



Southville International School Affiliated with Foreign Universities (SISFU) Student Handbook Addendum 2020-2021

Addendum I - ADMISSION AND ENROLLMENT

Admission

1. Applicants are required to submit the following documents:
 - An On-the-Spot Essay
 - Original Birth Certificate/Photocopy of bio-page passport
 - SISFU recommendation form (filled up by Principal or Dean/Guidance Counsellor and Teacher or Professor)
 - 4 pieces 2x2 ID pictures with white background
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The documents below are admission requirements stated in the Conditional Letter of Acceptance received by the student after the interview with the Head/Dean of School.

College Transferees

Any student who wishes to transfer to and continue his/her studies in SISFU is required to present the following credentials:

- Official Transcript of Tertiary Education
- Course Description
- Honorable Dismissal/Transfer Credentials

Foreign Students

Any student of foreign citizenship who wishes to be admitted in SISFU must also submit the following:

- Photocopy of Alien Certificate of Registration
- Student Study Permit/Student Visa

Graduate School

- Official Transcript of Bachelor Degree
- Photocopy of Bachelor Diploma
- Curriculum Vitae
- Recommendation letter from the immediate supervisor or dean

Master of Business Administration

- Minimum of one year work experience or undergo a three-month immersion programme with SISFU

- IELTS Score of 6.5 in all four categories (must be met prior to application for MBA top-up distance education)
1. The Applicant completes the [application form](#) (available online) and recommendation letter/reference form. These forms are submitted to the Education Specialist.
 2. The Applicant pays the application fee.
 3. The Education Specialist schedules an Assessment Exam and an interview with the Head of School.
 4. The Student Applicant takes the Assessment Exam and is interviewed by the Head of School.
 5. The Head of School determines if the applicant is qualified for the intended course based on the assessment exam results and interview. Appropriate special subjects may be recommended by the Head of School to help the applicant.
 6. The applicant signs the school copy and receives the original Conditional Letter of Acceptance.
 7. The applicant is given a month to complete the admission requirements.
 8. When requirements are completed, an Unconditional Letter of Acceptance is issued.

Enrolment & Registration

1. Upon admission of the student, the Registration Staff determines if the student is an old or new student.
 - a. A New Student/ Transferee submits the accomplished Registration Card and Student Identification Card Application Form to the Registration Staff.
 - b. The Old/Returnee Student secures the Clearance Permit and the Registration Card from the Registration Staff.
2. The student signs the Registration Card.
3. The old/returnee student updates his/her personal information during enrolment.
4. The old/returnee student seeks the approval of the Head of School.
5. The Accounting Staff verifies the assessed tuition fee.
6. The student pays for the tuition and other fees.

Student Identification Cards

Identification Cards will be provided to the students no later than two weeks from enrollment. Students will not be allowed to enter the campus without the properly validated I.D. The I.D. will also be used:

- To allow the student access to certain facilities such as the Library in SISC campus (including the canteen, restaurant and clinic).
- To allow the student to take examinations.

In the case of lost or damaged ID, the university will charge the student a processing fee of Php 300.00.

Student ID cards must be presented to the guard upon entry and exit from the campus. Student ID cards must not be lent to any other person.

New Students

After enrolment, the student proceeds to the Admin and IT Support Office (3rd floor) for processing his/her ID.

Old Students/Returnees

1. The student has to present the ID for validation every term after enrolment.
2. The ID has to be presented to the guard before entering the campus including the other campuses of SISFU.
3. The student must carry his/her own ID. Using the ID of another student is a school offense.

In case of loss or damaged ID, the student has to present a duly notarized affidavit of loss to the Registrar Office for a new ID. The cost of the reissuance of a new ID is Php 300.00.

Addendum II - STUDENT ACADEMIC INTEGRITY CODE

SISFU students shall observe, practice, and pursue the highest degree of intellectual honesty and integrity by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.

A. Rationale

The Student Academic Integrity Code (SAIC) aims to create an environment where academic integrity, and its resulting behavior, can be lived and practiced. It recognizes the importance of honesty, trust, fairness, respect, and responsibility in the academic life of the students enabling them to have responsibility for, and the ability to attain appropriate recognition for their academic and personal achievements. Moreover, it aims to establish standards of academic conduct and to provide a procedure that assures fair and just treatment to any student accused of violating any of the rules. By upholding the letter and the spirit of the code, ultimately, the SAIC aims to promote a culture of excellence where the students can be molded to be future “movers and leaders” of society.

B. Preamble

The Student Academic Integrity Code (SAIC) is a student’s commitment to observe, practice, and pursue the highest degree of ethical integrity and honesty in academic conduct.

It is an individual and collective commitment that students shall not cheat, lie, or plagiarize to gain an academic advantage over fellow students or gain undeserved academic credits in all their academic requirements.

C. Standards of Academic Integrity

1. ***A SISFU student shall not cheat.***

Whereas CHEATING is defined as the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, and fraudulent means, a student, therefore, shall not commit any of the following:

- a. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, project, or any academic requirement;
- b. Write, take, research, develop, prepare, or answer an examination, assignment or homework, create a project, or make any academic requirement for another student, in whole or in part;
- c. Submit an examination, assignment, project, or any academic requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part;
- d. Prevent or interfere with the use by other students of any library, laboratory, or other academic-related resource;
- e. Damage, destroy, impair, or steal any library, laboratory, or other academic-related resources or another student's completed assignments;
- f. Copy, in whole or in part, from another student during a test, competition, seatwork, project, etc.;
- g. Purposely allow oneself to be an accomplice in cheating by permitting another student to copy from one's academic work during a test;
- h. Alter or interfere with grading done on any form of academic work or as seen on the report card or any grading document/record;
- i. Use or consult, during an examination, any sources (e.g. electronic equipment such as mobile phones, laptops, etc.), other students, or any material not authorized by the teacher/instructor;
- j. Commit other acts of fraud or deceit;
- k. Steal and/or sell copies of tests and/or other instruments of evaluation; or forge signatures on any document that would require the signature of an authority (e.g. school officer, teacher/instructor, or parent, etc.).

2. ***A SISFU student shall not lie.***

Whereas LYING is defined as the act of deceiving, misleading, or confusing another person or group of persons by telling half-truth statements or acts to gain undue academic advantage or avoid natural consequences of violation/s against the SAIC for oneself and/or another student, a student, therefore, shall not lie, verbally or in writing, to a teacher/instructor, officer, or parent/guardian to:

- a. Improve one's grade or academic standing;
- b. Unjustly accuse another/other student/s to gain academic advantage;
- c. Cast doubt on the integrity of another student, a teacher, or school officer without enough proof or basis;
- d. Conjure/make-up false stories to save oneself and/or another student from consequences as a result of the violation;
- e. Conjure/make-up stories to mislead, delay, or confuse an investigation of an offense against the code; and
- f. Coerce another student to lie during an investigation.

3. ***A SISFU student shall not plagiarize.***

Whereas PLAGIARISM is defined as the act of representing the work of someone else as one's own and submitting it for any purpose, a student, therefore, shall not commit the following:

- a. Use, quote, or incorporate the ideas, words, sentences, paragraphs, or parts of another person's writings without giving appropriate credit, and representing the output as one's own;

- b. Represent another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as one's own;
- c. Allow oneself to be an accomplice by permitting another student to plagiarize one's academic work;
- d. Submit a paper or project purchased from a research or term paper service, including from the Internet; or undocumented web source usage; and
- e. Coerce another person to plagiarize and/or submit work in one's name.

E. The Student Academic Integrity Code Pledge Statement

All SISFU students from senior high school up to college level are expected to memorize by heart and understand the SAIC Pledge Statement.

I do hereby acknowledge the existence of the SISFU Student Academic Integrity Code.

I therefore commit myself to avoid cheating, lying, and plagiarizing.

I understand that the code is important in maintaining a culture of excellence in the campus characterized by the highest degree of intellectual honesty and integrity in academic conduct.

I understand that I shall be responsible for any consequence that might result should I choose to violate the letter and or spirit of any of the provisions stated in the code.

This short version of the written pledge is placed in all examinations, assessments and assignments and is signed by the students before they start taking the exams or submit assessments.

I do hereby commit to observe, practice, and pursue the highest degree of intellectual honesty and integrity in academic conduct by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.

G. Procedure in Handling Violations Against the Student Academic Integrity Code

If a student violates any of the standards/provisions in the Student Academic Integrity Code, the investigating officer and/or body is/are bound to observe substantive and procedural due process. A student accused of violating any of the standards of the code shall be given due process and shall remain innocent until proven guilty.

H. Consequences of Violations Against the Student Academic Integrity Code

In the event a student is proven guilty after having been afforded due process, the sanctions stated in Section 13 of this Handbook shall be upheld unless changed or refined by the Discipline Board and/or the Academic Council.

Addendum III - SISFU STATEMENT OF ANTI-DISCRIMINATION POLICY

As an international school that welcomes students from diverse racial, ethnic and cultural backgrounds, Southville International School affiliated with Foreign Universities (SISFU) teaches and expects its students to treat one another with understanding and compassion. There is no place at SISFU for racism, homophobia and other kinds of discriminatory or hatred in speech and in behavior. We pride ourselves on diversity, inclusion and equality for all students where they feel safe and valued.

We have a zero tolerance policy for any act or language that violates the rights and dignity of individuals, and seeks to intimidate and foster hate towards another person's race, religion, disability, ethnicity, gender or gender identity. Even one hate incident is one too many and students, faculty and staff are made to understand that it will not be tolerated. We strive to create a diverse, safe and inclusive learning environment that respects and embraces the differences between and among us.

We will quickly respond to any homophobic or racist incident, investigate and sanction if needed, and continue to engage in meaningful conversations pertaining to gender, race and other differences. We are committed to educating our students' minds and hearts, and preparing them to live and thrive in a diverse world. We see in them a reason to hope for a more just and humane society in the future.

Addendum IV - SISFU ONLINE/VIRTUAL CLASS GUIDELINES

I. For Students

You are here to take part in a positive learning experience that should develop your personal, academic and employability skills. To get the most of the opportunities we provide, you will need to take responsibility for your own learning and development.

A. Before the Online Class

1. Establish daily routines and ensure you are aware of your online class schedule for the week.
2. Identify a comfortable, quiet space in your home where you can work effectively and successfully (avoid lounging on the bed or sofa, etc).
3. Prepare and set-up your device at least 10-15 minutes in advance, so you are ready to start on time.
4. Some faculty members will be sending you materials and instructions in advance, it is your responsibility to complete the required readings and preparation before the actual online schedule.

5. Wearing of uniforms is no longer required, but neat casual attire will be expected when you are participating in live, online classes and discussions.
6. Snacks and meals may be taken in between online sessions, when you are actually offline.
7. Use the official SGEN email account at all times.
8. All communications with your respective faculty members should be via Google Classroom chat.
9. Inform your faculty if you are unable to maintain video conferencing throughout the session due to data restrictions.
10. If internet is limited, here are some steps to save data:
 - A. To change your video resolution when using Meet on your computer:
 1. In a web browser, open <https://meet.google.com/>.
 2. Click Settings and select Network.
 3. Choose a setting you want to change:
 - I. > Send resolution—the image quality from your device that others see.
 - II. > Receive resolution—the image quality that you see from other participants.
 4. Click Done.
 - B. Send resolution (maximum)

High Definition (720p)—(Available on computers with a quad-core CPU or higher)

Uses more data, but your camera will send a better quality picture.

Standard definition (360p)—uses less data, but your camera will send a lower quality picture.
 - C. Receive resolution (maximum)

High Definition (720p)—(Available on computers with a quad-core CPU or higher)

Uses more data, but you see a higher quality picture.

Standard definition (360p)—uses less data, but you see a lower quality picture.

Standard definition (360p) - single feed—to save more data, the other participants' thumbnails turn off.

B. During the Online Class

1. Attendance will be taken via a 'roll call' at the beginning and end of each session.
2. Mute your microphone when not actually speaking, so to limit ambient and other distracting sounds.
3. Complete your academic tasks/work with integrity and honesty.
4. Follow online etiquette and be a responsible digital citizen.

C. After the Online Class

1. Take note of submission dates.

2. Should there be challenges in submission dates that would be beyond our control, inform your faculty and Dean/Programme Head.
3. Check regularly updates and newsletter posted by the respective Academic Offices in Google classroom.

Addendum V - ONLINE EXAMINATION STUDENT GUIDELINES

1. **Set-up** your computer at least 20 – 30 minutes prior to the commencement time of your examination.
 - a. Laptop or tablet/personal computer.
 - b. A working webcam with microphone or a phone with built-in camera.
 - c. Sound output via headset or earbud (optional)
 - d. Internet connection (to test the internet connection, visit <https://www.speedtest.net/> at least 2 mbps download and upload speed.
 - e. Student ID
 - f. A table and a chair
 - g. Well lit, quiet, and free from distraction room/environment
 - h. A testing surface that is clutter-free and contains only one computer, one monitor, one keyboard, and one mouse. No other items permitted, unless specifically required by your lecture.

2. **Ensure** that you are familiar with procedures and violations relating to Student Academic Integrity, you may refer to:
 - a. Student Handbook - Section 8 Student Academic Integrity Code
 - b. Partner school policies and procedures:

International College of Hotel Management (ICHM)

<https://www.ichm.edu.au/programs/rules-policies-procedures>

De Montfort University:

<https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>

3. **To be observed during the exam:**
 - a. Proper posture – sit up straight facing your laptop/computer with a camera.
 - b. Remove all unnecessary things in your exam area. Textbooks, learner guides, etc., are not permitted.
 - c. Remember – no extra or other gadgets allowed.
 - d. During the exam, your hand should be on the keyboard of the gadget you will use to take the online exam.



- e. Face should not be blocked by headphones, headpiece or any other kind of headbands/hoodie.
- f. The camera should not be disconnected during the exam session at any time.
- g. The web-cam must be focused on you (the one taking the exam) at all times.
- h. You may not lean out of the camera view during your exam session. The invigilator must be able to see you at all times.
- i. You must not willingly receive any kind of communication from any person during the exam.
- j. You are not permitted to talk or chat with any other participant taking the examination.
- k. Reading the exam aloud is prohibited.
- l. You must not leave the online exam testing area.
- m. No other people are allowed in the exam testing room.
- n. OBSERVE INTEGRITY AT ALL TIMES! Do not open any browser or site except for Exam.net.
You will be locked out of the exam page.

REMEMBER: Not only does exam.net detect if you are attempting to open or access any other browser or site, but the invigilator may also lock you out of the exam page or force you to submit the exam at any time.

4. Exam Proper:

- a. Using your laptop/personal computer or gadget with the same capacity that is connected to the internet, open (*Faculty to insert Google Meet or Zoom link, class ID and password*) and start the video conference.
- b. Attendance will be taken.
- c. You will be required to show your Student ID to the camera as well as the desk and where you are working (360 degrees sweep of the area).
- d. Then mute your microphone.
- e. Upon the instruction of the invigilator you will be asked to open the browser and go to exam.net (or depending on the exam website of the faculty)
- f. The invigilator will provide you with the exam key and you should fill in the following information:
 - I. First Name
 - II. Last Name
 - III. Email
 - IV. Class

V. Student ID

- g. You will be informed when to start the designated reading time.
- h. Any specific questions relating to the exam must be asked during the reading time and it is at the invigilators discretion as to whether they will be answered. After this, questions are not permissible.
- i. If you wish to gain the invigilators attention, raise your hand via the video session & wait for the invigilator to communicate with you.
- j. During reading time, you are only permitted to type/encode on the sheets identified as 'scrap paper'. *(note for faculty to include 'scrap paper sheets' when uploading the exam paper)*
- k. Do not commence your work or answer the questions until the allocated reading time has concluded or you are directed to start.
- l. Where a student wishes to use a calculator, the calculator function available as a tool within Exam.net must be utilized, no other calculators/gadgets are permitted.
- m. In the event you need access to a one translation word only dictionary, please inform your invigilator prior to the commencement of the examination, so that the Exam.net translation tool may be activated for you.
- n. Do not forget to click the check/submit button to submit your exam.