THE PONTITHLALE ANIT KTOYAI

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The University of Santo Tomas is an institution of higher learning incorporated and operating under the following:

1. The Iaws of the Roman Catholic Church as embodied particularly in the Code of Canon Law, the A postolic Constitution Ex Corde Ecclesiae (ECE), and the Catholic Bishops' Conference of the Philippines' (CBCP) Supplementary Ordinances for its application of the Apostolic Constitution, Ex Corde Ecclesiae (SOECE)
2. The laws of the Republic of the Philippines

It was originally founded as a College on A pril 28, 1611, by the Superiors of the Province of the M ost Holy Rosary of the Order of Preachers. On November 20, 1645, Innocent X raised the College to the status of a University for ecclesiastical and civil studies, entrusting it to the care, government and administration of the Order of Preachers under which it has remained ever since. The University was registered on January 13, 1908, as a non-stock, non-profit educational institution under Act 1459, as amended, with the corporate name of "Real $y$ Pontificia Universidad de Santo Tomas de M anila." ${ }^{1}$

From its foundation the University has been under the patronage of St. Thomas A quinas.

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## ARTICLE 1 Mission of the University

The University of Santo Tomas, the Pontifical and Catholic University of the Philippines, a Dominican institution of learning, under the patronage of St. Thomas Aquinas, commits itself to the pursuit of truth and to the preservation, advancement and transmission of knowledge in the arts and sciences, both sacred and civil, through the use of reason illumined by faith.

Inspired by the goal to imbue all its activities with Catholic ideals, principles and attitudes (ECE, Gen. Norms, A rt. 2, pars. 2-3), the University affirms its role in the formation of men and women to become competent and compassionate professionals committed to the service of the Church, the nation and the global community (SO-ECE 3).

This mission statement is further defined by the following goals:

1. promotion of a dialogue between faith and reason leading to the integration of knowledge about man, nature and God (ECE 1, 17);
2. integral formation of the human person and the protection and advancement of human dignity (ECE, 1,21);
3. 
4. cultivation of Christian values necessary for the formation of a right social conscience.

## ARTICLE 2 Structure of the University

The University is composed of Faculties, Colleges, and Schools which are organically interdependent with one another, as well as with University-wide Departments and Centers, which are established to assist in the coordination of courses of study that are common to several or all Faculties, Colleges, or Schools. Institutes exist or may be established in the University as organically independent bodies thereof or as adjuncts of a particular Faculty, College or School.

The UST Central Seminary, the UST Ecclesiastical Faculties, and the UST Hospital, though governed by their Particular Statutes, are integral parts of the U niversity.

In order to achieve the purpose of the University as a Catholic Institution of higher learning, close relationship shall be maintained between the Civil and Ecclesiastical Faculties, the latter being by their nature the exponents of Catholic faith and morals.

## ARTICLE 3. Lams by which the University is Govemed

The U niversity is governed by the:

1. norms laid down by the H oly See;
2. pertinent laws of the Republic of the Philippines;
3. pertinent Statutes of the Dominican Province of the Philippines
4. General Statutes of the University;
5. Ordinances of the Chancellor;
6. resolutions of the B oard of Trustees;
7. regulations of the Rector promulgated in accordance with the G eneral Statutes;
8. legitimate customs of the University

Faculties, Colleges, and Schools, are given the mandate of the competent ecclesiastical authority (Canon 812, ECE, Gen. Norms, Art. 4, par. 3), following the procedures for the conferral, denial or withdrawal of such mandate as provided for by the University, without which they are not to be duly employed.
5.

He reserves the right to receive the annual status report of the University; to require a meeting with the authorities of the University; and to make a periodic visitation of the U niversity as the need arises.
6. He approves contracts to alienate or to rent, as well as contracts for debts and obligations beyond the sum assigned by the Holy See in the region (LCO 609, 1), taking into consideration the pertinent laws of the Church (CIC, B ook V).

## ARTICLE 9. The Vice-Chancellor

1. The Prior Provincial of the Dominican Province of the Philippines is ex-officio Vice-Chancellor of the University.
2. The Vice-Chancellor appoints the members of the

## ARTICLE 10. TheRector

1. The Rector shall be a member of the Order of Preachers and a holder of a doctoral degree. He shall be appointed by the Chancellor for a term of four (4) years.

If he starts his term within the first semester of his incumbency, he shall end his term on the $30^{\text {th }}$ of A pril on the fourth year of his term. In the case where he is appointed within the second semester of his first academic year, he shall extend his term until the $30^{\text {th }}$ of A pril on the fourth academic year of his term.

The procedure for the selection and appointment of the Rector is as follows:
a. All members of the Order of Preachers who are formally assigned to and habitually residing in the Priory of St. Thomas Aquinas, and those duly appointed professors of the Order of Preachers who are not assigned to the said Priory but actually teaching during the current A cademic $Y$ ear in the U niversity nominate three (3) candidates, successively selected by secret ballot in accordance with established usage, and present the names of their nominees to the ViceChancellor for approval;
b. The Vice-Chancellor presents the names of the nominees in alphabetical order to the A cademic Senate, which determines by secret ballot the order of its preference for the three (3) nominees, in which order the names are transmitted by the Vice-Chancellor to the B oard of Trustees;
c. The Board of Trustees endorses the names of the three (3) nominees with such observations and recommendations as it may deem fit to the ViceChancellor for submission to the Chancellor;
d. The Vice-Chancellor forwards the names of the three (3) nominees to the Chancellor together
with the protocol of elections conducted by the professors of the Order of Preachers and by the A cademic Senate, and with the observations and recommendations of the Board of Trustees and his own;
e. Thereafter, the Chancellor, having first made certain that the Holy See has no objection, appoints as Rector the nominee of his choice.
2. The Rector is the chief executive officer of the University. He is assisted in the administration of the affairs of the University by the Council of Regents, the A cademic Senate and the Economic Council. As Rector, he has the following powers and duties to:
a. execute and see to the execution of the laws, norms, statutes, ordinances and resolutions which govern the U niversity;
b. promulgate rules for the governance of the University in the implementation of these Statutes;
c. nominate the Vice-Rector of the University for appointment by the Board of Trustees after concurrence with the Council of Regents and the
approved by the A cademic Senate for a term of three (3) years;
f. appoint, transfer or remove, with the concurrence of the Council of Regents, the major University-wide officials enumerated in A rt. 26 of these statutes, and any official who is a member of a religious institute; (cf. Art. $22,2, b)$
g. appoint the officials in charge of the Departments referred to in par. 3 of this article, after consultation with the Council of Regents and the A cademic Senate;
h. appoint the Chairpersons of University-wide Departments for a term of three (3) years, after consultation with the Council of Regents and the approval of the A cademic Senate;
i. appoint for a term of three (3) years members of the Faculty Council, A ssistant Deans, Faculty Secretaries, Chairpersons of College-wide Departments, Faculty Supervisors and Coordinators after consultation with their respective Deans and Regents;
j. appoint the Department Officials enumerated in A rt. 38 of these Statutes after consultation with the Council of Regents;
k. appoint the members of the Faculty;
I. convoke the Councils of the University in every instance when their approval and/or recommendation is required as provided for in

Chancellor, through the Board of Trustees and Prior Provincial and his Council;
p. make unbudgeted disbursements for the needs of the University without prior approval of the Economic Council, provided these are not in excess of the maximum amount determined by the Economic Council and B oard of Trustees;
q. approv8 (nt)3 m mov8 (nt)gov8 (ntm)-5.1 (ount)3. of

## ARTICLE 12. Provisional Govemance of theUniversity

In case of death, absence, resignation, removal or incapacity of both the Rector and the Vice-Rector of the University, the Vice-Chancellor shall appoint an acting Rector who shall provisionally administer the affairs of the University until either incumbent resumes his duties or the vacancy in either office is duly filled in accordance with these Statutes. Pending the appointment of such an Acting Rector, the provisional administration of the University shall ipso facto devolve and be incumbent upon a member of the Order of Preachers who is the most senior in religious profession among the Vice-Rectors as provided for in Arts. 27 and 28 (except the V1xc
e. recommending to the Rector candidates for graduation.
2. The Dean shall consult the Regent on important matters affecting the Faculty, College or School.

## ARTICLE 14. Assistant Deans

The Assistant Dean assists the Dean in the administration of the Faculty, College, or School, acts in the latter's behalf in his absence, and performs such other functions and duties as may be assigned by the Dean.

## ARTICLE 15. Regents

1. In the Faculty, College, Institute, or School, there shall be a R egent who is a member of the Order of Preachers, and whose term of office shall ordinarily be for four (4) years. He shall stay in office until a new Regent is appointed by the Rector. His duties are to:
a. ensure that the Mission-Vision and the Thomasian Core Values of the University effectively permeate all academic and cultural

Regent enumerated under (b) and (c) shall likewise devolve upon him.
3. As a matter of policy, the members of the core of Dominican professors constituted by the Rector for fulltime scholarly research and teaching in the Ecclesiastical Faculties shall not be appointed to the Office of the R egent and other administrative offices.

## ARTICLE 16. Faculty Secretaries

1. Each Faculty, College, or School shall have a Faculty Secretary who shall be responsible for the custody and keeping the confidentiality of all official records and correspondence, for overseeing the work of clerks and other employees, and for the performance of such other duties and functions as the Dean may assign.
2. The Faculty Secretary is ex-officio secretary of the Faculty Council. He shall have no right to vote in the Council unless appointed member thereof by the Rector.

## ARTICLE 17. Directors of Institutes

The Director of an Institute formulates and recommends policies and programs. He supervises both the performance of the faculty based on instructional standards, and all the curricular and co-curricular activities of the Institute.

The Director of the Institute of Religion assists the V iceRector for Religious A ffairs in the supervision and coordination of the instruction in Theology and Professional Ethics in all Faculties, Colleges, and Schools, except the Ecclesiastical Faculties. He performs other duties which the Vice-Rector for Religious A ffairs may del egate to him.

The Director of the Institute of Physical Education and A thletics prepares the schedule of classes and the faculty teaching load of the Institute and supervises the sports development programs of the University. He is directly accountable to the V ice-R ector for A cademic A ffairs.

# II. Councils Chapter 1. University Councils 

## ARTICLE 21. The B oard of Trustees

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the other ex-officio<br>members named1D $\ngtr 0.7$ TdImTJ0 Tc $0 \quad 8.6$ f $\rightarrow 1.6 \quad \not 002 \mathrm{E} \sigma$.

f. endorse the nominations for Rector to the Chancellor with such observations and recommendations as it may deem fit;
g. issue policies of investment of funds of the University;
h. approve policies governing the conditions attached to gifts, bequests and devices, or to trusts and memorials, and to authorize memorials for benefactors of the University;
i. confirm the Vice-R ector of the U niversity;
j. approve the Institutional Standards of Professional Ethics for the Faculty and Support Staff and $M$ anuals of Policies and Procedures for Students, Support Staff, and the A cademic and A dministrative Officials or amendments thereto;
k. appoint the members of the Economic Council;
I. determine the limit that the Rector and the Economic Council may disburse without prior approval of the B oard of Trustees;
$m$. review and approve accounts submitted by the Economic Council;
n. approve capital expenditures, major constructions and the procurement of loans after having obtained the concurrence of the Economic Council.
0. determine the limit of the unbudgeted expenditures and liabilities deriving foa9 (I)3.9ns0.9 (s)1(xpe
5.
b. appointment of the officials of departments in the Office of the Rector such as those of Student Affairs, External Affairs, Research, and Planning and Development;
c. appointment of all the other department officials mentioned in Art. 38.

## ARTICLE 23. The Academic Senate

1. The Academic Senate is composed of the ViceChancellor, Rector, the Vice-Rector of the University, the Vice
f. issuing particular rules and regulations for a Faculty, College or School.
2. Consultation with the A cademic Senate is required in the:
a. adoption of a long-range plan for the improvement of the academic programs, expansion and development of the Faculties, Colleges, Institutes or Schools, and for teaching and research activities, and;
b. promulgation of the $M$ anual of Policies and Procedures for the Support Staff.
3. Whenever these Statutes require the concurrence or consultation of both the Council of Regents and the A cademic Senate for any particular act, that of the Council of Regents must first be obtained before the matter may be considered by the A cademic Senate.

## ARTICLE 24. The Economic Council

1. The Economic Council is composed of the Rector, the Vice-Rector, the Vice-Rector for Finance as ex-officio members, and of five (5) members of the Order of Preachers actually assigned and teaching in the University, appointed by the Board of Trustees. In the absence of the Rector, the Vice-R ector of the U niversity presides in the Economic Council.
2. The Economic Council has the right and duty to:
a. review, evaluate and pass upon the financial policies followed in the administration of the patrimony of the University and of its economic affairs;
b. set guidelines for the system of accounting and control to be followed by the Vice-Rector for Finance in the day-to-day administration of the finances of the University;
c. approve the monthly and annual reports of the Vice-Rector for Finance;
d. review and evaluate the investments of the University and to determine such changes as it may deem necessary, in accordance with the policies set by the B oard of Trustees;
e. endorse the annual budget for presentation to
of the Faculty, College, or School shall be invited to attend, participate in the discussion and vote whenever the Council considers matters directly affecting the Faculty and/or the students, respectively. For special reasons, a different composition of the Faculty Council of a particular Faculty, College, or School may be prescribed by the Rector with the concurrence of the A cademic Senate.

## TITLE III. Ad ministr ative Officials

## Chapter 1. University-wide Officials of the University

## ARTICLE 26. University-wide Officials

The University-wide officials of the University are the $V$ ice-Rector for A cademic A ffairs, V ice-Rector for Research and Innovation, Vice-Rector for Religious Affairs, Vice-Rector for Finance, Secretary-General, Registrar, Internal A uditor, Prefect of Libraries, Director of Student A ffairs, Director for Grants, Endowments and Partnerships in Higher Education, and Director for Quality M anagement and A ssurance. These U niversity- wide officials should preferably have the qualification of being a holder of a doctoral degree or should at least be an A ssociate Professor.

## ARTICLE 27. Vice-Rector for Academic Affairs

The Vice-Rector for Academic Affairs advises and assists the Rector in the formulation of the overall educational objectives, policies and plans of the University. He exercises direct control and supervision over all the academic unit. 3 (i)3.7 (c)0 ulitf
personnel who are committed to the promotion of, and respect for, the institution's Catholic identity (SO-ECE 5, ECE, Gen. Norms, Art. 4, pars. 2-5).

## ARTICLE 28. Vice-R ector for Research and Innovation

The Vice-Rector for Research and Innovation serves as advisor to, and assists, the Rector in the effective planning and implementation of research policies and programs of the University. He administers the activities of the Research Complex and supervises all the research centers and units of the University.

## ARTICLE 29. Vice-Rector for Religious Affairs

The V ice-Rector for Religious A ffairs shall be a member of the Order of Preachers. He supervises the following:

1. instruction of Theology and Professional Ethics in all Faculties, Colleges, and Schools except in the Ecclesiastical Faculties, with the assistance of the Director of the Institute of Religion, by ensuring adequate and well-formed religious educators with the
2. take custody of all assets of the University, corporeal and incorporeal, and to recommend to the Economic
3. chronicle all major events of the U niversity;
4. organize and supervise all major public functions;
5. conduct the official correspondence of the University;
6. supervise the Office of the Registrar, Office of Public Affairs, Santo Tomas e-Service Providers (STePS), and

## C hapter 2. Department 0 fficials of the University

## ARTICLE 38. Department Officials

The department officials of the University are the Dire

## ARTICLE 39. Classification

1. The A cademic Staff of the University, whether tenured or non-tenured, teaching full-time or part-time, are ranked as follows: Professors, Associate Professors, A ssistant Professors and Instructors, or their equivalent.
2. A teaching assignment may be given to experts in a particular field on a provisional basis with the title of Professorial Lecturer, A ssociate Lecturer, A ssistant Lecturer or Lecturer.

## ARTICLE 40. Appointment

1. Only holders of a M aster's degree, or its equivalent, may

## ARTICLE 41. Tenureship and Separation

1. Duly qualified faculty members who have rendered three (3) consecutive years of satisfactory service on a fulltime basis acquire tenure upon recommendation to the Vice-Rector for A cademic Affairs for reappointment by the Dean or Director and the Faculty Council. A ppointment of instructors of Theology and Professional Ethics in all Faculties, Colleges, and Schools, require the prior mandate of the competent ecclesiastical authority (Canon 812, ECE, Gen. Norms, A rt. 4, par. 3), following the procedures for the conferral, denial or withdrawal of such mandate as provided for by the University, without which they are not to be duly employed.
2. Tenured faculty members may not be removed from the service except for cause and after due process in accordance with the pertinent rules, regulations and policies of the Labor Code and the Institutional Standards of Professional Ethics for the Faculty and Support Staff.
3. A faculty member may be dismissed at any time for cause including actions offensive to the Catholic ideals and teachings and after due process (ECE, Gen. Norms, Art. 4, par. 3).

## ARTICLE 42. Promotion

No Instructor shall be considered for promotion to the rank of A ssistant Professor unless he holds a M aster's degree, or its equivalent, in his line of specialization, and no faculty member shall be considered for promotion to the rank of A ssociate Professor without doctorate, or its equivalent, in his line of specialization, provided, however, that in meritorious

## ARTICLE 43. Affiliation

No faculty member may be affiliated with more than one Faculty, College, Institute or School. Change of affiliation from one Faculty, College, Institute or School to another may be authorized by the Rector upon recommendation of the Deans or Heads and the F aculty C ouncils concerned.

## ARTICLE 44. Retirement

A faculty member shall be retired at the end of the academic year in which he completed 65 years of age. How ever, the University may continue to avail of his services on a yearly basis and under such conditions as the Rector may determine after consultation with the Council of Regents and the A cademic Senate.

## ARTICLE 45. Affiliate Professors, Professors E meriti and H onorary Professors

1. Professorial experts who, although not regular members of the Faculty, act as consultants and assist in the professional training programs of the students of the University
2. Professors who have discharged their academd $t$ adem

## ARTICLE 46. Qualifications

In order to qualify for admission to the University as a student, the applicant must be of good moral character, must present the required academic credentials, meet the specific requirements of the Faculty, College, Institute or School in which he intends to enroll, and undertake to pay the required tuition and other fees. Clerics and religious must, in addition, obtain the written permission of their Ordinary or Superior to enroll for a particular course of study.

## ARTICLE 47. Admission

1. The admission of students to a particular Faculty, College, Institute or School is the prerogative of the Dean or Head, who may impose other requirements, in addition to those required by the Department of Education, the Commission on Higher Education, and

## ARTICLE 48. Readmission

The readmission of students who obtained failures is governed by the general regulations of the University and by the particular rules of each Faculty, C ollege, Institute or School.

## ARTICLE 49. Religious Instruction

All students shall follow and complete the course in Theology prescribed in the curriculum for their chosen field of study.

## ARTICLE 50. Discipline

Students admitted and enrolled in this University are bound to abide by and comply with all rules, regulations, policies and requirements of the University and of the Faculty, College, Institute or School concerned. Students found wanting in the observance of said rules, regulations, policies or requirements shall be subject to commensurate disciplinary sanctions in accordance with the rules established for that purpose.


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[^0]:    ${ }^{1}$ The title, "Royal University" was granted by King Charles III in 1785, and "Pontifical University" by Pope Leo XIII in 1902. On A pril 30, 1947, Pope Pius X II decreed that it was also to be known as the "Catholic University of the Philippines."

