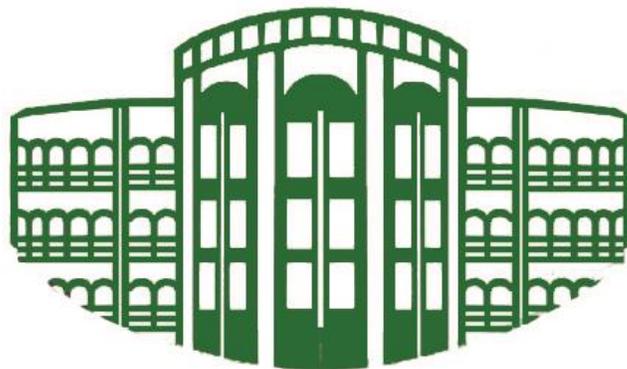


University of San Jose-Recoletos
Cebu City



STUDENT RESEARCH MANUAL



Center for Policy, Research and Development Studies
2018

INTRODUCTION

The University of San Jose-Recoletos (URJ-R), through the Center for Policy, Research and Development Studies (CPRDS), along with the Academic Heads, monitors the research program of the undergraduate and graduate students. The Student Research Program (SRP) is undertaken by the students of the university as part of their academic requirements.

The student-researchers shall proceed with their research projects after a series of classroom lecture presentations and activities designed to equip them with the necessary theories, methods, and techniques in designing and conducting research. During the first semester, the student-researchers shall be required to undergo the research proposal stage. During the second semester, they need to pass the final oral defense and submit their research outputs as pre-requisite for their final grade. The research outputs shall be submitted to the student-researchers' respective departments. For research papers, both soft and hard copy shall be submitted to the departments, while soft copy shall be submitted to the CPRDS. The CPRDS facilitates in holding student research colloquia, software and project demonstrations, and prototype exhibits before the end of the second semester.

The University promotes interdisciplinary and collaborative research. It encourages student-researchers to work together with fellow students, experts, and practitioners from other fields or disciplines in designing and conducting their research projects. In this manner, they will not only be able to develop their collaborative skills but also be able to integrate important ideas, methods, and techniques that will improve their research outputs and contribute better to knowledge production.

Objectives

1. To institutionalize the implementation of research activities in the entire University;
2. To upgrade the quality and relevance of student research by directing it toward the research agenda of the institution; and
3. To guide all stakeholders involved in the research process.

Definition of Terms

1. **Final Oral Defense** is the presentation of final research outputs before a panel of evaluators.
2. **Mock Defense** is a preparatory activity for the oral defense. This may be conducted prior to the proposal defense and final oral defense under the supervision of the research adviser.

3. **Monitoring System** is a mechanism of the department to supervise the implementation of the Student Research Program.
4. **Project / Software Demonstration** is an activity wherein selected student-researchers demonstrate their research prototypes while other students present the softwares as their research outputs to the Josenian Community and other Recoletos Educational Apostolate in the Philippines (REAP) member-schools and invited guests.
5. **Proposal Defense** is an activity wherein the student-researchers present their proposed research outputs before a panel of evaluators.
6. **Prototype Exhibit** is an activity wherein student-researchers showcase the research prototypes at REAP member-schools.
7. **Research Adviser** is a faculty member, employee of the University, or practitioner who, by reason of his/her specialization or expertise, contributes to the conceptualization and implementation of student research. Advisers shall guide and mentor the students all throughout the conduct of the research.
8. **Research Editor** is an English or Language faculty member of the University who assists student-researchers by means of thorough editing of manuscript in terms of grammar, structure, and coherence;
9. **Research Output** is the output required under the curriculum of the degree program of the student-researchers. It may either be in the form of a thesis, paper in publishable format, case study, project study, innovative business project, design project, or feasibility study.
10. **Research Teacher** is a full/part-time faculty member who is given the research teaching load and serves as the over-all coordinator for the whole research class.
11. **Sanction** refers to penalty imposed to student-researchers for any act or omission in violation of the quality procedures set by their respective departments and the CPRDS.
12. **Student Research** forms part of the degree program of the students.
13. **Student-Researcher** is any student of the University who is enrolled in a research course and is conducting a research project.

14. **Student Research Colloquium** is an activity wherein selected student-researchers present their research outputs publicly for a wider dissemination of significant research findings.
15. **Interdisciplinary Research** pertains to a research effort carried out by a group composed of researchers and experts or practitioners coming from different disciplines.

General Quality Procedures

1. A timetable of activities shall be drawn prior to the start of the academic year. This is to ensure that students will be able to complete the requirements of the research course within a year.
2. The students shall enrol in a research course. They shall be given a series of classroom lecture presentations and activities designed to equip them with the necessary theories, methods, and techniques in conducting research and in producing their research outputs. The seminar-type lecture presentations may be provided by selected faculty members, experts, practitioners, or by the research teacher.
3. For degree programs that require research papers as their outputs, the department shall determine the format and contents.
4. The research teacher shall constantly monitor the research outputs of the students. Each research teacher shall handle a research course that requires a specific type of research output.
5. The student-researchers shall select their research adviser from a list provided by the CPRDS based on the suggestions forwarded by the respective departments. The adviser shall help the students in designing and conducting the research projects based on the set timetable of activities. The research adviser shall provide at least one (1) hour for consultation per week.
6. The student-researchers shall select their research editor from a list provided by the CPRDS based on the suggestions forwarded by the respective departments. The editor shall assist the students in correcting the research manuscripts in so far as the grammar, structure, and coherence are concerned.
7. The research teacher shall arrange the proposal defense based on the timetable of activities. Only students who have complied with the set requirements shall be

allowed. A panel of three (3) evaluators shall examine the proposals submitted by the students. The students must successfully defend their research proposals before they can be allowed to proceed with their research projects. The research teacher shall facilitate, monitor, and evaluate the conduct of the proposal defense.

8. The research teacher shall organize the panel of evaluators for the final oral defense. The panel during the final oral defense shall be composed of the same evaluators present during the proposal defense. In the absence of one panelist, the research teacher shall sit in lieu and complete the panel.
9. The student-researchers must successfully defend their research outputs. They shall submit their research outputs as pre-requisite for their final grade.
10. Selected student-researchers shall present their research outputs in research colloquia, software and project demonstrations, and prototype exhibits.
11. Sanctions may be imposed to student-researchers should they fail to abide by the quality procedures set by their respective departments and the CPRDS.
12. Interdisciplinary research is encouraged among all student-researchers enrolled in a research course across different curricular programs.

Research Groupings

1. Research projects may be undertaken individually or by group. Student-researchers shall be allowed to choose their group mates, provided that the composition of the group shall not exceed five (5) members. In case where the number of members exceeds five (5), a letter must be submitted to the CPRDS, signed by the research teacher, Chairperson and the Dean, stating the reason/s for such occurrence.
2. Each group shall select a leader.
3. Re-grouping of the students may be allowed during the Prelim period. If re-grouping is inevitable after the proposal defense, the request shall undergo scrutiny by the research teacher.
4. Problems or conflicts arising within the group (i.e., non-participation or non-cooperation of group member(s) in the preparation of the research outputs) shall be settled in the presence and guidance of the research adviser or the

research teacher. If such are not resolved, the CPRDS Director must be notified in writing, noted by the research adviser and the research teacher. In this case, the CPRDS Director shall decide on the matter in accordance with pertinent rules and regulations of the University.

Topic Approval

1. The students shall submit at least three topics or titles to the research teacher for approval.
2. Approved topics or titles shall be checked if:
 - a. they adhere to the institution's research agenda;
 - b. they are researchable, addressing a gap in knowledge or method; and
 - c. they are not a duplication or replication of existing topics or titles.

**Table 1.
Fees for Research Advisers, Panel Members, Editor, and Statistician¹**

Panel Member	Proposal Defense	Final Oral Defense
Research Adviser	Php 1,000	Php 1,000
Internal Panel Member	700	800
External Panel Member	700 + 300 transportation	800 + 300 transportation
Editor	10 per page	10 per page
Statistician ²	500	1,000
Adviser's Acceptance Fee	1,000 per semester	

**Table 2.
Fees for Panel Members in Feasibility Studies³**

Panel Member	Initial Hearing	Final Hearing
Marketing, Technical	Php 800	N/A
Expert (Preferably CPA) ⁴	800	800
Adviser	1,000	1,000
Editor	10 per page	10 per page
Transportation Allowance	300 (For External Panelist)	300 (For External Panelist)

As presented in Tables 1 and 2, panel members shall be entitled to different rates during the proposal defense and final oral defense. This is because it would take a

¹ Subject to periodic review.

² Whenever necessary.

³ Feasibility studies are the required research outputs among BS-Accountancy students.

⁴ A Certified Public Accountant (CPA) must be the expert in the Final Oral Defense.

longer time to review the final paper compared to a proposal paper, but nevertheless, the same quality review is expected.

There are at least three (3) panelists required during each stage of defense composed preferably of two (2) internal panelists and one (1) external expert or industry practitioner. Each of them will receive the same amount of honorarium, but an external expert is provided with a transportation allowance. Advisers, editors, and statisticians are also given appropriate amount of honorarium for the extended service/s given.

An adviser's acceptance fee is given to the research adviser for accepting the task of guiding the group throughout the research project. Once the adviser accepts the responsibility, he/she shall sign a Memorandum of Agreement (MOA) with the students stating the responsibilities of the adviser and advisees. This fee is a one-time payment given to the adviser for journeying with the students from start to finish of the research paper.

Process of Payment for Panel Members and Research Advisers

1. Upon enrolment in a research course and after the formation of research groups, the students shall pay to the Accounting Office the proposal defense fee or final oral defense fee. The amount shall be divided among the group members accordingly.
2. After payment to the Accounting Office, the group will provide a copy of the official receipt to the research teacher.
3. Before the schedule of the oral defense (at least a month ahead), the research teacher shall file a request for fund release of the honorarium for panel members for the whole class. For internal panel members, their honoraria shall credited to their payroll account while for the external panelist, it shall be given in cheque during the oral defense. Therefore, only the external panel member's honorarium plus transportation allowance will be reflected in the cheque (payee: external panelist).

Qualification Standards and Functions for Research Advisers

Qualification Standards

1. Preferably a full-time faculty member or employee of the institution;
2. At least with Master's degree of Thesis track or with research experience (evidenced by research outputs or publications) in lieu of a thesis; and

3. Must be an expert in the field of study conducted by the student-researchers.

Functions

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 set timetable so as to ensure integrity and high quality output;
3. Review/check submitted proposals, questionnaires, chapters, and other parts, as the case may be, of the research output;
4. Provide not only technical expertise but also moral guidance to students;
5. Conduct mock defense prior to the actual defense;
6. Monitor participation or involvement of group members by accomplishing the consultation matrix form;
7. Attend the defense of their advisee/s. However, they shall refrain from participating in the oral defense; and
8. Attend orientation set by the CPRDS.

Qualification Standards and Functions of Panelists

Qualification Standards

1. Full-time or part-time faculty member or employee of the institution or industry practitioner; and
2. At least with Master's degree of Thesis track or with research experience (evidenced by research outputs or publications) in lieu of a thesis. On the other hand, an industry practitioner should have at least three years of supervisory experience in related industry or direct client of company-based research.

Functions

1. Evaluate the proposal and final research outputs of the student-researchers. The comment sheet shall serve as a reference material of student-researchers. Only written comments or suggestions shall be considered as bases for the final approval of the paper. Panelists are requested to be specific in their comments (i.e. identify what and how to revise).
2. May be assigned as chair during the defense. The specific functions of the chair shall be:
 - a. to lead or direct the group during the defense;
 - b. to moderate the deliberation of critical issues or questions; and
 - c. to explain or discuss with the students the reasons for revisions.

3. Rate the research output of the student-researchers based on the criteria set by the CPRDS;
4. Give the student-researchers their individual grades based on the criteria specified by the CPRDS for the proposal defense and final oral defense. The grading sheets shall be accomplished immediately after the presentation of each group and submitted to the research teacher; and
5. Sign the approval sheet after the student-researchers shall have complied with the comments, suggestions, and recommendations of the panelists detailed and written in the comment sheet.

Qualifications Standards and Functions of Editors

Qualification Standards

1. Preferably full-time English or Language faculty member or employee of the institution (or of other reputable institutions); and
2. With relevant professional experience

Functions

1. Edit the paper of the student-researchers thoroughly within a maximum of five (5) working days for editing and proofreading from receipt of the manuscript;
2. Discuss the comments, suggestions, and recommendations made on the paper with the student-researchers;
3. Assist the student-researchers in maintaining a high standard of research output by closely monitoring the corrections and revisions made by the students; and
4. Sign the endorsement after reviewing the edited manuscript for proposal defense or final oral defense.

Guidelines for Editing

1. The student-researchers shall select their research editor from a list provided by the CPRDS based on the suggestions forwarded by the respective departments.
2. The prerogative of the students to choose their research editors is subject to the approval of the CPRDS. The editor's acceptance form must be accomplished by the student-researchers. An editor may accommodate a maximum of ten (10) research papers.

Guidelines for Proposal Defense

1. The research teacher shall set the schedule for the proposal defense based on the timetable of activities. All groups must defend their research proposals on the scheduled dates.
2. The proposal defense is done through panel evaluation.
3. The research teacher shall convene a panel of three members [composed of two (2) internal panelists and one (1) external expert or industry practitioner) to evaluate the proposals submitted by the student-researchers. One of the internal panelists shall be assigned as the chair of the panel.
4. The research teacher may sit as a panel member, provided, he/she is not the adviser of the proponent group of student-researchers.
5. In the absence of one panelist, the research teacher shall sit in lieu and complete the panel. In ordinary cases, however, the research teacher shall not sit as a panelist to any group of student-researchers enrolled in his/her class. The academic head may sit as an observer during the defense.
6. The statistician and editor of the student-researchers shall not be allowed to sit as panelists. The research adviser shall attend the proposal defense but shall refrain from participating in the oral defense. He/she shall observe the hearing and may take note of the suggestions of the panel members.
7. The student-researchers must successfully defend their proposals before they shall be allowed to continue their research project. The research teacher shall facilitate, monitor, and evaluate the conduct of the proposal defense.
8. The members of the panel shall be given a copy of the research output at least three (3) days before the proposal defense. They shall critique and give their comments, suggestions, and recommendations on the comment sheet provided by CPRDS.
9. Only groups that submit completed research proposal requirements will be scheduled for the proposal defense. Below are the proposal defense requirements:
 - a. Three (3) copies of complete and edited research proposal with line numbers located at the left margin of the manuscript;
 - b. Endorsement from the research adviser and research teacher to proceed;
 - c. Clearance from Ethics Review Board;
 - d. Official receipts of proposal defense fee, adviser's fee, and editor's fee (if necessary); and
 - e. Topic approval reply slip from the company (*for company- or community-based research*).
10. Any group that fails to submit a research proposal shall be given another chance within a week upon presentation of valid reasons through formal letter noted by the research adviser and the research teacher, and approved by the CPRDS Director.

11. The adviser's approval sheet is a pre-requisite for acceptance and inclusion in the proposal defense list.
12. The student-researchers are expected to be in their business/corporate attire or school uniform during the proposal defense.
13. Each group shall be given one (1) hour to present the proposal. The time schedule shall be divided into three parts:
 - a. Presentation 15 minutes
 - b. Question and Answer 40 minutes
 - c. Panel Deliberation 5 minutes
14. The panel members shall give the student-researchers their individual grades based on the criteria specified by the CPRDS. The following numerical system of grading shall be followed:
 - a. 96% - 100% = Excellent
 - b. 90% - 95% = Very Good
 - c. 85% - 89% = Good
 - d. 80% - 84% = Fair
 - e. 75% - 79% = Passed
 - f. Below 75% = Failed
15. The group must have a passing grade of at least 75% in the proposal defense.
16. The student-researchers shall submit a revised copy of their research proposal and accomplished approval sheet duly signed by the panel members a week after their proposal defense schedule. Failure to do so until the encoding of grades would mean a "No Grade" (NG) for their final grade in their first research course.
17. All the comments, suggestions, and recommendations of the panel members must be detailed and written on the comment sheet provided by the CPRDS. The comment sheet will serve as a reference material and may be photocopied by the student-researchers a day after the defense.
18. In cases where conflict of ideas between or among the panelists and student-researchers occurs, the chair of the panel shall decide on the issue or problem.
19. The student-presenters shall prepare the visual equipment and materials needed in the presentation. They shall also prepare individual nameplates for identification.
20. The student-presenters must come on time. Late comers shall not be accommodated in the defense, thus, will be re-scheduled with a re-defense status. Waiting time is only 5 minutes.
21. Any group or any group member who fails to come on the scheduled date of proposal defense shall be given another chance upon presentation of valid reasons noted by the research adviser and the research teacher. However, the student-researcher will be rescheduled to another defense session.

22. The defense session is re-scheduled if two (2) guest panel members fail to come on the set date. However, the research teacher has the prerogative to replace the absentee on the re-scheduled date of defense.
23. The proposal re-defense requirements must be accomplished within a week after the defense. Otherwise, the students concerned shall be given a failing grade. Below are the proposal re-defense requirements:
 - a. Three (3) copies of completed and edited research proposal;
 - b. Official receipts of proposal re-defense fee; and
 - c. Approval sheet with the signature of the research teacher and the research adviser
24. The student-researchers shall not be allowed to bring token or any form of gifts for the panel members.

Guidelines for Final Oral Defense

1. The research teacher shall arrange the schedule for the final oral defense based on the timetable of activities. No defense shall be made three (3) weeks before graduation.
2. All groups shall submit the following final oral defense requirements at least three (3) days before the final oral defense:
 - o Three (3) copies of complete and edited research output;
 - o Official receipts of final oral defense fees;
 - o Endorsement from the editor, adviser, and research teacher;
 - o Research Consultation Matrix
 - o Adviser's Grading Sheet for Final Research Paper;
 - o Video Presentation of Prototype Development (for Engineering programs) in CD;
 - o Video Presentation of Business Operation (for IBP) in CD;
 - o Student Research Mock Defense Schedule Form (if necessary).
3. Submission of requirements will be up to 5 p.m. only of the designated due date. Late submission or non-compliance will mean a "Re-defense" status. On the one hand, students with a "Re-defense status" will obtain the highest grade of 75% in oral defense grade and will be disqualified for Best Research Paper Award. On the other hand, failure of this group to successfully pass the defense process will mean another final chance for a re-defense.
4. The research teacher shall facilitate, monitor, and evaluate the conduct of the defense.
5. The research teacher shall organize the panel for the final oral defense. The panel during the final oral defense shall be composed of the same evaluators present during the proposal defense. In the absence of one guest panelist, the research teacher shall sit in lieu and complete the panel. In ordinary cases,

however, the research teacher shall not sit as a panelist to any group of student-researchers enrolled in his/her class. The academic head may sit as an observer during the defense; however, he/she is not allowed to participate unless he/she is invited as a member of the panel.

6. The research teacher shall assign and identify the chair of the panel of evaluators. The specific functions of the chair shall be:
 - a. to lead or direct the final oral defense;
 - b. to moderate the deliberation of critical issues or questions; and
 - c. to explain or discuss with the student-researchers the reasons for revisions or re-defense (if applicable).
7. The members of the panel shall be given individual copy of the research output at least three (3) days before the proposal defense. They shall critique and give their comments, suggestions, and recommendations on the comment sheet. They shall also grade the research output and the student-researchers individually using the scoring rubrics for final oral defense and the scoring rubrics for individual student-researcher respectively.
8. All the comments, suggestions, and recommendations of the panel members must be detailed and written on the comment sheet provided by the CPRDS. The comment sheet will serve as a reference material and may be photocopied by the student-researchers a day after the defense.
9. Only written comments, suggestions, and recommendations shall be considered as bases for the final approval of the paper.
10. Panelists are requested to be specific in their comments (i.e. identify what and how to revise).
11. When conflict of ideas arises between or among the panelists, advisers, and students, the chair of the panel shall decide on the issue or problem.
12. The student-researchers shall be given preferably up to one hour and a half (1½) to present and defend their output.
13. The panel members shall accomplish the grading sheets immediately after the presentation of and submit them to the research teacher.
14. The panel members shall grade the student-researchers based on the rubrics provided. The numerical system of grading must be followed:
 - a. 96% - 100% = Excellent
 - b. 90% - 95% = Very Good
 - c. 85% - 89% = Good
 - d. 80% - 84% = Fair
 - e. 75% - 78% = Passed
 - f. Below 75% = Failed
15. The research teacher shall compute the grades during the final oral defense.

16. The student-presenters shall prepare the visual equipment and materials needed in the presentation. They shall also prepare individual nameplates for identification.
17. All groups who successfully defended their research outputs shall finalize their work within two (2) weeks after the final oral defense.
18. Any group that fails to submit the terminal requirements on the specified date will be given a grade of 75%. The grades obtained from the final oral defense and the adviser's evaluation shall be disregarded.
19. Any group or any group member who fails to come on the scheduled date of final oral defense shall be given another chance upon presentation of valid reasons noted by the research adviser and the research teacher. However, the student-researcher will be rescheduled to another defense session and, in effect, must pay a re-defense fee.
20. The re-defense must be accomplished within two weeks. Failure to do so shall mean a failing grade of 65%. Concerned students shall submit re-defense requirements two weeks after the scheduled defense. Below are the final oral defense requirements:
 - a. Three (3) copies of completed and edited research proposal;
 - b. Official receipts of proposal re-defense fee; and
 - c. Approval sheet with the signature of the research teacher and the research adviser.
21. The members of the group who have failed to defend their work within the academic year forfeit their rights over the said research work.
22. The advisers are required to attend the defense of their advisees. They are, however, not allowed to participate in the defense.
23. The student-researchers shall not be allowed to bring token or any form of gifts for the panel members.

Submission of Final Research Outputs

1. Two (2) printed and hard-bound copies of the final research paper for the department;
2. Two (2) soft copies in PDF format saved in CD of the final research paper [one (1) copy for the CPRDS and another one (1) for the Main Library]; another copy shall be furnished for company- or community-based research to the company or community concerned;
3. Two (2) hard copies (for the department) and two (2) soft copies (for the CPRDS and Main Library) of the Abstract;
4. Approval sheet signed by the Adviser, Editor, the Panel Members, and Academic Head;

5. Two (2) sets of program including source codes and user's manual saved in CD (applicable to SCST Programs and CpE students) for the department;
6. Prototype project (for Engineering Programs) for the department;
7. Final copy of video presentation of prototype development (for Engineering programs) saved in CD for the department;
8. Final copy of video presentation of business operations (for IBP) saved in CD for the department;
9. Student Research Prototype acknowledgement form (for Engineering Programs);
10. Student Research Software and User's Manual acknowledgement form (for SCST Programs);
11. Accomplished acknowledgment receipt form (for company- and community-based researches);
12. Accomplished acknowledgment receipt form (for research adviser);
13. Turnitin and Grammarly Test Results with passing grades;
14. Waiver of Confidentiality or Nondisclosure; and
15. Student Research Transmittal form.

Research Output Format

COLLEGE/DEPARTMENT	PUBLISHABLE	NON-PUBLISHABLE
COLLEGE OF NURSING	/	
CICCT		
BSCS, BSIT, BSIS, MIT	CONVERTIBLE TO PUBLISHABLE	
COLLEGE OF EDUCATION		
ALL PROGRAMS	/	
COLLEGE OF ARTS AND SCIENCES		
BACOM, BA JOURN, AB LIACOM	/	
AB POLCI, BS BIO	/	
BS PSYCH, BLIS, AB IS	/	
AB ENG		/
COLLEGE OF COMMERCE		
BSA & BSMA		/
BSBA FM	/	
BSMM		/
BSHRD	INDUSTRY SPECIFIC	COMPANY SPECIFIC
BSHM, BS TOURISM	/	
BSBA GEN		/

Policy on Co-Authorship

The research adviser is acknowledged for his/her intellectual contribution in the conduct and production of student research. In order to be formally considered as a co-author of the research paper, the research adviser and the student-researchers must sign the Declaration of Co-Authorship which certifies the substantial contribution of the adviser who, therefore, shall be given the credit as a co-author of the research paper. The research adviser may present the paper in local or international conferences, and publish it in local or international journals, subject to the following:

1. When published as a research work in a journal, the research adviser gets the credit of being a co-author of the student-researchers;
2. The principal authors are the student-researchers and the research adviser the secondary author; and
3. The research adviser may credit the published work to his/her name, meaning, he/she could declare it as his/her publication, provided, through close scrutiny, he/she has invested sufficient amount of time and technical support for the preparation of the said student research as evidenced by the evaluation of the students.

Forms

Form 0	Research Adviser and Advisee Memorandum of Agreement
Form 1	Adviser-Advisee Research Concepts Collaboration
Form 2	Advisees' Research Titles
Form 3	Research Consultation Matrix
Form 4	Endorsement for Proposal Defense
Form 4b	Endorsement for Final Oral Defense
Form 5a	Scoring Rubrics for Research Output - Proposal Defense
Form 5b	Scoring Rubrics for Research Output - Final Oral Defense
Form 6a	Scoring Rubrics for Individual Student-Researcher - Proposal Defense
Form 6b	Scoring Rubrics for Individual Student-Researcher - Final Oral Defense
Form 7a	Proposal Defense Comment Sheet
Form 7a	Final Oral Defense Comment Sheet
Form 8	Peer Evaluation
Form 9	Research Clearance
Form 10	Declaration of Co-Authorship
Form 11	Editor's Acceptance Form