

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

OFFICE OF THE CHANCELLOR

02 February 2016

MEMORANDUM NO. 018
Series of 2016



TO : Vice Chancellor for Academic Affairs, All Academic Units

SUBJECT : CHED's Policies and Guidelines on
International Educational Tours and Field Trips
for Undergraduate and Graduate Students

Pursuant to the Commission on Higher Education's Memorandum Order No. 26, s. 2015, all UPLB academic units are advised to be guided by CHED's policies and guidelines on international educational tours and field trips for undergraduate and graduate students.

Please see the attached document for details.

Thank you very much for your usual cooperation.

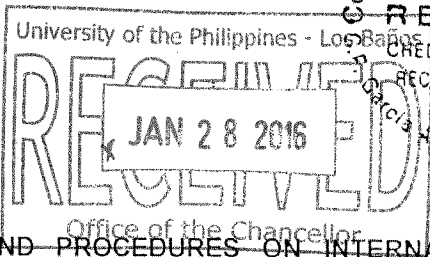
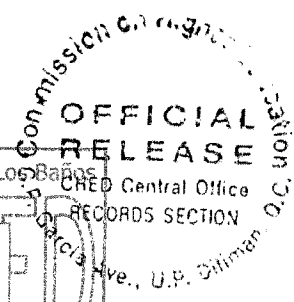

SERLIE BARROGA-JAMIAS
Vice Chancellor for Community Affairs
and Officer-in-Charge 

Attachment: a/s

cc: OVCAA
RMO



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order
No. 26
Series of 2015

SUBJECT: "POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all Higher Education Institutions*", and pursuant to Commission en Banc Resolution No. 775-2014 dated December 17-18, 2014 and Joint ManCom and Commission en Banc Meeting on July 20, 2015 the following policies, guidelines and procedures are hereby adopted.

**ARTICLE I
STATEMENT OF POLICIES**

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to generate global awareness and career orientation is recognized towards the attainment of the goals of human development.

Section 2. The Philippines, in keeping with the growing internalization of higher education and in pursuance of its bilateral and multilateral commitments is promoting the mobility of students both inbound and outbound. Mobility opportunities promotes overall student experience through international educational tours regardless of duration. Hence, there is a need to establish a mechanism to safeguard the students while undergoing International Educational Trips.

Section 3. It is also the policy of the state to uphold all the laws and other measures preventing acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

Section 4. The Commission on Higher Education (CHED) recognizes the academic freedom of the participating Higher Education Institutions (HEIs) hence, they will assume responsibility over the students who will undergo international educational trips.

**ARTICLE II
DEFINITION OF TERMS**

International Educational Trip - an extended educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines.

Noted:

[Handwritten Signature]
FERNANDO C. SANCHEZ
Chancellor

[Handwritten Note: For dissemination to all concerned units.]

Center of Excellence (COE) – refers to a designation granted by the Commission on Higher Education in recognition of a unit's exemplary performance in its teaching, research and extension functions.

Center of Development (COD) – refers to a designation granted by the Commission on Higher Education in recognition of a unit's evident above average performance in teaching, research and extension functions.

Level II Accreditation – Programs which have at least been granted initial accredited status by accrediting bodies.

Exchange Visitors Program (EVP) - an international exchange program administered by the United States of America to implement the Mutual Education and Cultural Exchange Act of 1961, as amended, Public Law 87-256.

Appeal - an earnest request for aid, support, sympathy, mercy, etc.; entreaty; petition; plea, or a request or reference to some person or authority for a decision.

Meritorious Cases – refer to conditions that prevent the students to join the International Education Trips such as: financial difficulty, medical conditions, legal impediments and similar conditions.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aim to rationalize the conduct of International Educational Trips among HEIs in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful International Educational Trips as indicated in their program requirement embodied in the approved curriculum;
- 5.2. ensure that all Higher Education Institutions provide quality International Educational Trips relevant to the acquisition of the necessary knowledge, skills, and values for student;
- 5.3. promote understanding of culture and working environment in different countries by the students;
- 5.4. help provide international experiences for the students especially who are directly involved in the mobility program, and unique and different learning environment for the students; and
- 5.5. protect and safeguard students undergoing International Educational Trips.

ARTICLE IV COVERAGE

Section 6. These policies, guidelines and procedures shall cover the International Educational Trips duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students both graduate and undergraduate programs duly authorized by the concerned HEI to handle International Educational Trips. The HEIs must either have accreditation Level II of the program, Autonomous, Deregulated, COE, and COD or with ISA classification in order to be allowed to conduct International Educational Trips.



The said International Educational Trips are voluntary in nature on the part of the students. In such an event and upon meritorious cases, the affected student may opt to undergo local educational trips.

Section 7. Students under Exchange Visitors Program (EVP) are not covered by this CMO since this is governed by the Commission on Filipino Overseas. Other International Educational Trips sponsored by the Philippine Government are not covered by these guidelines.

ARTICLE V STUDENTS

Section 8. Higher education students shall assess their capability to undertake such International Educational Trips since they are considered as young adults. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given International Educational Trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 9. For students who cannot join the International Educational Trips, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.

ARTICLE VI DESTINATION

Section 10. In order to minimize cost, the nearest possible country or countries belonging to the Association of Southeast Asian Nations (ASEAN) should be considered provided that the objectives of the International Educational Trips can be attained.

Section 11. When the international educational trips require additional cost on the part of students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of freshmen and ongoing students before the start of classes, including the details of the International Educational Trips.

Section 12. Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnished Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

ARTICLE VII RESPONSIBILITIES OF PARTIES

Section 13. STUDENTS

- 13.1. Undergo the required orientation for International Educational Trips conducted by the HEI;
- 13.2. Submit to the HEI the terminal report and other school requirements upon completion of the trips; and
- 13.3. Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances as appropriate.



Section 14. PARENTS

- 14.1. Attend the pre-departure seminar or orientation together with the student; and
- 14.2. Sign the consent paper allowing their children/spouse to leave the Philippines to attend an International Educational Trip.

Section 15. HIGHER EDUCATION INSTITUTIONS (HEIS)

- 15.1. Implement the appropriate International Educational Trips in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation. As part of the curriculum/course, a Proto-type Observation Guide during International Educational Trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs;
- 15.2. Assign a designated and qualified faculty member who will be responsible for all aspects of the International Educational Trips program including the implementation, monitoring and evaluation;
- 15.3. Secure and protect the students. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of International Educational Trips;
- 15.4. Conduct orientation on cost requirements before enrolment;
- 15.5. Conduct briefing and debriefing program before and/or after the International Educational Trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians (if the student is a minor) and the standard accommodation and accessible facilities for student with disabilities, insurance, basic laws and rules of the country being visited, cultural ethic among others. Also, Risk Assessment Procedures for educational trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit their parent's/guardian/spouse' consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal;
- 15.6. Inform the CHEDROs on the nature of the International Educational Trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHEDROs concerned at least one month before the opening of classes for every academic year including proper coordination with other government agencies. HEI's report should include among others the filled-in undertaking form that the International Educational Trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of International Educational Trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Development and Services);



- 15.7. Include HEI guidelines for International Educational Trips in their student's handbook, distribute copies of these guidelines to students and display in conspicuous places for guidance and reference;
- 15.8. Facilitate the processing of the documents on behalf of the students. They shall assume full responsibility over the students while having their International Educational Trips. No waiver shall be required by HEI to be submitted by parents/students regarding the non-liability of school on safety and security of concerned students;
- 15.9. Ensure that students avail the students services even while in another country such as but not limited to:
 - health services; and
 - guidance and counseling services
- 15.10. Submit to the CHED Regional Office, the following requirements for endorsement to BI and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):
 - Notarized letter of intent of the students to participate in International Educational Trips;
 - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - Written consent from parent/guardian or spouse;
 - Approved documents from the Host Country from the said International Educational Trips (if applicable); and
 - Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

It shall be unlawful for an HEI employee to personally profit from International Educational Trips. HEI employee who violates this section may be terminated for Grave Misconduct. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

Section 16. CHED REGIONAL OFFICES (CHEDROS)

- 16.1. Receive request from HEIs;
- 16.2. Conduct initial review/evaluate the documentary requirements by their respective HEI. Enclosed is Annex A for the checklist of requirements;
- 16.3. Submit to the Office of Student Development and Services the hard and e-file copy of the list of students who will undergo the International Educational Trips;
- 16.4. Join in the conduct of the monitoring and evaluation;
- 16.5. Exercise the authority to decide if the International Educational Trips will be pushed through or not; and
- 16.6. Endorse to the Bureau of Immigration (BI) the list of departing students with flight details of a round trip ticket, written consent from parents/guardian or spouse; and any other necessary documents duly notarized copy furnished OSDS and DFA.



Section 17. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)

- 17.1. Maintains database of the students who underwent the International Educational Trips as updated by the concerned CHEDROs; and
- 17.2. Monitors and evaluates the implementation of this CMO in coordination with the CHEDROs.

Section 18. INTERNATIONAL AFFAIRS STAFF (IAS)

Conducts appropriate action in coordination with the OSDS in the case of appeals made by the involved parties.

Section 19. CHED LEGAL AND LEGISLATIVE SERVICES (LLS)

Conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en Banc for appropriate action.

**ARTICLE VIII
IMPLEMENTING GUIDELINES AND PROCEDURES**

Section 20. Requirements for Parties Involved:

20.1. Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
- Must assume all other requirements and responsibilities of the international educational trips.

20.2. Participating Students must:

- Hold a valid passport. In case of foreign students check with the Bureau of Immigration (BI) the other requirements needed;
- Be currently enrolled in a Philippine higher education institution;
- Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
- Be in good academic standing as certified by the HEI;
- Have medical certificate issued by the physician of the concerned HEI;
- Be able to communicate in English or in the language spoken in the host country;
- Have written consent from parent/guardian/spouse; and
- Have endorsement letter from the HEI President.



Section 21. Procedures (see Annex B)

Participating HEIs:

- Must comply with the requirements and submits the notarized letter of intent at least thirty (30) working days before the departure;
- Wait for the CHED approval;
- If approved, concerned HEI receives a notification that they are included in the list of participating HEIs; and
- If disapproved, the HEI applicant will be immediately notified in writing by the CHED Regional Office.

**ARTICLE IX
FEES**

Section 22. Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the International Educational Trips will be pursued.

**ARTICLE X
VIOLATIONS**

Section 23. HIGHER EDUCATION INSTITUTIONS

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24.

- 23.1. Allowing students to undergo International Educational Trips even they are not accredited Level II of the program/Autonomous/Deregulated/COE and COD or with ISA classification;
- 23.2. International Educational Trips conducted were not part of the curriculum/course;
- 23.3. No designated and qualified faculty;
- 23.4. Failing to monitor welfare of student;
- 23.5. No orientation conducted before enrolment regarding the cost requirements;
- 23.6. Not giving pre-departure orientation for students and parents/legal guardian;
- 23.7. Not informing CHEDROs on the nature of the International Educational Trips one month before the opening of the classes;
- 23.8. International Educational Trips were not included in the student's handbook;
- 23.9. Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
- 23.10. Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;
- 23.11. Failure to submit the required reports/documents such as:
 - Notarized letter of intent of the students to participated in International Education Trips;
 - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - Written consent from parent/guardian or spouse;
 - Approved documents from the Host Country from the said International Educational Trips (if applicable); and



- Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

ARTICLE XI SANCTIONS

Section 24. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHEDROs and CHED Legal and Legislative Services (LLS), impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of HEIs.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning issued by CHEDRO;
- 2nd Offense, suspension from conducting International Educational Trips for a period of time as determined by the Commission en Banc; and
- 3rd Offense,
 - Administrative and criminal charges against it and/or its responsible officers under existing laws; and
 - Imposition of penalties such as revocation of permits, downgrading of status, phase-out of the affected program/s and such other penalties that may be validly imposed by the Commission to the concerned HEIs.

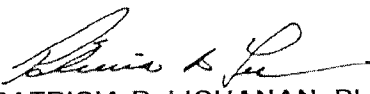
ARTICLE XII REPEALING CLAUSE

Section 25. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XIII EFFECTIVITY

Section 26. These guidelines shall take effect 15 days after publication in the Official Gazette or newspaper of general circulation and should be observed by all HEIs starting AY 2016-2017.

Issued this 4th day of August 2015 in Quezon City.


PATRICIA B. LICUANAN, Ph.D.
Chairperson



CHECKLIST OF REQUIREMENTSFor CMO No. _____ series 2015 Policies and Guidelines on *International Educational Trips*

| | Complied | | REMARKS |
|---|----------|----|---------|
| | Yes | No | |
| A. Before the International Educational Trip | | | |
| 1 Included in the curriculum | | | |
| ▶ Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits) | | | |
| 2 Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen | | | |
| ▶ Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen | | | |
| ▶ Outline of Assessment Report to be filled in by the concerned faculty and students | | | |
| 3 Faculty-in-charge | | | |
| ▶ Present designation | | | |
| ▶ With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the International Educational Trips | | | |
| 4 Consultation conducted to concerned students, faculty and stakeholders | | | |
| ▶ Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature | | | |
| 5 Destination chosen considering cost and benefit requirements | | | |
| ▶ Destination including accommodation chosen, considering cost and benefit requirements, safety, and relevance with the subject matter | | | |
| 6 Fund and other resources properly secured | | | |
| ▶ Fund and other resources properly secured and accounted for | | | |
| 7 Briefing to concerned faculty and students | | | |
| ▶ Briefing to concerned faculty and students and provided the needed information materials | | | |
| 8 Written plans submitted to HEIs | | | |
| ▶ Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI | | | |
| 9 Insurance for students, faculty, and other concerned stakeholders | | | |
| ▶ Individual or group insurance for students, faculty, and other concerned stakeholders | | | |
| 10 Format of Learning journals given to students | | | |
| ▶ Standard Format of Learning Journals given to students | | | |



CHECKLIST OF REQUIREMENTS

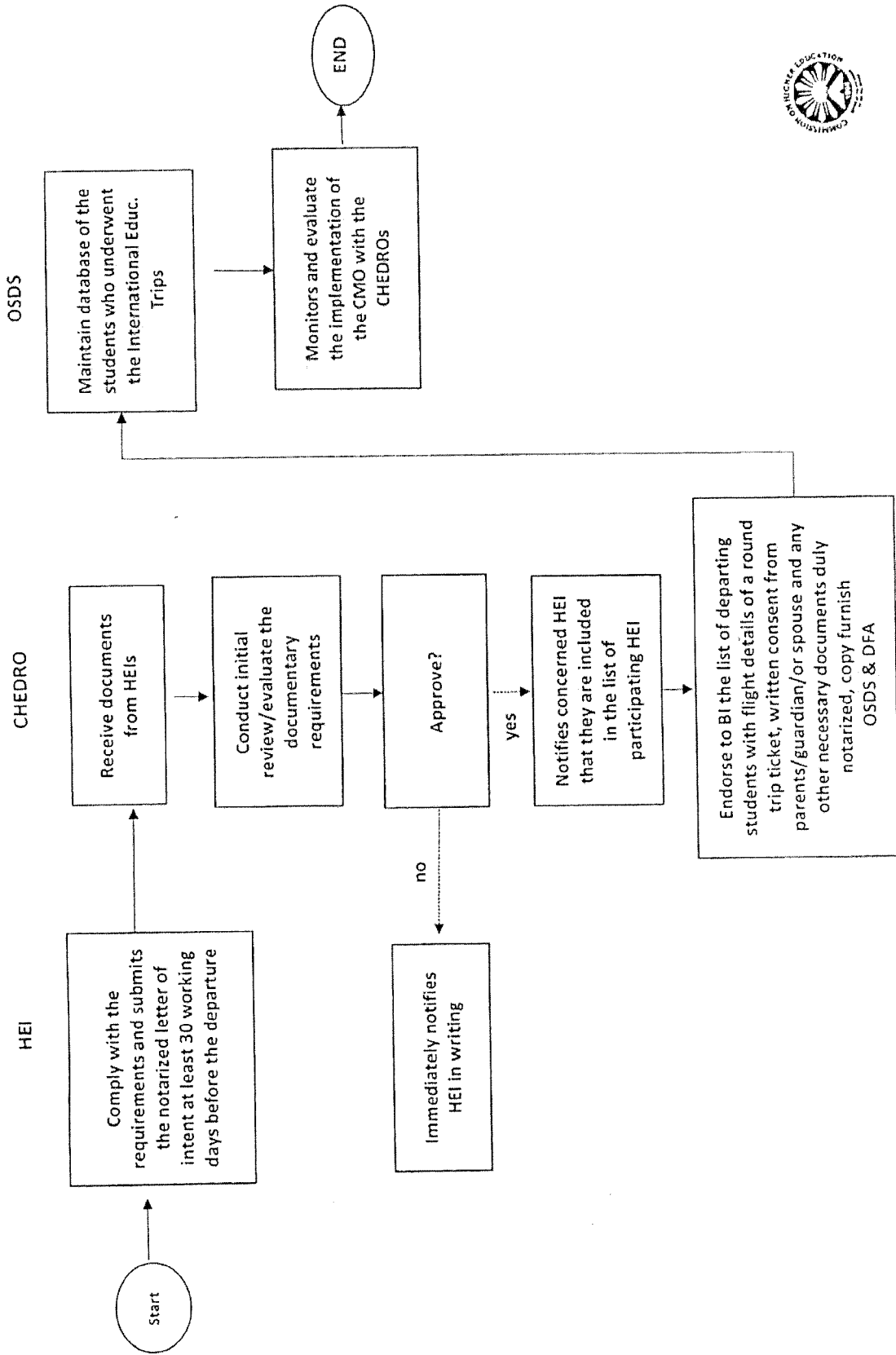
For CMO No. _____ series 2015 Policies and Guidelines on *International Educational Trips*

| | Complied | | REMARKS |
|---|----------|----|---------|
| | Yes | No | |
| 11 Announcement to students, faculty and parents <ul style="list-style-type: none"> ▶ Announcement to students, faculty and parents made one (1) month before the scheduled date of International Educational Trips | | | |
| 12 Risk Assessment plans in place <ul style="list-style-type: none"> ▶ Risk Assessment plans and preventive measures given to students and stakeholders | | | |
| 13 Flight <ul style="list-style-type: none"> ▶ Round trip ticket with flight details after CHED evaluation | | | |
| 14 Medical clearance of students <ul style="list-style-type: none"> ▶ Medical clearance of students and medical aid kits are provided | | | |
| 15 Parent/guardian/spouse consent duly-notarized be required before the International Educational Trips <ul style="list-style-type: none"> ▶ Duly notarized consent submitted before the activity | | | |
| B. During the International Educational Trips | | | |
| 1 Security of the students <ul style="list-style-type: none"> ▶ Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of International Educational Trips | | | |
| 2 Proper implementation of International Educational Trips <ul style="list-style-type: none"> ▶ Program of activities followed as planned or activities adjusted as the need arises | | | |
| C. After the International Educational Trips | | | |
| 1 Conducted Debriefing Program including among others reflection of the learning experiences duly documented in the learning journal <ul style="list-style-type: none"> ▶ Documentation of Debriefing Program | | | |
| 2 Assessment report by faculty and submitted including details of amount expended <ul style="list-style-type: none"> ▶ Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. | | | |
| 3 Assessment report by students' concerned <ul style="list-style-type: none"> ▶ Assessment report by students submitted to concerned HEI | | | |

C. 1-3 - will be submitted to CHED after the conduct of International Educational Trips



PROCEDURAL GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS



CMO 26 SERIES 2015

NOT COVER

- ▶ Students under Exchange Visitors Program (EVP)
- ▶ Other international educational trips sponsored by the Philippine Government

"POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS OF UNDERGRADUATE AND GRADUATE STUDENTS"

STUDENTS

- ▶ Higher education students shall assess their capability to undertake such International educational trips since they are considered as young adults. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given international educational trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.
- ▶ For students who cannot join the international educational trips, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.

COVERAGE

- ▶ Required in the approved curriculum of authorized higher education programs of both public and private HEIs.
- ▶ All higher education students both graduate and undergraduate programs
- ▶ HEIs must either have accreditation Level II of the program, Autonomous, Deregulated, COE, and COD or with ISA classification in order to be allowed to conduct international educational trips.

DESTINATION

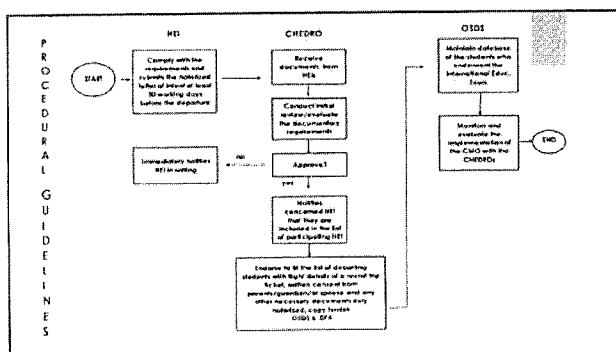
- ▶ Association of Southeast Asian Nations (ASEAN) should be considered.
- ▶ In additional cost on the part of students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken.
- ▶ Information shall form part of the student handbook
- ▶ CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnish Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

DESTINATION

- ▶ Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnish Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

FEES

- ▶ Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the international educational trips will be pursued.



VIOLATIONS

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24

- ▶ Not accredited Level II of the program/ Autonomous/ Deregulated/COE and COD or with ISA classification;
- ▶ Not part of the curriculum/ course;
- ▶ No designated and qualified faculty;
- ▶ Failing to monitor welfare of student;
- ▶ No orientation conducted before enrolment regarding the cost requirements;

RESPONSIBILITIES OF PARTIES

INTERNATIONAL AFFAIRS STAFF

- ▶ Conducts appropriate action in coordination with the OSDS in the case of appeals made by the involved parties

CHED LEGAL AND LEGISLATIVE SERVICES

- ▶ Conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en banc for appropriate action.

VIOLATIONS

- ▶ Not giving pre-departure orientation for students and parents/legal guardian;
- ▶ Not informing CHEDROs on the nature of the international educational trips one month before the opening of the classes;
- ▶ Not included in the student's handbook;
- ▶ Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
- ▶ Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;

VIOLATIONS

- ▶ Failure to submit the required reports/documents such as:
 - ✓ Notarized letter of intent of the students to participated in International Education Trips;
 - ✓ Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
 - ✓ Written consent from parent/guardian or spouse;
 - ✓ Approved documents from the Host Country from the said International educational trips (if applicable).
 - ✓ Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

SANCTIONS

- ▶ Offense, a written warning issued by CHEDRO;
- ▶ 2nd Offense, suspension from conducting international educational trips for a period of time as determined by the Banc; and the Commission
- ▶ 3rd Offense,
 - ✓ administrative and criminal charges against it and/or its responsible officers under existing laws.
 - ✓ Imposition of penalties such as revocation of permits, downgrading of status, phase-out of the affected programs/s and such other penalties that may be validly imposed by the Commission to the concerned HEIs.

THANK YOU