1. What is the SOH Junior Term Abroad (JTA) Program?

Through the SOH Junior Term Abroad (JTA) Program, qualified SOH students have the opportunity to take classes in universities abroad and have them credited towards their degree at Ateneo de Manila University. Support structures are put into place to assist students in applying to destination universities and rearranging their Individual Plan of Study (IPS) in order to integrate their studies abroad with their studies at the Ateneo de Manila. Previous participants of the SOH JTA Program have described their JTA experiences as both academically enriching and personally rewarding, an important period of growth and discovery in their college lives. SOH JTA participants are also expected to be Ateneo’s unofficial student-ambassadors, helping build our relationships with our partner institutions abroad.

QUESTIONS REGARDING ELIGIBILITY

2. Who are eligible to join the SOH Junior Term Abroad Program?

The ideal candidate for the SOH Junior Term Abroad program is a student who has a good work ethic as demonstrated by above-average grades, leadership qualities, and sufficient maturity to participate in the program.

Students who meet the following minimum qualifications may apply to the SOH Junior Term Abroad (JTA) Program:

1. Cumulative QPI of 2.8 or higher at the time of application. Students who do not meet the minimum grade requirement may be waitlisted pending an improvement of their academic performance in 3rd year 1st semester.
2. College sophomore; must have already spent 1 full semester in ADMU and should have at least one more full study semester in ADMU after the JTA program
3. No F or W in any subject
4. Has not been found guilty of any major disciplinary offense
5. For programs that will be conducted in languages other than English: language proficiency in the requisite language as might be required, or readiness to pursue language courses

Apart from these qualifications, students undergo a screening process handled by the Office of the Dean of the School of Humanities.

3. Are students who transferred to Ateneo and students who have previously cross-enrolled at other universities allowed to participate in the Junior Term Abroad program?

No more than one-third of the units a student has taken at other universities may be validated as Ateneo subjects. Students who transferred to Ateneo in their freshman or sophomore year, and students who have previously cross-enrolled at other universities are advised to compute whether they might exceed the maximum number of validated units if they participate in the Junior Term Abroad program. (Please see the Undergraduate Student Handbook p. 166).

4. Are OAA Scholars allowed to apply to the Junior Term Abroad Program?

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(updated: 22 January 2013)
OAA scholars who meet the minimum requirements are eligible to apply to the Tuition-Waiver Scheme of the SOH JTA Program (see question #5 below). However, their scholarship will only cover the maximum load of a required summer term and two semesters for their junior year. Any overload or additional term they need to take due to any changes in their IPS will not be covered by their scholarship. OAA scholars who are accepted in the Tuition-Waiver Scheme are also encouraged to inquire whether they are eligible for Tuition-Exempt Track of the Spring JTA Accelerated Semesters Program.

Partial waivers of the OIR processing fee may be available to OAA scholars.

QUESTIONS REGARDING FEES

5. What fees are JTA Program participants expected to pay?

A student under the SOH Junior Term Abroad Program is required to pay the following:

1. Tuition fees (please see the paragraphs below for an explanation)
2. OIR processing fee of Php 10,000.00 (non-refundable)
3. Visa processing fees, as may be required by the respective embassies
4. Medical and travel insurance
5. Round-trip air fare to the country of destination
6. Living expenses (food and lodging expenses)
7. Additional pocket money for travel and leisure

Tuition fees. There are two main kinds of study-abroad opportunities under the JTA Program: the Tuition-Waiver Scheme and the Fee-Paying Scheme.

The Tuition-Waiver Scheme is a student exchange agreement that Ateneo de Manila enters into with partner universities abroad. An Atenean who participates in the JTA Program under the Tuition-Waiver Scheme is expected to pay the Foreign Student Counterpart Fee, equivalent to the tuition fee of a full-load semester at Ateneo de Manila. In return, the fee that he/she would have had to pay at the foreign university is waived. The Foreign Student Counterpart Fee is payable in two installments: the first installment is a P10,000 confirmation deposit, payable as soon as the student has received a notice of acceptance from the destination university. The balance of the payment is payable two weeks before the student departs for the host country.

OAA scholars are encouraged to inquire about the Tuition-Exemption Scheme. If they are eligible to participate in this track, their Foreign Student Counterpart Fee might be waived. OAA scholars who are interested in this scheme must see the SOH JTA Coordinator for more details.

A student in the Fee-Paying Scheme is expected to pay the tuition fee of the host university/institution abroad. The destination university determines the deadline of these fees. This fee is paid directly to the host university/institution.

Apart from this, students may also participate in the ASEAN Credit Transfer Scheme and the Casa Bayanihan alternative to the JTA program. Information about both of these programs are available on the SOH website.

6. Are scholarships or subsidies available for the JTA Program?

A limited number of scholarships and subsidies are sometimes made available by individual destination universities or governments of destination countries. Under these scholarship and
subsidy schemes, applicants are subject to the sponsoring body’s own screening processes. The list of available scholarships changes from year to year, and no guarantee can be made about the availability of scholarships in any school year. Scholarship and subsidy opportunities that we learn of before the SOH JTA application deadline are announced as soon as our office receives the information.

QUESTIONS REGARDING CLASSES

7. When does the SOH Junior Term Abroad take place?

There are three possible schedules for the SOH Junior Term Abroad, depending on the destination university:

- Schedule A: mid-January to May
- Schedule B: February/March to end-June
- Schedule C: April to end-July

The exact beginning and ending dates of the Junior Term Abroad vary per university.

8. How many units do students take abroad?

During their Junior Term Abroad, students take the equivalent of 12 to 15 units at their destination universities. The exact equivalency of units taken abroad with units taken in Ateneo is determined by the student’s home department, following the guidelines of the Loyola Schools Registrar.

9. Will the grades I received at my destination university appear in my transcript?

Courses taken at the destination university are subject to validation by the student’s home department, if these are to take the place of courses that are to be counted towards the student’s Ateneo degree. Grades of all courses, whether or not they are validated, will appear in the student’s transcript. The grades that will appear will follow the grading system of the destination university.

Students are advised to select destination universities that are likely to have classes that can be credited towards the student’s Ateneo degree. Two ECTS (European Credit Transfer and Accumulation System) is equal to 1 Ateneo unit. Classes that are the equivalent of more than 3 Ateneo units may be credited as a 3-unit course.

10. Will the grades I received at my destination university be factored into my Quality Point Index (QPI)?

No, grades received abroad will not be included in the computation of the student’s QPI. However, the said grades will still appear in a student’s transcript. If a student originally intended to have a course abroad validated towards his/her Ateneo degree, and s/he fails the said course abroad, s/he will have to repeat the equivalent course in Ateneo. It is the home department’s discretion to have a student repeat an equivalent course in Ateneo if the student received a very low grade in the said course abroad, even if the student may have received a passing mark. Needless to say, a failing mark incurred in a class taken abroad puts both the student and the Ateneo in a bad light.

11. How do I adjust my Individual Plan of Study (IPS) to accommodate the classes that I will take abroad?
Upon acceptance into the JTA Program, each participant will be required to coordinate closely with his/her home department and the SOH JTA Coordinator to map out his/her new IPS. The student must accomplish an SOH JTA IPS Amendment Plan for their purpose.

12. Do SOH students going on JTA follow a revised schedule, like their counterparts in JGSOM?

The SOH JTA Program has a Spring JTA Accelerated Semesters Program.

Under the Spring JTA Accelerated Semesters Program, certain core curriculum classes are offered on an accelerated schedule either in 3rd year 2nd semester (the Accelerated Semester for Juniors) or in 4th year 1st semester (the Accelerated Semester for Seniors), to accommodate those students who are either leaving before the official end of the second semester (Schedule A or B), or returning after the first semester has begun (Schedule C). (See question number 7 for the schedules.)

The Accelerated Semester for Juniors is for students under Schedules A and B. It begins on the third week of October (right after the previous semester’s exam week) and ends in either December or January. Classes do not meet during the Christmas break. The Accelerated Semester for Seniors is for students under Schedule C. It begins in July and ends in October, at the same time that the regular semester ends.

For both semesters, classes meet for five to six hours per week instead of three.

Students are preenlisted in the courses which follow the Spring JTA Accelerated Semesters Program, and the students officially register for these courses during the regular registration period.

In addition to these core curriculum courses, students may also be advised by their home department to take majors courses during the same semester that they are undergoing the Accelerated Semester. The department may choose to offer the majors course following the Accelerated Semester schedule as well, or they may choose instead to supplement the regular course with an online component to accommodate the JTA student’s early departure or late return.

QUESTIONS REGARDING THE APPLICATION PROCESS

1. When is the application period for the 2012-2013 SOH JTA Program?

The application period begins on Friday, 18 January 2013, with the SOH JTA information session. The deadline for submitting completed application packs is Monday, 11 February 2013.

2. How do I apply to the 2013-2014 SOH JTA Program?

The application and selection process for the SOH JTA program has three stages: (a) application to the program, (b) university placement, and (c) university application.

A. Application to the SOH JTA program

1. Read up on the different possible destination universities/institutions and choose your shortlist of five choices. Information about individual universities is available from their
websites and from OIR. In your selection process, a primary consideration should be whether the university offers classes in Spring 2014 that can be credited towards your degree. Other factors you may wish to consider include: whether the university’s strengths match your course or interests, your financial capability, and your foreign language skills. Please note that some universities have higher QPI requirements than the SOH JTA program.

2. Download and complete the JTA Application Form. * Discuss your plans with your Department Chair (or department undergraduate coordinator) and obtain his/her signature endorsing your application, to be affixed at the end of the Application Form.

3. Request your Department Secretary for a print-out of an AISIS-generated copy of your grades (PDF), signed by your Department Secretary.

4. Undergo a general medical examination, and obtain a medical certificate attesting to your good health.

5. Prepare a simple CV.

6. Prepare copies of creative works, or a copy of a marked and graded research/reflection paper.

7. Download and sign with your parent/guardian the form “Terms and Conditions for ADMU Student Exchange Programs.” *

8. Obtain a Certificate of Good Moral Character from the ADSA Office.

9. Download and have an Ateneo teacher complete the Recommendation Form.*

Please photocopy requirements #2 to #8. Put all originals, including the Recommendation Form, in a large brown envelope, and all copies in a second large brown envelope labeled “copies” on the back. Across the front of each brown envelope write your full name, year and course, and the words “JTA Application 2013.” Do not seal the envelopes. Kindly SUBMIT both envelopes on or before Monday, 11 February 2013, to the SOH JTA Coordinator [Mrs. Rowena Azada-Palacios, at the Department of Philosophy, 2F Dela Costa Hall].

After we have received students’ application forms, each applicant will be invited for an interview with the Dean of the School of Humanities as part of the application process. The dean’s office will inform students of the decision in due course. Accepted students will be required to meet with the SOH JTA Coordinator before 5 April 2013 in order to rearrange the itinerary of their core subjects.

B. University Placement

From June to July 2013, accepted applicants will meet with the SOH JTA Coordinator for university placement. Students will be placed in destination universities based on the student’s shortlist of university options and available slots in each destination university. If no slots are available in any of the universities on their shortlist, alternate destination universities will be suggested to them. All university placements must be finalized by Monday, 12 August 2013. The Dean’s Office will give students endorsement letters for the universities to which they will be applying.

* The JTA Application form, Recommendation Form and the form “Terms and Conditions for ADMU Student Exchange Programs” can be downloaded from the JTA section of the Ateneo School of Humanities website, http://soh.ateneo.edu.
Students must finalize the classes they intend to take at their destination universities and discuss with their program director or chair of the home department which classes can be validated and counted towards their degree. The program director/chair, along with the SOH JTA coordinator, will assist the student in finalizing their new IPS.

C. University Application

The Office of International Relations (OIR) will assist JTA participants with their applications to the various universities abroad. Deadlines for university application vary among the different institutions but in general range from August to November.

JTA participants will be required to attend a series of orientation sessions arranged by the OIR and/or the School of Humanities.

QUESTIONS REGARDING THE STUDENT’S RESPONSIBILITIES

1. What responsibilities are expected of students during their term abroad?

Students are expected to prioritize their academics during their term abroad, striving for academic excellence just as they would do at the Ateneo. If they have unfinished requirements at the Ateneo that they are supposed to finish while they are abroad, they are expected to complete all requirements competently, mindful of all deadlines.

Students are expected to correspond regularly with the SOH Junior Term Abroad Coordinator and the OIR Outbound Student Coordinator, sending updates regarding their progress and well-being when asked.

As unofficial student-ambassadors to Ateneo’s partner universities abroad, students are expected to behave honorably and responsibly at all times.

Students who expect to arrive after the succeeding semester has already begun must coordinate their enlistment requirements with their home departments and the SOH Junior Term Abroad Coordinator.

2. What responsibilities are expected of students after they have returned from their JTA?

Returning students must accomplish the feedback form required by the OIR. They must also schedule an individual debriefing session with the SOH JTA Coordinator and provide him/her with a photocopy of their grade report for the classes they took abroad.

A feedback session for all SOH JTA Program participants will be scheduled after all participants from the batch have returned. The Dean of the School of Humanities as well as the SOH Department Chairs and Program Directors will be present at this session.

Individual departments/programs may also require a separate debriefing session with the students’ respective chairs and/or program directors.
The application form and other pertinent documents will be available for download from http://www.ateneo.edu/ls/soh/jta/soh-jta-program.