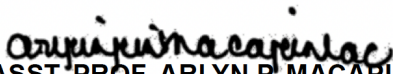




MEMORANDUM NO. OVCAA-MVLO-OFA 24-003

TO : ALL DEANS, HEADS OF UNITS, AND FACULTY MEMBERS

THROUGH : 
PROF. MARIA VANESSA P. LUSUNG-OYZON, Ph.D.
Vice-Chancellor for Academic Affairs, Office of the Vice-Chancellor for Academic Affairs

FROM : 
ASST. PROF. ARLYN P. MACAPINLAC
Director, Office of Field Activities Diliman


PROF. CARLENE PC PILAR-ARCEO
Director, Office of International Linkages Diliman

SUBJECT : UP Diliman International Academic Field Activity (I-AFA) Guidelines

DATE : 06 February 2024

The Office of Field Activities (OFA) Diliman, under the Office of the Vice Chancellor for Academic Affairs (OVCAA), acknowledges the significant role of various local and international academic field activities (AFAs) in the holistic learning of students while keeping in mind its mandate to ensure the University's safe and relevant implementation of these AFAs.

In fulfillment of this mandate and in response to the resurgence of international travel, OFA Diliman, together with the Office of International Linkages Diliman (OIL Diliman), is delighted to release the [UP Diliman International Academic Field Activity \(I-AFA\) Guidelines](#). **I-AFAs** are authorized academic and similar experiential learning class activities undertaken outside of the Philippines compliant with the approved competencies and learning outcomes of the course/subject. Examples include plant industry visits, study tours, field trips, fieldwork, field school, and others. This set of guidelines covers the conduct of University-approved I-AFAs for students from the University of the Philippines Diliman and its constituent units in their enrolled graduate or undergraduate courses. This does not cover the international extracurricular activities of students. Also, this does not apply to International Internships/On-the-Job Training (OJT)/Practicum as the latter are governed by another set of guidelines.

The Faculty-In-Charge (FIC)/adviser is also strongly advised to allot **at least two (2) months** to process both the I-AFA requirements and the Travel Authority (TA) application. This

takes into account the usual TA processing time (20 working days) and I-AFA application (at least 30 working days) in her/his/their timeline to avoid delays in processing the I-AFA request. This provides ample time for OFA Diliman to review the submitted documents, give feedback to the FIC/adviser, and obtain the endorsements of other concerned offices before the request is forwarded to the Office of the Chancellor (OC) for the Chancellor's review and approval. OFA Diliman shall then return the Chancellor-approved I-AFA request to the requesting unit. Once received, the FIC/adviser may then proceed to apply for a TA at <https://utak.upd.edu.ph/>.

Should you have any concerns and clarifications, or plan to set a meeting with us, please do not hesitate to contact us at ofadiliman@up.edu.ph. Our Office will be most glad to assist and serve you.

Please be guided accordingly. Thank you for your usual cooperation. Stay safe and healthy!



UP DILIMAN INTERNATIONAL ACADEMIC FIELD ACTIVITY (I-AFA) GUIDELINES¹

(UPD I-AFA Guidelines)

The University recognizes that local and international academic field activities (AFAs) form an integral part of the delivery of specific courses and programs in the holistic learning of students. This set of guidelines serves as a way to ensure the safety of students from UP Diliman and its constituent units during their international AFAs (I-AFAs).

International AFAs are authorized academic and similar experiential learning class activities undertaken outside of the Philippines compliant with the approved competencies and learning outcomes of the course/subject. Examples include plant industry visits, study tours, field trips, fieldwork, field school, and others.

This set of guidelines covers the conduct of University-approved International AFAs for students from the University of the Philippines Diliman and its constituent units in their enrolled graduate or undergraduate courses. This does not cover the international extracurricular activities² of students. This does not apply to International Internships/On-the-Job Training (OJT)/Practicum as the latter are governed by another set of guidelines.

The following are guidelines and **minimum requirements** for conducting **International AFAs**:

1. The I-AFAs must be linked to the approved competencies and learning outcomes of the course/subject.
2. Participation in I-AFAs **must be voluntary on the part of the students**. Alternative activities must be offered to those who opt to not participate. These alternative activities must provide similar acquisition of knowledge and development of the same key competencies provided by the I-AFA.
3. Before initiating the I-AFA application, the Faculty-in-Charge (FIC)/ adviser must read the guidelines and understand the requisites to implement the activity. It is strongly advised that the FIC/adviser coordinate with OFA Diliman (ofadiliman@up.edu.ph) to be properly guided in this endeavor.
4. The academic units must prioritize the security and safety of the students. The country of destination must be included in the [list of countries with bilateral agreements on education with the Philippines](#). The FICs/advisers must ensure that the I-AFA destinations and accommodations are safe and/or at reputable establishment/s.
5. In terms of destination selection, the nearest possible country/countries belonging to the Association of Southeast Asian Nations (ASEAN) must be considered first to minimize the costs.

¹ Based on the [Commission on Higher Education \(CHED\) Memorandum Order No. 26, Series of 2015: Policies, Guidelines and Procedures on International Educational Trips \(IET\) of Graduate and Undergraduate Students](#)

² International extracurricular field activities are field activities abroad that are undertaken by students outside the context of their enrolled undergraduate or graduate courses.



6. The FIC/adviser shall properly inform the students that the course has an I-AFA component, and ensure that relevant information is properly disseminated through:
 - a. *CRS Tagging.* Prior to the enlistment period, the department shall indicate the phrase “WITH OPTIONAL INTERNATIONAL ACADEMIC FIELD ACTIVITY” under the CRS remarks section of the concerned subject.
 - b. *Orientation.* Orientation shall be conducted by the FIC/adviser to ensure that all students are well-informed about the I-AFA. The orientation must cover important matters such as the nature of the I-AFA, its objectives, the schedule of activities, the I-AFA requirements, fees and travel costs, student eligibility, insurance, medical clearance, precautionary measures to be undertaken, standard accommodation for the students, visa application (if applicable), and immigration policies and basic laws and rules of the countries to be visited.
 - c. *Pre-departure Briefing.* The FIC/adviser shall provide a pre-departure briefing to the I-AFA participants to discuss essential pre-departure reminders.

7. Students who are eligible to participate in the I-AFA must:
 - a. be currently enrolled in the course at UP Diliman or its constituent unit;
 - b. be at least 18 years old³ at the time of the I-AFA;
 - c. be in good academic standing;
 - d. be able to communicate in English (or in the language spoken in the host country);
 - e. be physically and mentally fit;
 - f. have a valid insurance⁴ that covers the whole duration of the international trip.

8. The participating students must submit to the FIC/adviser a medical clearance issued/validated by the University of the Philippines Health Service (UPHS) certifying that they are fit to join the I-AFA. To secure medical clearance, please be guided by the following:
 - a. The FIC/adviser must submit, at the soonest possible time, an accomplished and duly signed UPHS Scheduling Form⁵ (Appendix A) to the UPHS via email at uhs.updiliman@up.edu.ph to arrange a batch schedule for the physical examination (PE) of students who are participating in the I-AFA. The UPHS Scheduling Form contains the following information:
 - (1) course information
 - (2) description of the I-AFA
 - (3) venue/s
 - (4) duration of the activity
 - (5) scope and nature of work of the students

³ Participating students who are minors must secure certification from the Department of Social Welfare and Development (DSWD).

⁴ The insurance should cover medical expenses, hospitalization, accidents, and other emergency situations in their country of destination. Liability insurance and repatriation insurance are strongly recommended.

⁵ The FIC/adviser is strongly advised to coordinate with UPHS and submit the UPHS Scheduling Form at the earliest possible time to avoid delays in the issuance of the required medical clearance. The medical clearance is deemed valid for six (6) months from the date of its issuance.



- (6) names of students
 - (7) schedule (to be arranged by UPHS Medical Records Officer and coordinated with the FIC/adviser)
- b. As the UPHS batch scheduling request is being processed, the FIC/adviser may already instruct the students to prepare the basic laboratory test results that are required for the PE. The participating students may present a duly accomplished and signed [I-AFA Laboratory Request Form \(Appendix B\)](#) to the UPHS to avail of free laboratory tests (i.e. CBC, Chest X-ray, and Urinalysis) required for their Physical Examination.

UPHS will coordinate the batch schedule with the FIC/adviser, who will then be responsible for cascading this and other PE-related instructions, information, and reminders to the students, making certain that the participating students are properly guided.

- c. The FIC/adviser must ensure that the students bring with them the following **laboratory test results (not older than six (6) months)** on their assigned PE appointment schedule:
- (1) CBC;
 - (2) Chest X-Ray; and
 - (3) Urinalysis

Please note that additional medical laboratory tests may be requested by UPHS/examining physician, as deemed necessary. These may entail additional costs.

REMINDER: The implementing unit should consider the needed time to secure the medical clearance of participating students to avoid delays in processing their I-AFA request.

9. The FIC/adviser must properly accomplish the [I-AFA Request Form \(Appendix C\)](#) and prepare all the documentary requirements, allotting **at least thirty (30) working days** for the application process. This provides ample time for OFA Diliman to review the submitted documents, give feedback to the FIC/adviser should the submitted requirements be incomplete or non-compliant, and obtain the endorsements of other concerned offices before the request is forwarded to the Office of the Chancellor (OC) for the Chancellor's review and approval. The request form with complete attachments (e.g. SPA, certification of good academic standing, medical clearance, copy of insurance policy, and roundtrip flight tickets of I-AFA participants), must be endorsed by the Department Chair and Dean/Head of Unit, before it is submitted to OFA Diliman at ofadiliman@up.edu.ph. The I-AFA Request Form must include the following details:
- a. description of the activities to be undertaken
 - b. learning objectives of the I-AFA
 - c. venue/s of the I-AFA and contact details of the person/s-in-charge
 - d. list of participating students
 - e. itinerary of travel and schedule of activities
(*I-AFA participants must strictly follow the University-approved I-AFA schedule*)
 - f. risk assessment and contingency plan
 - g. schedule of fees (if applicable)



10. The FIC/adviser must ensure that the Chancellor-approved I-AFA request, Travel Authority (TA), and other necessary documents as may be required by the country of destination are in order prior to departure. The processing of the I-AFA requirements for the approval of the Chancellor must precede the FIC/adviser's request for a TA. The FIC/adviser is also strongly advised to allot **at least two (2) months** to process both the I-AFA requirements and the TA application. This takes into account the usual TA processing time (20 working days) and I-AFA application (at least 30 working days) in her/his/their timeline to avoid delays in processing the I-AFA request. Once the I-AFA request is approved and signed by the Chancellor, OFA Diliman shall return the approved I-AFA request to the FIC/adviser. The FIC/adviser may then proceed to apply for a TA at <https://utak.upd.edu.ph/>.

NOTE: The approximate processing time of I-AFA request/s can be shortened if the documents submitted to OFA Diliman are complete and in order as back-and-forth transactions between parties involved and return of documents to the academic unit for revision or completion may be avoided.

11. The FIC/adviser shall obtain from students the individually accomplished and notarized [Student Participation Agreements \(SPAs\) \(Appendix D\)](#) duly signed by the student participants and their parent/legal guardian/spouse. By signing this form, all parties indicate that they are properly informed about the learning activity, and voluntarily agree to the terms and conditions of the conduct of the I-AFA. It is also understood that the parent/legal guardian/spouse is the primary emergency contact person for her/his/their dependent/spouse.

Through the SPA, students acknowledge that they fully understand their responsibilities, the benefits and relevance of the I-AFA to the course, and the challenges and risks associated with the I-AFA. It is a declaration that the student participants are physically and mentally fit and are insured during the whole duration of the international trip. The form also includes the following information:

- a. student profile
 - b. course/subject information
 - c. health status of the student
 - d. insurance policy provider and policy number
 - e. roundtrip flight details
 - f. emergency contact person
12. The FIC/adviser must ensure that the student participants have appropriate insurance for the I-AFA. The insurance must cover the whole duration of the international trip, from the students' departure to the country of destination to their arrival in the Philippines. The insurance should include their medical expenses, hospitalization, accidents, and other emergency situations in their country of destination. Liability insurance and repatriation insurance are strongly recommended.



13. The FIC/adviser shall provide participating students with **an endorsed excuse letter** that the students must submit to their other teachers. The letter shall contain pertinent I-AFA details and the request for other teachers to give concerned students
14. consideration in the class activities and requirements that may be affected by the scheduled I-AFA. In turn, the students must properly inform concerned faculty members of their participation in the I-AFA, especially if the schedule conflicts with their classes. This is important so that proper arrangements can be made with the teachers of the affected classes.

Once the I-AFA request is approved by the Chancellor, this shall be recognized as an **official activity**. All faculty members handling classes that have students joining the I-AFA are advised to extend special consideration to the I-AFA participants (e.g., allow these students to make up for the activities/requirements they missed while participating in the University-approved I-AFA).

15. The FIC/adviser is reminded to do the following during the conduct of the I-AFA/s:
 - a. Keep on file the contact details of emergency contact persons (parent, legal guardian, spouse, etc.) of every student. Communication lines with the Department Head/Institute Director must always be open throughout the conduct of the I-AFA.
 - b. Inform the head of her/his/their department of the time of departure to the country of destination and arrival in the Philippines. As much as possible, the class must always travel together for the University-approved I-AFA itinerary.
 - c. Exercise due diligence in ensuring the safe mobility of students throughout the conduct of the I-AFA, including the safe return of all the I-AFA student participants to their residences.
 - d. Ensure that the approved itinerary and schedule of activities are strictly followed during the conduct of I-AFA. In case of any unavoidable change in schedule, the faculty should properly coordinate with the parties involved, the head of her/his/their unit, and OFA Diliman as soon as possible.
 - e. Supervise the participation of the students throughout the I-AFA.
 - f. Ensure that a complete first aid kit is available during the conduct of I-AFA.
16. With due diligence by all parties, especially the FIC/adviser, the AFA is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during the I-AFA, the FIC/adviser shall strictly follow the protocol stipulated in the [Field Incident Reporting Guidelines](#).
17. The FIC/adviser must inform OFA Diliman via email at ofadiliman@up.edu.ph once all students have safely returned home from their international AFA. Upon return, the FIC/adviser must also conduct a debriefing program for the student participants. Students must submit their outputs (journal, reflection paper, etc.) and other relevant documents required by their FIC/adviser.



18. Upon the completion of the learning activity, **both the FIC/adviser and the I-AFA student participants** must submit an assessment report via this [Evaluation Form \(Appendix E\)](#) to provide feedback on their I-AFA experience, the issues they encountered, and how these were addressed. Through the evaluation form,
19. FICs/advisers are also requested to indicate the amount expended and upload a photo documentation of the debriefing session.

Additionally, the FIC/adviser and the student participants are highly encouraged to upload photo documentation of their I-AFA experience. When uploading the photos, please include a brief description of the photo. Please refer to sample photos and captions in the [AFA Gallery](#). Kindly indicate if the FIC/adviser and the student participants consent to share the photos on the OFA Diliman website's AFA Gallery section.

Students and FICs are also welcome to submit a 1-2 page feature article about their I-AFA experience for possible publication on the OFA Diliman website. To submit an article, students, through the faculty-in-charge, may email their submission to OFA Diliman (via ofadiliman@up.edu.ph) with the subject **[Course – Surname] AFA Spotlight** using the provided [AFA Spotlight submission template](#). The FIC may also submit an article using the [appropriate submission template](#). You may visit the OFA Diliman Website [AFA Spotlight](#) section for reference.

DOCUMENTARY REQUIREMENTS

1. The FIC/adviser shall allot **at least thirty (30) working days** for the processing of the I-AFA application submitted to OFA Diliman. The submitted I-AFA request must include the following documents:
 - a. International Academic Field Activity (I-AFA) Request Form ([Appendix C](#))
 - b. Notarized Student Participation Agreements (SPAs) ([Appendix D](#))
 - c. Approved documents from the country of destination or host of the activity/event (e.g., letter of invitation, letter of acceptance, approved itinerary, etc.)
 - d. Copy of the students':
 - i. roundtrip ticket with flight details;
 - ii. medical clearance;⁶
 - iii. certification of good academic standing;
 - iv. appropriate insurance;⁷
 - v. appropriate visa (if applicable).
2. In addition to the above-mentioned documentary requirements, the FIC/adviser must make sure that the following are in order:
 - a. Any other necessary documents as may be required by the country of destination
 - b. Duly processed TA of the FIC/adviser and other involved UP personnel for the requested I-AFA

⁶ To process the medical clearance, please refer to [number 11](#) of this document.

⁷ The insurance should cover medical expenses, hospitalization, accidents, and other emergency situations in their country of destination. Liability insurance and repatriation insurance are strongly recommended.



3. Immediately after the conduct of the I-AFA, The FIC/adviser shall evaluate the implementation of the international learning activity by answering the **Evaluation Form** ([Appendix E](#)) provided by OFA Diliman.
4. Student participants must also accomplish the same **Google Form** ([Appendix E](#)) for their evaluation of the conducted I-AFA.

APPENDICES

Appendix A: [University of the Philippines Health Service Physical Examination Scheduling Form](#)

Appendix B: [I-AFA Laboratory Request Form](#)

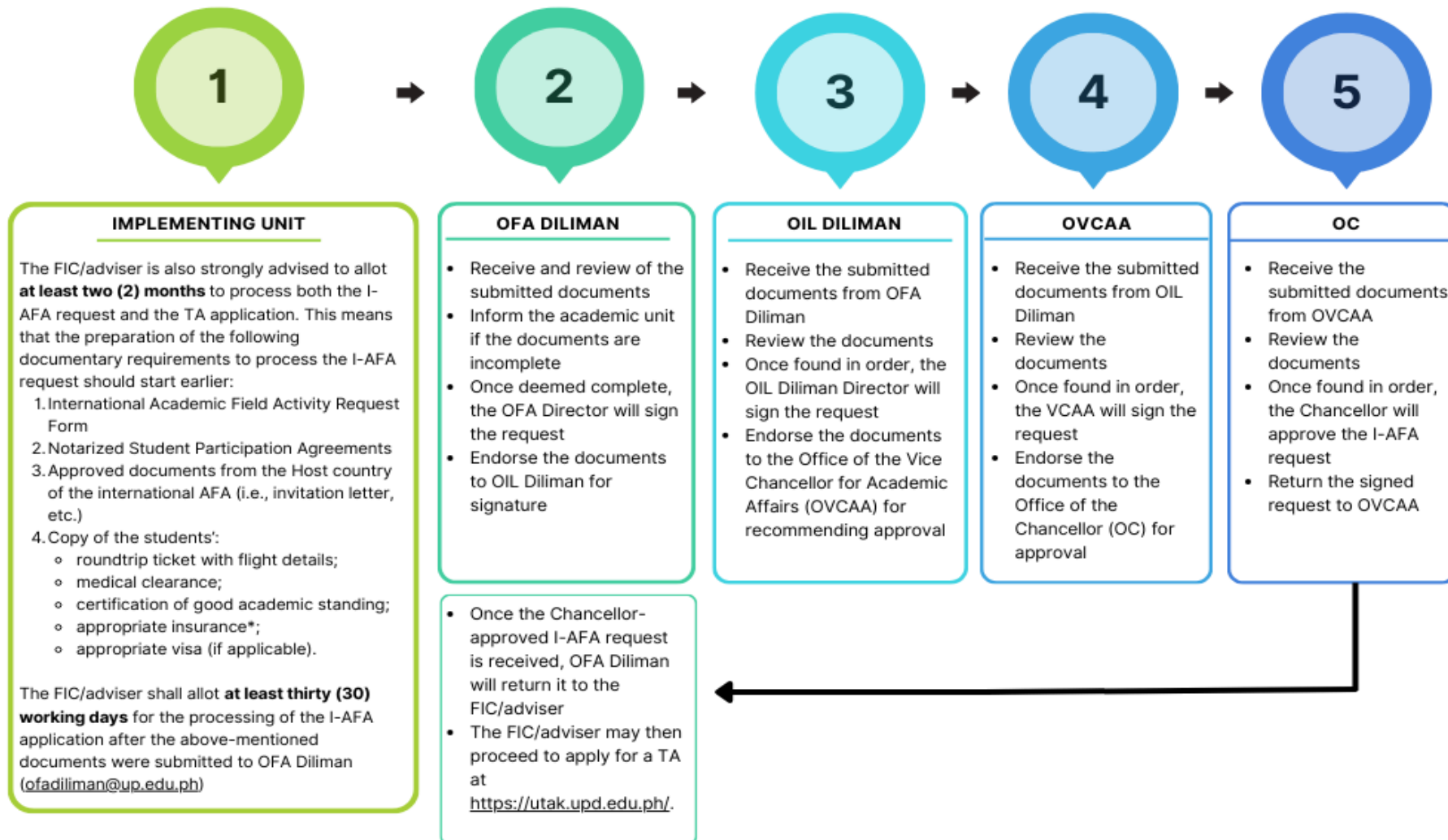
Appendix C: [I-AFA Request Form](#)

Appendix D: [Student Participation Agreement Form](#)

Appendix E: [Evaluation Form](#)



International AFA (I-AFA) Application Guide



*The insurance must cover the whole duration of the international trip, from the students' departure to the country of destination to their arrival in the Philippines. The insurance should include their medical expenses, hospitalization, accidents, and other emergency situations in their country of destination. Liability insurance and repatriation insurance are strongly recommended.



University of the Philippines Health Service Physical Examination Scheduling Form

Instructions:

1. The academic unit must submit a PDF version of this form at the soonest possible time to the University of the Philippines Health Service (UPHS) via email at uhs.updiliman@up.edu.ph for the Physical Examination (PE) batch scheduling of participating students. This is to facilitate a more systematic issuance of medical clearance to concerned students, which is a requirement for processing the I-AFA request.
2. UPHS will return the submitted I-AFA UPHS PE Scheduling Form to the academic unit with the following information:
 - a. batch schedule for the PE of participating students
 - b. action to be taken related to the scheduled PE
 - c. special instructions, if applicable
3. Should UPHS indicate additional medical tests/laboratories on this form aside from Urinalysis, CBC, and Chest X-ray, concerned students must be provided with a copy of this form as this will serve as the doctor's request for such tests. Please note that additional medical laboratory tests may entail additional costs.

Academic Year: _____ **Academic Unit:** _____ **Date Submitted:** _____

Semester/Term: [] 1st Semester [] 1st Trimester
 (check all applicable) [] 2nd Semester [] 2nd Trimester
 [] Midyear [] 3rd Trimester

Course & Section: _____ **Offering Unit:** _____

Name of FIC/Adviser	<i>Asst. Prof. Pedro Dela Cruz</i>
Contact Details of FIC/Adviser (email and phone number)	<i>09xx xxx xxxx abcde@up.edu.ph</i>

Description of the I-AFA

A. Brief Introduction	
B. Venue/s <i>Ban Chiang, Thailand</i>	
C. Specific Requirement from the Facility <i>Study Tour – Fecalysis ; Malaria prophylaxis</i>	
D. Schedule (date and duration) <i>September 27-30, 2023; 4 days</i>	
E. Scope and Nature of Work of the Student/s <i>(Working with the community/children? Strenuous physical activity?)</i>	

Names of Students <i>(to be filled up by FIC/Adviser)</i>	Schedule of Physical Examination <i>(to be filled up by UPHS)</i>	
	Date	Time

--	--	--

(insert additional rows as necessary)

DO NOT FILL OUT. For UPHS only.

PE Batch Schedule	
Remarks/ Special Instructions	

Prepared by:

Scheduled by:

Signature over Printed Name of FIC/Adviser

Signature over Printed Name of Medical Records Officer

Date

Date

Reviewed by:

Approved by:

Signature over Printed Name of Head of Unit

Signature over Printed Name of UPHS Director

Date

Date



International Academic Field Activity (I-AFA) Laboratory Request Form

Instructions:

1. Students must fill out this request form, secure the endorsement of the Faculty-in-Charge (FIC)/Adviser, and submit this at the soonest possible time to the University of the Philippines Health Service (UPHS), as a requirement for processing the I-AFA request.
2. Students are required to bring the results of their Chest X-ray, CBC, and Urinalysis on the date of their Physical Examination (PE), which the FIC/adviser will arrange with the UPHS.

Name of Student: Maria Makiling

Degree Program: BS MBB

Semester/Term: 1st Semester 1st Trimester **Academic Year:** 2023-2024
 2nd Semester 2nd Trimester
 Midyear 3rd Trimester

Course & Section: MBB 195 - WFW **Offering Unit:** NIMBB-College of Science

The above-named student is participating in the I-AFA and must undergo the following laboratory tests to obtain medical clearance:¹

1. Chest X-ray
2. CBC
3. Urinalysis

Endorsed by:

**Signature over printed name
Faculty-in-Charge/Adviser**

Date Signed: _____

¹ Additional tests may be required as deemed necessary by the examining physician



INTERNATIONAL ACADEMIC FIELD ACTIVITY (I-AFA) REQUEST FORM

College/Department: _____

Date of Submission: _____

Semester/Term: 1st Semester 1st Trimester
 2nd Semester 2nd Trimester
 Midyear 3rd Trimester

Academic Year: _____

Requested International AFA

Class/Course and Section	Description of International AFA	Number of Participating Students	Name of Venue/Facility/ies	Address	Person-in-charge from Venue/Facility (Contact and email address)	Inclusive Dates <i>(start and end date)</i>
<i>MBB 195 WFW</i>	<i>Series of talks, a tour around their museums, actual visits to biotech startups, and a survey of the surrounding institutes</i>	<i>25</i>	<i>Field sites in Ban Chiang, Thailand</i>	<i>Ban Chiang, Thailand</i>	<i>Vachirawit Chivaaree (+6624168841 - vchivaaree@gmail.com)</i>	<i>September 27-30, 2024</i>

Class/Course	<i>MBB 195</i>	Class Section	<i>WFW</i>
Date of Departure to the Country of Destination	<i>September 26, 2024</i>	Date of Arrival in the Philippines	<i>September 31, 2024</i>
Name of FIC/Adviser	<i>Asst. Prof. Pedro Dela Cruz</i>		
Contact Details of FIC/Adviser <i>(email and phone number)</i>	<i>09xx xxx xxxx abcde@up.edu.ph</i>		

Students' Information

Names of Students	Contact Number	Email address	Degree Program
1. Maria Makiling	09xxxxxxxx	mmakiling@up.edu.ph	BS Biology

(You may add additional rows as necessary)

Schedule of Activities¹

Date/s	Time	Activity	Location
September 27, 2024	7:00 - 7:30 a.m.	<i>Introduction and reminders of museum tour guide</i>	<i>Ban Chiang National Museum</i>
September 27, 2024	7:30 - 10:00 a.m.	Museum tour	<i>Ban Chiang National Museum</i>

¹ The FIC/adviser may also attach the letter of invitation and copy of the program from partner organization/company/establishment and the approved budget request if applicable.

(You may add additional rows as necessary)

Objectives of the I-AFA

Please add a brief description of how the conduct of the requested I-AFA will attain any of the approved competencies and learning outcomes of the course.

Risk Assessment of I-AFA Venue/s, Possible Challenges, and Contingency Plans

Schedule of Fees (if applicable)

Particulars	Unit	Quantity	Amount
TOTAL			

(You may add additional rows as necessary)

The unit, under the representation of the FIC/adviser, has taken precautionary measures to ensure safe and secure facilitation and completion of the above-mentioned I-AFA. It is understood that the FIC/adviser is physically and mentally fit to facilitate the I-AFA and that no student will be allowed by the unit to join any AFA outside the country without complying with the requirements for I-AFA.

Prepared by:

Signature over printed name
Faculty-in-Charge/Adviser

Date: _____

Endorsed by:

Signature over printed name
Department Chair/Institute Director

Date: _____

Signature over printed name
Dean/Head of Unit

Date: _____

Recommending Approval:

ASST. PROF. ARLYN P. MACAPINLAC
OFA Diliman Director

Date: _____

PROF. CARLENE PC PILAR-ARCEO
OIL Diliman Director

Date: _____

PROF. MARIA VANESSA P. OYZON, Ph.D.
Vice Chancellor for Academic Affairs

Date: _____

Approved:

EDGARDO CARLO L. VISTAN II
Chancellor, UP Diliman

Date: _____



STUDENT PARTICIPATION AGREEMENT FOR INTERNATIONAL ACADEMIC FIELD ACTIVITIES

Instructions:

1. All students participating in the International Academic Field Activity (I-AFA) must accomplish this agreement.
2. Read carefully the information provided in this Student Participation Agreement (SPA).
3. Fill out the form. Please note that only completely accomplished forms will be accepted.
4. Ensure that the required signatures are affixed. This guarantees that all the information below is factually correct and that all parties understand and concur with the SPA's terms and conditions.
5. SPAs must be notarized for the function they may serve in court should legal disputes occur.
6. Submit the accomplished SPA to the Faculty-in-Charge (FIC)/adviser on time.
7. The FIC/adviser or the academic unit shall submit all accomplished SPAs along with other required I-AFA documents to OFA Diliman (ofadiliman@up.edu.ph).

Student's Profile

Full Name: _____ Student Number: _____
 College: _____ Degree Program: _____
 Department: _____ Birthdate: _____

Names of Emergency Contact Persons <small>(Provide at least three [3] including a contact person residing in the country of destination who may be easily reached, if applicable)</small>		Relation to Student	Contact Details (Mobile Number)	Address
1	Primary Contact	Parent/Legal Guardian/Spouse	09xx xxx xxxx	#4 Magsaysay Avenue cor. Apacible St., QC
2				
3				

Information on I-AFA

Course Code: _____	Section: _____
Faculty-In-Charge/Adviser: _____	
Date/s and Time/s of I-AFA: _____	
Insurance Provider and Policy Number ¹ : _____	

Health Status

With medical or psychosocial condition/s?	<ul style="list-style-type: none"> • No • Yes _____ 	• Details, if applicable:
With medication or other treatments?	<ul style="list-style-type: none"> • No • Yes²: _____ 	• Details, if applicable:

¹ Kindly attach the copy of the insurance policy.

² Please attach a medical certificate from the attending physician, if with medication or other treatments for psychosocial condition/s.

Flight Details

DATE	FROM	TO	FLIGHT NO. ³	AIRLINE	TIME OF DEPARTURE	TIME OF ARRIVAL
	NAIA					
		NAIA				

(Please insert rows for the details of connecting flight/s if applicable)

Terms of Agreement

- Intention to participate:** I express my full intention to participate in the international academic field activity. I confirm that I am of legal age and in good academic standing as certified by **[academic unit]**. I also confirm that the unit has conducted consultations with the students/faculty/stakeholders and that all information regarding the I-AFA, including the possible risks and contingencies, has been fully explained to me and my parent/legal guardian/spouse.
- Acknowledgment of benefits and relevance to the course:** I acknowledge that I have been informed of the facts and circumstances surrounding the I-AFA. I am aware that the conduct of the I-AFA is in accordance with the relevant guidelines to ensure the security and safety of the I-AFA participants. I further recognize the relevance of the I-AFA to my course and/or degree program. I understand and acknowledge the benefits of my participation in complementing my learning and developing my competencies as a student, as follows:

(Information to be provided by the FIC/Adviser)

LIST OF ACTIVITIES	LEARNING OBJECTIVES TO BE FULFILLED
<i>Examples: Field work; Recital; Practical exam</i>	<i>Additional learning of the lesson or course</i>
1.	
2.	

(add more rows as necessary)

- Acknowledgment of challenges:** I understand that the University, under the representation of the FIC/adviser, has taken precautionary measures to ensure my safety and security in the facilitation and completion of this I-AFA. However, I am aware that my participation in this activity carries with it certain challenges and liabilities that cannot be eliminated regardless of the care taken to avoid these. I acknowledge and accept that the particular activities bear many possible challenges that may be brought about by participating in the I-AFA.
- Acknowledgment of responsibility:** I understand that it is my responsibility to learn as much as possible about the challenges of the I-AFA, weigh those challenges against the benefits, and decide whether to voluntarily participate or not. I also understand that I, as a participant in this activity, am also a member of the University’s community and that I pledge to conduct myself in accordance with all applicable guidelines, regulations, and policies of the University and College, as well as the governing laws of the Philippines.
- Liability and Indemnity:** I, my heirs, next of kin, and personal representatives, do hereby release and forever discharge the University, the College, and any of its representatives from any and all actions, claims, and demands for uncontrollable circumstances, damages, and loss howsoever arising from which now or may hereafter be sustained by me in consequence of my personal activities outside of the University-approved I-AFA itinerary. I will not hold the University, the College, or any of its representatives responsible for any unseen and untoward incident that might happen to me outside of the official I-AFA itinerary. The University as well as the FIC/adviser hold

³ Kindly attach the copy of the roundtrip ticket.

no legal responsibility for the students should the latter engage in their personal itineraries outside of the University-approved I-AFA itinerary.

6. **Fitness to participate.** I hereby confirm that I am physically and mentally fit to participate in this field activity. I informed the corresponding FIC/adviser of any pre-existing health condition that I have. I consequently received medical clearance and will follow the advice of health experts concerning the avoidance of health risks and the treatment of any health condition during this activity.

I certify that I have carefully read the preceding agreement and I voluntarily agree to the terms and conditions of the conduct of the aforementioned I-AFA without reservation. I declare on my honor that all the information provided above is true and correct. I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified. I also hereby certify that I have the appropriate insurance⁴ that covers the whole duration of the international trip, from my departure to the country of destination to my arrival in the Philippines.

Student's Signature over Printed Name

Date Signed: _____

Noted by:

Signature over printed name of Faculty-in-Charge/Adviser

Date Signed: _____

I certify that I am the parent/legal guardian/spouse of the above-named participant in this I-AFA. The details of the I-AFA, including the possible risks and contingencies, have been fully explained to me. I have read the set of guidelines and understood its contents. I signed this agreement of my own free act. I acknowledge that my dependent/spouse and I have agreed to the terms and conditions of my dependent/spouse's participation in this activity. I hereby give consent to her/his/their participation.

Parent / Legal Guardian / Spouse's Signature above Printed Name

Date Signed: _____

⁴ The insurance should cover their medical expenses, hospitalization, accidents, and other emergency situations in their country of destination. Liability insurance and repatriation insurance are strongly recommended.

In accordance to R.A. 10173 (Data Privacy Act of 2012), information acquired through this form are only collected, processed, stored, and disposed by duly authorized staff, exclusively for lawful purposes related to the mandate of the Office of Field (OFA) Diliman. OFA Diliman assures, with utmost diligence, that it will protect the privacy and confidentiality of the information provided.

ACKNOWLEDGMENT

(REPUBLIC OF THE PHILIPPINES)
(_____) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction this _____ day of _____ 2023, the following personally appeared:

<NAME>
With GSIS/TIN/Passport/Driver’s License/Company ID No:
Issued on _____
Issued at _____

Known to me and by me known to be the same persons who executed the foregoing instrument, and who declared, acknowledged, and swore before me that the foregoing is their free and voluntary act and deed and that of the entities herein represented.

This instrument refers to the International Academic Field Activity between <Company/Host of the Event> and <Complete name of Faculty-In-Charge/Adviser>, <Complete name of Student>, consisting of <number (cardinal number of pages)> pages including this Acknowledgment page, and signed by the parties.

WITNESS MY HAND AND NOTARIAL SEAL, I have hereunto set my hand this date and the place first above written.

Doc. No. _____ :
Page No. _____ :
Book No. _____ :
Series of 2023