts, towns or cities. Here students will investigate different life-worlds and social and cultural landscapes using qualitative research methods and pursue options for disseminating and utilizing research results. Such options include, but not limited to, documentation of local history, places, and practices, and providing technical assistance to cultural enterprises and local government units.

The first week of the cultural laboratory is dedicated to classroom work that will prepare students to creatively and meaningfully realize their field research and immersion.

### **The Philippine Start-up Culture**

The second track focuses on developing an idea into a business model and product or service prototype. In doing so, the student will learn about the Philippine business start-up culture and Philippine buying behaviors, enterprise etiquette, and business negotiations in order to develop good business relationships. This 6-unit, 4-week course will begin with lectures on the Filipino way of doing business, followed by exposure to the Business Acceleration program of the school, ending with developing a prototype, for a close-up look at Philippine business in action.

### **Filipino Urbanities**

This third track will present the student with an interdisciplinary framework for studying the city. From a philosophical, sociological, historical, development, and literary perspective, students will study Philippine cities and their situatedness in the in the global order. They will study the emergence of the Philippine cities, their development, their lifeworld, and the people's responses to this. Aside from classroom work, students will be given periodic tours of the Metro Manila to immerse in its various worlds and urbanities.

### **The Ateneo Development Field School**

The fourth track is the Development Field School is a 6-unit, 4-week course designed to hone students' skills in applied research, deepen their understanding of a development theme, and allow them to contribute to social development. ADFS typically begins with a week of classroom discussions and exercises on key concepts, frameworks, and skills. This is followed by a week of exploration, where students visit various stakeholder organizations and areas to familiarize themselves with the industry or sector, its dynamics, and the relevant issues. Students are then tasked to focus on the challenges experienced by one particular community or organization and to use research to resolve some of these challenges. The third week is spent conducting intensive research, while the fourth and final week is spent completing the data collection process, producing the research outputs, and presenting these outputs to the partner community or organization.

## GENERAL INFORMATION

### School Address

Ateneo de Manila University  
Loyola Heights 1108,  
Quezon City, Philippines  
Trunkline: (+632) 426 6001 local 4037  
Tel/Fax: (+632) 426 5907, (+632) 927 4534  
Email: [oir@ateneo.edu](mailto:oir@ateneo.edu)  
Website: <http://www.ateneo.edu>

## OFFICE OF INTERNATIONAL RELATIONS (OIR)

### Office Address

Rm. 304 3/F Faber Hall  
Ateneo de Manila University  
Loyola Heights 1108,  
Quezon City, Philippines  
Website: <http://ateneo.edu/oir>

## THE OIR TEAM



**MR. JOHN LUIS D. LAGDAMEO**  
**Director**

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Email: [jlagdameo@ateneo.edu](mailto:jlagdameo@ateneo.edu)



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**MS. CARA SAMANTHA SAN PEDRO**  
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**MS. GLADYS S. AGUINALDO**  
**Office Secretary**

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**MS. RAMV CLAIRE SERRANO**  
**Visa Officer**

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local 4042  
Email: [rcserrano@ateneo.edu](mailto:rcserrano@ateneo.edu)



## APPLICATION REQUIREMENTS

Application documents are submitted into two sets. Please read the following instructions carefully.

### SET ONE:

Initial documents to be submitted before the issuance of the **CERTIFICATION OF ELIGIBILITY to STUDY (COES)** to the student applicant.

- 1** Application Form (computer written) and a **Letter of Intent** addressed to:  
**Agustin Martin G. Rodriguez, PhD**  
**Professor**  
**Department of Philosophy**  
**Ateneo de Manila University**  
Please indicate which track you will choose to enrol.
- 2** Student Information Sheet  
(computer written & saved in EXCEL file)
- 3** Original transcript of records (TOR).  
*If the TOR is not written in English, please have this translated, and certified by the home university.*
- 4** Photocopy of the biographical page of passport
- 5** Letter of Nomination/Endorsement from International Office (*certifying that the applicant is officially being endorsed as an exchange student*)
- 6** Certificate of English Language Proficiency (for those whose mother-tongue is not English)  
Any of the three below:
  1. TOEFL (Paper based test) minimum score: 550
  2. TOEFL (Internet based test) minimum score: 79
  3. IELTS minimum score: 6.0
- 7** Health Certificate in English language  
(*statement from a medical doctor that the applicant is fit to travel and study abroad*)
- 8** Two (2) pieces of passport size photo  
(white background, no eyeglasses, contact lenses and headwear)

### INSTRUCTIONS

Complete all 8 initial documents and do the following:

1. Scan documents numbers 1 to 7 and email them to Mr. Jayson Cervantes: [jcervantes@ateneo.edu](mailto:jcervantes@ateneo.edu)
2. Mail all the hard copies/originals (documents 1 to 8) via EXPRESS MAIL to:

**Mr. Jayson Cervantes**  
**Ateneo de Manila University**  
**Office of International Relations**  
**Rm. 304, 3/F Faber Hall, Katipunan Ave.**  
**Loyola Heights, 1108 Quezon City,**  
**PHILIPPINES**

**Note:** Note: Please use EXPRESS MAIL (e.g. FedEx, DHL, UPS, etc.) instead of regular postal mail to avoid delays.

## APPLICATION REQUIREMENTS

### SET TWO:

After evaluation of the initial documents, and approval for admission to the summer program, Ateneo will send the **CERTIFICATION OF ELIGIBILITY TO STUDY (COES)** to the student by email. The student shall submit additional required documents below to complete the application process:

**1** Medical / Travel Insurance Certificate

**2** Scanned copy - AIRLINE e-ticket

**3** Special Study Permit Data Form  
(computer written)

### INSTRUCTIONS

Complete all 3 additional documents, then scan and email them to:

**Mr. Jayson Cervantes:**  
**[jcervantes@ateneo.edu](mailto:jcervantes@ateneo.edu)**

No need to send hard copies by post mail.

### IMPORTANT DATES FOR ACADEMIC YEAR 2018-2019

#### PHILIPPINE STUDIES IMMERSION PROGRAM CALENDAR

Program Dates	6 June - 14 July 2018
Nomination Deadline	30 March 2018
Application Submission Deadline	30 April 2018
Payment Deadline	30 April 2018
Expected Arrival Dates to Manila	2-3 June 2018
Expected Departure Dates from Manila	15-16 July 2018
Application for Special Study Permit (SSP)	4 June 2018 (between 9:00 AM to 4:00 PM)
	All students are required to report to the Office of International Relations in the morning of June 4 <sup>th</sup> to submit the requirements for SSP.

## VISA AND SPECIAL STUDY PERMIT

In the Philippines, Student Visas (9F) are issued only to international students who are taking full degree undergraduate or graduate academic programs. These students are categorized as degree-seeking students. On the other hand, non-degree students, or students who are studying temporarily in the Philippines such as exchange students and cross-registrants, are not issued the regular Student Visas (9F). To study in the Philippines for a period less than one year (1 or 2 semesters) they are required however by the Philippine Bureau of Immigration to secure the **TWO** documents below:

### What documents are needed?

#### 1. Visa Upon Arrival thirty (30) days

#### 2. Special Study Permit (SSP)

[See Bureau of Immigration information](#)

### When and where to apply?

- Upon arrival in the Philippines at the Airport Immigration counters.

- Upon arrival in the Philippines  
- At Ateneo's Office of International Relations, Rm 304, Faber Hall

**NOTE: Without the SSP, international students will NOT be allowed to enroll or register for classes in Ateneo de Manila University.**

## APPLYING FOR SPECIAL STUDY PERMIT

### HOW TO APPLY FOR A SPECIAL STUDY PERMIT (SSP)

1. International students are required to attend to their SSP application a day after arrival in Manila. Students are given only 2-3 days after arrival in order to apply for it.
2. International students are requested to visit the Office of International Relations to submit a photocopy of their stamped visa page. After which, they shall fill out the application form for their Special Study Permit (SSP). Students shall pay the required Bureau of Immigration (BI) processing fee to the ADMU cashier.
3. International Students should not leave the Philippines and go on travels for the first two consecutive weeks after arrival. This is to ensure completion of the processing of the SSP.
4. The following requirements must be submitted to the OIR Visa Officer:
  - The original passport
  - 2 photocopies of the arrival-stamp page in the passport
  - Php 4,740.00 Processing Fee\*
  - 2 pieces 2 inch x 2 inch ID Photos (white background, no eyeglasses)

*\*Fees may change without prior notice*

## ACADEMIC AND COURSE-RELATED INFORMATION

### Course Information

Students will be enrolled in the following courses depending on the tracks they selected:

#### **THE CULTURAL LABORATORY**

##### **SA 114 – Ethnographic Analysis (3 units)**

*This course is a study of anthropological praxis to understand and critique the underlying epistemological foundations of ethnographic practice and theorizing. Emphasis is on the practice of ethnography and the analysis of ethnographic data.*

##### **SA 159 – Globalization, Localities and Identities (3 units)**

*This course is a study of consumption and the transformation of identities as important components of the cultural process, examining the intersection between the local and the global.*

#### **THE PHILIPPINE START-UP CULTURE**

##### **MKT 199C and MKT 199D – Special Topics in Marketing: Business Venture Lab 1&2 (3 units each)**

*This course is the first of a three consecutive-term program that coaches students in developing their product or service idea into a working model. Students are involved in the essentials of product development and present a prototype of their business proposal at the end of the term.*

#### **FILIPINO URBANITIES**

##### **PH 192 – Philosophy of the City (3 units)**

##### **PH 157.5 – Philosophical Topics: Solidarity in Multirational Societies (3 units)**

*This is a course on the theories of Max Scheler, Jurgen Habermas, John Rawls, and Mahatma Gandhi. The course discusses how they can be used to articulate a philosophy of social solidarity in a world that is multicultural and multirational.*

#### **THE ATENEO DEVELOPMENT FIELD SCHOOL**

##### **DS 135.50 – Entrepreneurship for Sustainable Development (3 units)**

*This course explores how social problems can be addressed through financially sustainable earned-income activities. This course presents different social enterprise models and discusses various aspects of the social dimension of social enterprises, including the social dimensions of business operations.*

##### **DS 135.15 – Special Topics in Development Management:**

##### **Immersion/Workcamp**

##### **(3 units)**

*This course is an extended immersion with a marginalized community. Students experience the dynamics of such communities and reflect on their experience using various lessons learned in class. This course also introduces the practice of social investigation, a preparatory step to community development/organization efforts.*



<p>Credit and Grading System</p>	<p>The Ateneo de Manila University uses the American Credit System. One subject usually carries 3 credit units. One unit of credit is equal to one hour lecture or two to four hours of laboratory per week for the period of a complete semester.</p> <table border="1" data-bbox="592 434 1193 891"> <tr><td>A</td><td>Excellent (92 – 100)</td></tr> <tr><td>B+</td><td>Very Good (87 – 91)</td></tr> <tr><td>B</td><td>Good (83 – 86)</td></tr> <tr><td>C+</td><td>Satisfactory (79 – 82)</td></tr> <tr><td>C</td><td>Sufficient (75 – 78)</td></tr> <tr><td>D</td><td>Passing</td></tr> <tr><td>INC</td><td>Incomplete</td></tr> <tr><td>F</td><td>Failure (0)</td></tr> <tr><td>WP</td><td>Withdrawal with Permission</td></tr> <tr><td>W</td><td>Withdrawal without Permission</td></tr> <tr><td>AUD</td><td>Audit, no quality point</td></tr> </table>	A	Excellent (92 – 100)	B+	Very Good (87 – 91)	B	Good (83 – 86)	C+	Satisfactory (79 – 82)	C	Sufficient (75 – 78)	D	Passing	INC	Incomplete	F	Failure (0)	WP	Withdrawal with Permission	W	Withdrawal without Permission	AUD	Audit, no quality point
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W	Withdrawal without Permission																						
AUD	Audit, no quality point																						
<p>Academic Transcripts of Records (TOR) of exchange students</p>	<ul style="list-style-type: none"> <li>• Transcript of Records (TOR) will be available a month after the exchange period. One (1) original copy of the student’s official TOR will be sent to the student’s home university through express airmail.</li> <li>• Scanned copy of TOR will be sent to student’s and university coordinator’s e-mail.</li> <li>• Students who request for extra copies of their TOR can do so by paying additional fees, such request should be e-mailed directly to <a href="mailto:registrar.ls@ateneo.edu">registrar.ls@ateneo.edu</a></li> </ul>																						

## PROGRAM FEES & LIVING EXPENSES

### COST PER STUDENT – PAID TO ATENEO DE MANILA UNIVERSITY

PARTICULARS	AMOUNT IN PHP	AMOUNT IN USD
<b>A.</b> TUITION	WAIVED	WAIVED
<b>B.</b> AIRPORT TRANSFERS (to and from Ateneo)	2,000.00	42
<b>C.</b> VISA – SPECIAL STUDY PERMIT	4,740.00	99
<b>D.</b> ACCOMMODATION IN MANILA Oracle Residences and Dorm 317 Katipunan Avenue, Loyola Heights, Quezon City, 1108 Metro Manila	17,900.00	373
<b>E.</b> PROGRAM FEES		
Ateneo Development Field School Field work in two rural sites (includes transportation, accommodation, food and activity costs)	20,000.00	417
The Cultural Laboratory Rates may vary depending on the finalized destination (includes local transportation, accommodation, food and activity costs) local airfare will be charged to the student if any.	10,000.00 to 20,000.00	208 to 417
The Philippines Start-up Culture	N/A	N/A
Filipino Urbanities	N/A	N/A

#### **COST IN USD**

**USD 1 = PHP 48.00**

Note: The Office of International Relations will send a Billing Statement to the home university to finalize the cost per student once accepted in the program. The home university shall process the payment on or before the given deadline.

## RECOMMENDED MEAL EXPENSES

Recommended Budget for  
Food while in Manila  
(cost per day)

Php 200 / meal x 3 meals - Php 600.00 / day\*

## AIRPORT ARRIVAL AND HOUSING ACCOMMODATION

Arrival Guide and Airport  
Transfer

The Office of International Relations (OIR) will arrange the airport pick up once the students submitted the scanned copy of the Airline e-tickets. The arranged airport transfer will send the students directly to their off-campus housing accommodation.

Arrangement for Housing  
Accommodation

OIR will coordinate room reservations with Oracle Residences and Dorm, located along Katipunan Avenue, a 5-10 minute walk to the Ateneo campus.

There will be two students assigned in a dormitory room. Each room will have the following amenities:

- loft beds with study and computer desk:
- air-conditioning unit:
- bookshelf:
- cabinet:
- cable TV
- telephone
- bathroom and toilet

For more information, please visit Oracle's website:

<http://dormitory.oraclehotel.com.ph/index.php>

## PAYMENT PROCEDURES

### Deadline for payment

Payment should be made **on or before 30 April 2017**. Kindly use the following format when forwarding your payment:

Account Name : Ateneo de Manila University  
Address : Katipunan Road, Loyola Heights, Quezon City  
1108  
Bank Name : CITIBANK, N.A.  
Bank Address : 8741 Paseo de Roxas, Makati City  
Contact Person : Ms. Ces Lazaro  
Tel No. : +632 813 9118  
Account No. : 0012132519  
ABA# : 021000089  
Swift Code : CITIPHMX

Please indicate that the payment is for the Philippine Studies Immersion Program Fees of the student from your home university which will be coordinated by the Ateneo's Office of International Relations (OIR). Kindly inform the OIR Inbound Coordinator, Mr. Jayson Cervantes, [jcervantes@ateneo.edu](mailto:jcervantes@ateneo.edu) when you shall remit the payment, so that we may in turn inform the bank regarding your wire transfer.

## CANCELLATION POLICY

### Cancellation Policy

Payment Deadline: April 30, 2017

Requests for cancellation:

1. Cancellations between May 1 to 7 – 100% refund less bank transfer charges
2. Cancellations between May 8 to 15 – 50% refund less banks charges
3. Cancellations after May 15 – No refund

Please contact Mr. Jayson Cervantes, [jcervantes@ateneo.edu](mailto:jcervantes@ateneo.edu) for any cancellation request.