

**RESEARCH ADVISER and ADVISEE  
MEMORANDUM OF AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, in Cebu City by and between:

The \_\_\_\_\_ (adviser's name), from the \_\_\_\_\_ (college or department), hereinafter referred as "Adviser"

- and -

The Student Researcher/s \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,  
hereinafter referred as "Advisee/s"

**WITNESSETH:**

**WHEREAS**, the Adviser is a preferably full-time faculty/employee of the institution, with Masters degree of Thesis track or with research experience (evidenced by research outcomes or publications) in lieu of a thesis, and an expert in the field of study conducted by her/his Advisees;

**WHEREAS**, advisees are students enrolled in research class as terminal requirement of a college degree program who seeks advice and guidance in the conduct of a Research Project.

**NOW, THEREFORE**, the two parties hereby agree to enter into this Agreement under the following terms and conditions:

**Adviser shall:**

1. Assist the students in the selection of research topics/titles.
2. Help the students in the proper conduct (through regular and close monitoring) of research work according to the set timetable to ensure integrity and high quality output.
3. Review/check submitted proposals, questionnaires, and other chapters/aspects of the research paper.
4. Provide not only technical expertise but moral guidance as well to students while the latter are working on their research project.
5. Conduct mock defense prior to the oral defense, when necessary.
6. Monitor participation or involvement of group members by accomplishing the consultation matrix form.
7. Attend the defense of their advisee/s as observer.
8. Attend orientation set by the Research Center.

**Advisee/s shall:**

1. Follow the work schedule stipulated in the planned of activities agreed with the adviser.

2. Include adviser as co-author of the research paper as provided in the Student Research Manual.
3. follow stringent quality assurance measures such as professional editing, plagiarism, grammar and readability tests, reference and intercontinental literature sources checking.
4. Pay an adviser's acceptance fee as stipulated in the Student Research Manual
5. Pay appropriate honoraria during the proposal and final oral defense stage.

The parties further agree that any financial benefit arising from the study such as grants and awards shall go to the advisee while benefit from publication shall go to the rank and promotion of the adviser.

The parties further agree that any Copyright of the output of this collaboration shall belong to the advisee/s subject to terms and agreements with the School or any external parties.

In **WITNESS WHEREOF**, the parties have hereunto set their hands on the date and place above-written.

**ADVISEES**

**ADVISER**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_

**Witnesses:**

\_\_\_\_\_  
 Research Teacher

\_\_\_\_\_  
 Chair

\_\_\_\_\_  
 Dean