

FOREWORD

I am happy to approve this research manual for the use of the University. The committee has worked very hard to finally submit it for approval. Thanks and congratulations to all the members of the said committee!

This manual is a testimony to the University's commitment to research. We want to give research the place it deserves in the work of teaching and learning. The faculty are able to teach more actively when they themselves discover the truths of the different sciences by doing research. Indeed, research is instruction's inspiring and dependable partner.

Moreover, research makes the community-service engagements of the university more sustainable and responsive to the needs of the people we want to help. Our research-based involvement can leave more lasting positive impact on the various communities we serve.

I hope our students and faculty alike, including the administrators and the non-teaching personnel will take advantage of the opportunities that the University offers.

A handwritten signature in blue ink, appearing to read "Ernesto M. Arceo", is positioned above the printed name.

Rev. Fr. Ernesto M. Arceo, OP, Ph.D, STL.
Rector and President
July 28, 2020

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Our Vision

We envision the Office of Research as the dominant hub and incubation center of research endeavors of UST-Legazpi in advancing the frontiers of knowledge from across disciplines that are significant and applicable to the local, national, and international contexts. In a life of truth and love out of gratitude, we, through other support services seek to create a conducive climate of support for Legazpi Thomasian researchers.

Our Mission

In line with our goal of becoming a leading university in the region, we, the Office of Research, in carrying out the institution's mission, commit ourselves to:

- Promote the value of research culture and accountability among researchers in the university;
- Engage in multidisciplinary research integrated with instruction and extension and in accordance with the ethical research principles and standards;
- Provide quality research consultative services to students, employees, and external researchers; and
- Strengthen research linkages and collaborations with local, national, and international partners.

Guiding Philosophy

Anchored on the research philosophy framed by the DOMNET Research Committee, UST Legazpi shall “involve the systematic and continuing search for truth based on reason illumined by faith and permeated with Christian values to increase human knowledge and contribute to the development of the human person in harmony with nature”. Furthermore, with seamless education the University endeavors to engage more in the search for knowledge through rigorous research through synergy of Instruction, Research, and Extension in close partnership with other institutions and agencies both local and international to realize undertakings of the university.

The university research program emphasizes the interdependence of Instruction, Research, and Extension as an integral part of the trifocal function of a university. Through such integration, the University is towards the complete realization of being a research university responsive to global, national, and local needs and realities.

Goals

- Promote the development of Bikol Culture;
- Identify indigenous cultural forms and properties of the Bikol region through multi-pronged research approaches designed according to the thrusts and specialization of various units of the University.
- To disseminate the results of research activities of the university functionaries;
- To implement workable strategies and relevant policies to attain the vision, mission, and thrusts of the University through the trifocal perspective and;

- To enhance research culture of the university by clearly articulating the university research policies, promoting internationalization, national standards, and community development.

Objectives

- To inculcate among students and employees the value of intellectual and moral righteousness;
- To ascertain that proper research ethics is in place;
- To imbue positive social and emotional maturity in research endeavors;
- To promote and encourage excellence, creativity, and innovation in research and scholarly works;
- To provide an atmosphere that supports the research and scholarly works of the university's employees and students;
- To monitor compliance with the requirements of statutory and regulatory research agencies and quality management bodies
- To implement research confidentiality on data privacy and data protection; and
- To comply with the quality standards set by the university in all research undertakings

University Research Agenda

The Office of Research sets the University Research Agenda with the following directions:

1. To conduct basic researches that will provide basis for developing new knowledge and applied researches that will contextualize prevailing knowledge in the different academic disciplines which are relevant to UST-Legazpi transformative education defined by UST-LEGAZPI research categories:
 - Sustainable Growth with Equity and Stability;
 - Promotion of Full, Decent, and Productive Employment;
 - Enhancement of Industry Competitiveness and Services;
 - Strengthening Information and Communication Technology;
 - Tourism Development;
 - Accelerating Infrastructure Development;
 - Sustainable Management and Natural Resources;
 - Investing in Education and Training;
 - Enhancement of Health Care;
 - Access to Shelter;
 - Protecting Vulnerable Groups;
 - Secure Balanced Regional Development;

- Securing Peace and Development; and
 - Fighting Poverty with Good Governance.
2. To integrate research and extension program of the university through its advocacy:
- Transformative Education;
 - Environment and Biodiversity;
 - Peace and Good Governance;
 - Sustainable Development;
 - Disaster Risk Management;
 - Bikol Culture;
 - Gender and Development;
 - Human Rights;
 - People Empowerment;
 - Health and Nutrition
 - Nationalization of Vital Industries; and
 - Consumers' Rights.
3. To conduct research that will provide data and information for administrative policy making in quality assurance key result areas:
- Governance and Management;
 - Quality of Teaching and Research;
 - Support for Students;
 - Relations with the Community; and
 - Management of Resources.

Guidelines for Personnel Research

The university gives premium on the researches of administrators, faculty members, and non-teaching personnel. This section contains the policies and procedures for administrators, faculty members, and non-teaching personnel in the conduct of research.

Personnel Research Requirement

1. Full-time faculty members and non-teaching personnel are required to conduct research as part of the 44-hour policy work service.
2. Research proposals can be done individually, in tandem, or in groups
3. There should be a maximum of five members for group research funded by the university. The function of each member in the research group must be clearly specified.
4. A progress report together with the liquidation must be submitted to the Office of Research-before the end of every semester.
Funded researches must be presented in local, national, or international seminars/conferences/colloquia.
5. Researches not funded by the university, may still be presented in a conference with UST-Legazpi as the school of affiliation provided the paper for presentation is approved by the Research Screening Committee (RSC).

Approval of Research Proposal

1. A researcher submits to the Office of Research the accomplished OR Form 001F (Capsule Proposal) at least thirty (30) calendar days after the call for papers.
2. The Office of Research shall endorse the Capsule Proposal Form (OR Form 001F) to the identified RSC for critiquing.
3. The RSC shall evaluate the capsule proposal using the Research Evaluation Form (OR Form 012).
4. The accepted proposal with revisions must be revised.
5. For disapproved proposal a new one must be submitted
6. The director shall consolidate the RSC's approved evaluation and endorse the accepted proposals to the Rector and President for final approval.
7. The research proposal is effective upon approval of the Rector and President until its termination as indicated in the capsule proposal.
8. Approved Capsule Proposal may be given financial assistance by the University.
9. Request for extension in the completion of the research shall be determined by the RSC depending on its merit of the request of the researcher.

Classifications of Academic Researches

The University classifies research as:

1. Short Term – lasts for a semester with only one proponent.

2. Medium Term – lasts for one academic year excluding special term with at most three proponents
3. Long Term – lasts for more than a year but not exceeding three years with at most five proponents

Research Deloading Policy

In view of the demands of the built-in research, the University offers de-loading privileges for interested faculty members depending on the nature and classification of research. As a matter of policy, the de-loading privileges are included in research schemes or packages. Depending on the availed scheme, the cost of the deloaded units is based on the academic rank of the researcher/s.

Leave Incentives

In the conduct of research, a faculty researcher or a non-teaching personnel may also avail of research leave. A maximum of 15 working days can be applied for by the employee and may be extended depending on the reasonable circumstance of appeal. Particular conditions for the leave will be determined by OR. The cost commensurate to the leave incentive shall be deducted from employee's salary in case of failure to comply with the research obligation.

Guidelines for Research Budget Monitoring

Funded research shall be liquidated based on the schedule indicated in the capsule proposal. Liquidation should be supported with official receipts and other pertinent documents.

Project Termination/Deferment

A research undertaking may be terminated or deferred under the following grounds:

- Non submission o
- f progress report to the Office of Research for two (2) successive reporting periods;
- Failure to deliver the expected output without justifiable reasons;
- Non observance of research ethics and standards.

Evaluation of Final Research Output

- 1.1 The Research Screening Committee shall evaluate the submitted researches. Using OR form 013. The evaluation is based on the following criteria:
 - a. The title is clear and adequate to the purpose of the study
 - b. Abstract clearly presents background, methods, results, and conclusions
 - c. Methods used are appropriate
 - d. Terminology is adequate
 - e. Paper does not have extraneous parts and no further abridgment is necessary
 - f. Results are clearly presented
 - g. Conclusions are logically derived from the data presented
 - h. Key words are adequate

- i. Tables, charts, figures, pictures and graphs are necessary and clear
- j. References are appropriate

After 14 days the Office of Research shall collect the OR form 013 and consolidate the review of the RSC members.

The Research Director shall furnish the Office of the Rector and President, Vice President for Academic Affairs and the concerned department heads with the list of completed researches.

Publication Incentives

For completed researches published in reputable and refereed journals the University provides the following incentive schemes shown in Table 1.

Table 1
Publication Incentive Scheme

<i>Publication</i>	<i>Incentive</i>			
	<i>ISI Journal</i>		<i>Non ISI Journal</i>	
	<i>Research</i>	<i>Article/Book review</i>	<i>Research</i>	<i>Article/Book review</i>
Local level			P5,000	P2,000
National-level	P6,000	P4,000	P2,000	P1, 500
International-level	P8,000	P5,000	P6,000	P4,000

Research Presentation Grants

Aside from publication, the University also provides grants for presentation of faculty and personnel researches in different academic fora. Paper presenters must seek approval from OR prior to presentation in various organizations.

1. The researcher must submit to the Office of Research a letter of intent, the manuscript, and the approved confirmation/invitation from the host agency/institution
2. The Research Director shall;
 - evaluate the merit of the request to participate in the forum
 - inform the researcher about the status of the request
3. The researcher shall accomplish the budget request form.
4. The researcher shall submit to the Office of Research his/her proof of presentation.
5. The research presentation incentive shall be awarded after submission of the certificate of presentation.

Table 2 presents the research presentation incentive scheme.

Table 2
Presentation Incentive Scheme

<i>Level</i>	<i>Incentive per research paper</i>
Local Forum	P2,000.00
National Forum	P4,000.00
International Forum	P6,000.00

Recognition of Excellent Research

The university acknowledges excellent research projects of the personnel. Under this scheme, awards and cash rewards will be given to the best research by sector or discipline. The criteria for judging will be determined by the Office of Research.

PUBLICATION GUIDELINES FOR THE OFFICIAL UNIVERSITY JOURNAL

1. The Official Journal of University of Santo Tomas-Legazpi is LUX VERITATIS: JOURNAL OF INTERDISCIPLINARY STUDIES, an online refereed international journal published on the first month of the 2nd semester of every academic year.
2. The author retains the copyright of the research article.
3. The University owns the copyright of the Journal .
4. The POOL OF REFEREES is composed of academics, scholars, and research enthusiasts who are recognized experts in their field of specialization. The referees shall come from academic institutions and organizations of national and international repute.
5. The Journal is interdisciplinary and multidisciplinary which includes research articles covering the Humanities, Social Sciences, Natural Sciences, Engineering, Business Management, Health Sciences, Law, Technology, and Education.
6. Articles and researches from the university personnel to be published in the journal should not exceed 40% of the total number of contributions for every volume.

7. Articles submitted shall be subjected to double blind review.
8. The Rector and President is the PUBLISHER of the Journal.
9. The EDITORIAL BOARD is composed of the following:
 - a. EDITOR-IN-CHIEF
 - b. RESEARCH CONSULTANTS
 - c. TECHNICAL EDITOR
 - d. ASSOCIATE EDITORS
 - e. MANAGING EDITOR
 - f. WEB EDITOR
10. The EDITOR-IN-CHIEF is responsible for
 - a. All contributions in the Journal;
 - b. Ensuring that all contributions submitted publication are of good quality, relevant, and do not infringe the copyright of any other person;
 - c. Guaranteeing the research ethics and ethics of research and publishing; and
 - d. Selecting and rotating the members of the editorial board
11. The RESEARCH CONSULTANT is responsible for
 - a. Guiding us to build upon and develop our Journal reputation for high quality work and high standard
12. The TECHNICAL EDITOR is responsible for
 - a. The technical and intellectual content of the Journal; and
 - b. Overseeing the work of Associate Editors
13. The ASSOCIATE EDITOR is responsible for
 - a. Identifying qualified reviewers;

- b. Assisting the peer review of manuscripts; and
 - c. Expediting the review process
- 14. The MANAGING EDITOR is responsible for
 - a. Preparing the decision and other communications;
 - b. Maintaining and updating journal publication schedules; and
 - c. Communicating with the authors the status of their submissions
- 15. The WEB EDITOR is responsible for
 - a. Setting up the Journal website, configuring the system options, and managing the user accounts; and
 - b. Ensuring server settings are accurate, adding language files, and creating new journals on the website
- 16. The positions in the EDITORIAL BOARD shall form part of the regular work of the people involved in the University.
- 17. All members of the EDITORIAL BOARD shall be appointed by the Rector and President.

GUIDELINES AND PROCEDURES FOR REFEREEING

Refereeing is an academic collaborative process where publishable papers are subject to peer review.

1. Referees are independent experts in their field of specialization with broad national or international experience in refereeing who evaluates the papers adherence to ethical standards, relevance, originality, and novelty of ideas.
2. The author submits the paper to the editorial board.

3. The editor-in-chief assigns an associate editor to act as reviewing editor for the paper. The associate editor passes judgment whether the paper submitted is ready for refereeing.
4. The editor-in-chief assigns at least two evaluators per manuscript from the pool of referees in consideration of their field of specialization.
5. The referees submit the evaluation to the editor in chief.
6. The editor-in-chief informs the author about the result of the evaluation.

II. Editorial Policy

1. The author revises the manuscript based on the result of the evaluation:
 - a. ACCEPTED WITH MINOR REVISIONS.
(A review of the revised version is not necessary. The reviewer lists minor modifications. *The paper will be published on condition that all suggestions of the reviewers are incorporated in the final paper.*
 - b. ACCEPTED WITH MAJOR REVISIONS.
(*The paper has to be revised by the author for a second review by one of the evaluators and will be published if found satisfactory.*)
 - c. REJECTED.
2. The period of submission of papers to the Editorial Board is on or before the end of the first semester.
3. The period of review shall be during the second semester.
4. Publication is every third week of May.

The ONLINE INTERNATIONAL REFEREED JOURNAL OF INTERDISCIPLINARY STUDIES shall be posted online May of every year.

POLICY ON STUDENT RESEARCH

Student Research

1.0 Research Council for Academic Units

The Research Council (RC) is composed of the Academic Head as the chairman, the Program chairpersons, and research instructors. The RC evaluates consistency of student research proposals to the university research agenda.

2.0 Approval of Research Proposal

1. Students enrolled in Research 1/Project Proposal 1 shall submit the accomplished OR Form 001 (Capsule Proposal) to the Research Instructor a week after the preliminary term.
2. The Research Instructor shall
 - check the completeness of the entries in the form;
 - consolidate the submitted capsule proposals;
 - coordinate with the Dean/Principal on the schedule of the deliberation of the College/Department Research Council
3. The Dean/Principal shall
 - convene the research council ;
 - facilitate the deliberation of the proposals submitted.
4. The council shall
 - approve the proposal otherwise it shall be returned with comments to the proponent.
 - recommend/Assign the adviser

3.0 Proposal and Final Defenses

3.1 Application

- 3.1.1 The Research Adviser shall review, and endorse the manuscript together with the checklist form (OR Form OO8P/OR Form 008F) to the academic head at least ten (10) working days before the scheduled defense.
- 3.1.2 Once endorsed, the student researcher produces four (4) copies of the manuscript (For Tertiary and Basic Education), six (6) copies of the manuscript (for Graduate School) for distribution to the panel members at least five working days before the scheduled defense.

3.2 Conduct

- 3.2.1 The student prepares a twenty minute (20) PowerPoint presentation and a maximum of one hour for deliberation.
- 3.2.2 The student should be in school uniform or business attire.
- 3.2.3 The defense cannot proceed without the adviser and the complete set of panel members.

4.0 Schedule of Defenses

Defenses can be scheduled fourteen (14) calendar days before the midterm examination until (14) calendar days before the final examination.

Defenses can be scheduled as early as preliminary term but should not go beyond two weeks before the scheduled final examinations.

If the student has successfully passed the final defense, he will be given at most five days to revise the manuscript and submit the same to the research adviser. The student should present a copy of the recommendations and the actions taken together with the manuscript. The research adviser and the panel members should check whether the recommendations have been incorporated in the final copy.

5.0 Language Editing

1. The student researcher shall email the final manuscript for Plagiarism analysis and must obtain similarity index not exceeding 20 % (Basic Ed), 15% (Tertiary), and 10% (Graduate school and Law).
2. After the Plagiarism analysis the researcher shall submit to the office of research a hard copy of the manuscript (double spaced) with the accomplished language editing form (OR form 007).
3. The Office of research shall assign and endorse the manuscript to the designated language editor.
4. After 7 working days the language editor shall endorse the edited manuscript to the Office of Research.

5. Upon receipt of the edited manuscript the Office of Research shall notify the student to claim it.
6. After revision the researcher shall endorse the first draft (with the editor's correction) and revised manuscript to the editor. Upon checking that all corrections were incorporated, the editor signs the Editor's Certification.
7. The researcher submits a photocopy of the Editor's Certification to the office of research.

6.0 Rating Criteria

The quality of the research output of the candidate will be evaluated using the numerical rating of 75-100. The following are the criteria:

Pure Research (**without** prototype)*Research Quality: 60%*

Criteria	Description	Percentage weight
Overall substance or quality of the research	<ol style="list-style-type: none"> 1. Relevance/ significance 2. Reliable with sufficient supporting arguments and evidences, 3. Clear- Report is presented in a systematic/organized manner, 4. Shows originality, creativity and sophisticated critical thinking, 5. Uses multiple printed and web-based sources, and correctly acknowledges the document source 	40
Mechanics	Observance of rules for proper use spelling , punctuation, capitalization, italics, names, titles	10
Style/format	Observance of the formatting rules for research as set by the university.	10

Oral Defense: 40%

Criteria	Description	Percent age weight
Clarity of Ideas	Clearness of thought, focused ideas, Student presents information in logical, interesting sequence which audience can follow.	10
Mastery of topic	Full command of the study Student demonstrates full knowledge (more than required) by answering all class questions with explanations and elaboration.	20
Organization	Student's visual aids explain and reinforce the presentation. Student maintains eye contact with audience, seldom returning to notes. Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.	10

Applied Research (**with** prototype):

Item	Description	Percent
Research quality	Refer to guidelines	20
Oral defense	Refer to guidelines	20
prototype	For engineering: Safety, ease of use, portability, durability, use of standard parts, aesthetics, cost	60
mock –up model (Fine arts)		60

7.0 FINAL GRADE (for research courses in the final term)

The final grade for the research and project design courses in the final term shall be computed as follows:

Pure Research (without prototype):

Item	Given by	Percent
Final defense grade	Panel members	80
Manuscript, progress reports, exams	Research instructor	20

Applied Research (with prototype/mock-up model):

Item	Given by	Percent
Final defense grade	Panel members	20
Prototype	Panel members	60
Manuscript, progress reports, exams	Research instructor	20

8.0 Guidelines in the Conduct of Oral Defense

- 8.1 The oral defense will proceed as scheduled unless all of the members of the panel decide, with the approval of the Academic Research Council for postponement.
- 8.2 Before proceeding with the oral defense, the research instructor should ensure that provision 3.0 has been complied with.
- 8.3 The research instructor introduces the members of the thesis panel, explains the grading criteria, provides the panel members with the rating sheet, reads the rating criteria and turns-over the defense process to the panel chairperson.
- 8.4 The panel chairperson signals the start of the defense. He/she requests the research adviser to introduce his/her advisee/s. In the final defense the research adviser should certify that all the requirements and or suggestions of the panel during the proposal have been incorporated in the final manuscript.

- 8.5 The student is given at least 20 minutes for the oral presentation for **The students should present the matrix during the final defense.(Refer to section 3.2.1).**
- 8.6 For the research with prototype, the students should present and discuss the prototype for another 20 minutes as the case may be.
- 8.7 After the presentation, the chairperson leads the panel in the deliberation of the manuscript and in the question and answer portion for at least 30 minutes. For the proposal defense, the panel should focus on the content of the introduction and methodology sections rather than on the title so that appropriate suggestion could be given to revise or improve the title.
- 8.8 The research adviser should take note of the recommendations.
- 8.9 Before closing the defense, the research adviser summarizes the major comments and suggestions.
- 8.10 The panel chairperson declares the defense over and leads the panel members in the deliberation of the grade. The panel chairperson requests research adviser and his/her advisees to leave the room for the deliberation for at most 10 minutes.
- 8.11 The panel chairperson announces the result of the defense.
- 8.12 The research instructor collates the grading sheets.
- 8.13 The defense should not exceed 2 hours.

8.14 A redefense may be recommended by the panel members on the following grounds:

8.14.1 Insufficient data

8.14.2 Defective research instrument

8.14.3 Erroneous data analysis

9.0 Appeals for Reconsideration

The student may appeal in writing addressed to the chairman of the Academic Research Council regarding their schedule of final defense if there is a valid medical reason. For the student who misses the scheduled defense, a medical certificate is required.

10. Qualifications and functions for Research Adviser, Panel chairperson and members, Research Course Instructor, Editors and Statistician

(1) Research Adviser

Qualifications of Research Adviser

- Must at least be a Master's Degree holder in his/her academic field
- A professional license is required for faculty in the technical programs (Engineering, Architecture, Fine Arts)
- In the absence of a Master's Degree and/or professional License, appropriate skills and experience related to the field must be the basis for advisership.
- Considered by his colleagues as expert on the subject of the considered research

- Must be recommended by the Academic Research Council of his/her department to become part of the Pool of Research Advisers

Functions of Research Adviser

As the **research adviser**, you are responsible for:

- i. Conducting regular meetings with your advisees until the completion of the research
- ii. Ensuring that the paper is unified and coherent following the mechanics of writing a technical and scholarly paper.

Specifically you are responsible for:

- i. Guiding the student in the preparation of the manuscript
- ii. Monitoring the student's progress
- iii. Endorsing the research work for defense
- iv. Checking the format, organization and the content of the manuscript
- v. Orienting the advisee in preparation for the defense
- vi. Attending the defense of your advisee and ensuring that suggestions are incorporated in the revisions
- vii. Furnishing the panel members with the summary of suggestions and recommendations at least one (1) week after the defense.

Position	Maximum number of advisees	Maximum number of the papers to be evaluated
Administrators	2	
Program Chair	4	5
Full time faculty members	5	7
Part-timer	2	4
Technical experts outside the university	2	2

The maximum number of advisees and papers to be evaluated presented above must be observed. However, when a written consent is secured from the department head, the advisers and evaluators can be given additional assignments.

(2) Panel Chairperson

Qualifications of Research Panel Chairperson

- At least a Master's Degree holder in his/her academic field
- Considered by his/her colleagues as expert on the considered research
- Recommended by the Academic Research Council of his/her department to become part of the Pool of Research Panel Chairpersons

Functions of Research Panel Chairperson

As **chairperson** of the defense panel, you are responsible for:

- i. the orderly and timely conduct of the proposal defense;
- ii. the quality and value of the submitted work; and
 - a. the output to be publishable in a peer-reviewed or refereed journal.

Specifically you are responsible for:

- i. facilitating the evaluation of the research paper;
- ii. ensuring objectivity and fairness in evaluating the research paper;
- iii. consolidating and announcing the official result given by the panel members before adjournment of the defense;
- iv. submitting the consolidated rating; and
- v. affixing your signature to the summary of recommendations prepared by the Research Adviser.

(3) Panel Member

Qualifications of Research Panel Member

- Preferably a Master's Degree holder in his/ her academic field
- Considered by his colleagues as expert on the subject of the considered research
- Must be recommended by his/her department to become one of the members in a research panel

Functions of Research Panel Member

As **member** of the defense panel, in general you are responsible for:

- iii. the orderly and timely conduct of the final defense;
- iv. the quality and value of the submitted work; and
- v. the output to be publishable in a peer-reviewed or refereed journal.

Specifically you are responsible for:

- iii. assisting the Panel Chairperson in evaluating the research paper
- iv. recommending improvements on the research paper during the final defense
- v. rating the paper objectively
- vi. affixing your signature to the summary of recommendations prepared by the Research Adviser.

(4) Research Instructor

Qualifications of Research Instructor

- At least a Master's Degree holder in his/her academic field
- Should have relatively wide knowledge on research in general vis-à-vis form, format, methods, approaches, and style

Functions of Research Instructor

- Present to the CRC the proposed research topic/title/problem of the students for evaluation.
- Present to the CRC the tentative schedule of research defense for approval.

- Ensure that the students acquire the necessary research skills and concepts
- Ensure that students' research topics are aligned with the research agenda, theme, and advocacies of the university
- Ensure that the prescribed research process is observed and format is followed
- Collate the grades of the panel members after the defense
- Compute the final grade of research students

(5)Research Editor

Qualifications of Research Editor

- A faculty member of the Department of Literature and Languages, or
- A recognized editor of his/her colleagues, or
- As recommended by the College Research Council of his/her College to become part of the Pool of Editors

Functions of Research Editor

- Responsible for editing (only) the syntactic and semantic features of the manuscript
- Returning the edited manuscript to the researcher not more than 7 calendar days upon receipt of the document

(6) Research Statistician

Qualifications of Research Statistician

- Preferably a Master's Degree holder in statistics
- Must be a recognized statistician of his/her colleagues
- Must be recommended by the College Research Council of his/her College to become part of the Pool of Statisticians

Functions of Research Statistician

- Assist the researcher in evaluating data involving highly statistical procedures as recommended by the panel members.

Remuneration of Research Statistician

- The statistician is entitled to a remuneration of Php 5,000.00 per statistical analysis per paper.

11. Best Thesis Award

The SEARCH FOR BEST THESES is open to all graduating students.

The CRC shall facilitate the nomination the awards.

CRITERIA FOR BEST THESIS:

- The research has significant impact on local and national scales(RESEARCH IMPACT)
- The research generates and contributes knowledge in a field of specialization. (KNOWLEDGE GENERATION)
- The paper is technically superior in terms of method, model, evidence, and analysis. (TECHNICAL QUALITY)
- The paper is well discursive. (COMPOSITION)

RUBRICS FOR BEST THESIS AWARD

Indicators	Weight	Fair (1)	Good (2/3)	Very Good (4/5)
ORIGINALITY (Originality of contribution to the existing knowledge with an emphasis on the paper's innovativeness in both theory development and methodology used in the study.)	25%			
IMPACT/SIGNIFICANCE OF THE STUDY (The impact of the research work on the society; the scope of the study in terms of setting and the significant practical contribution on diverse fields)	25%			
DEPTH OF DISCUSSION (The quality of discussion along: consistency and coherency of analysis and implications, completeness and correctness of explanation, and sensibleness/rationality of ideas.)	25%			
ORGANIZATION-STRUCTURAL DEVELOPMENT OF IDEA (Quality of writing style in terms of clarity and logical organization of ideas)	15%			
MECHANICS (Consistency of content and presentation to the required or prescribed format)	10%			

Guidelines for Best Thesis Award

- There shall be six award categories: Bicol Development and Culture, Applied Sciences and Technology, Social Innovation, Knowledge Generation, Ethics, and Creative Work.
- Proposed Categories: Health Sciences, cScience and Technology, Arts and Humanities, Creative Works, Business Enterprise, Bikol Culture,
- Only the thesis with the highest defense grade per program is eligible for nomination.
- The CRC shall recommend the category.
- **A thesis, upon evaluation given the rubric, should have garnered at least 35 points in total. (pending criteria)**
- Only the highest evaluated thesis per award category shall be given the award.
- The coverage shall be for the current academic year.

12. Formatting Guidelines

The technical format is as follows:

Form of Output	Publishable Paper; IMRaD Frame
Number of Pages	at least ten (10) pages and a maximum of twenty five (25) pages
Spacing	Single
Format	APA (except PH & THEO: Chicago Turabian)
Margins	0.5" (left) 1" (top, bottom)
Text Alignment	Justified
Page Format	two-columnar
References	At least 20 References for High School, and Tertiary At least 30 References for teaching and non-teaching personnel At least 60 References for Graduate school

1. Spacing:
 - a. Tables and figure captions, references – single space
 - b. Spacing for the text material for tables and figures should be single space.

- c. Use four spaces between major division or chapter heading and the first line of the text following the heading
 - d. Use triple space before the major subheading and before and after all tables.
 - e. Use double space between lines of text.
 - f. Use double space between a period and the next sentence.
 - g. Use single space within the citation itself.
 - h. Double space between each complete citation.
 - i. Paragraphs should be indented 5 spaces from the left.
 - j. Paragraphs must be separated from the preceding and succeeding paragraph by two single spaces.
 - k. A new paragraph must not begin at the bottom of a page if there is no sufficient space for at least two single spaces.
 - l. For quotations fewer than 40 words, incorporate into the text and close with double quotation marks.
 - m. Quotations of 40 or more words shall be double-spaced block type written with no quotation marks. Indent five spaces from the left margin without the usual opening paragraph indent.
2. Pagination
- a. Each page in the thesis should bear a number (bottom center). The page number for the title page, and the start of the chapter should not appear:
 - b. The preliminary pages or pages before the thesis text are numbered with lower case Roman

numerals positioned at the center bottom of the page. Pages after the preliminary pages starting with the Introduction will be numbered using the Arabic numerals placed at the center bottom of the page. Use of suffixes such as 1a, 1b, etc., will not be approved. No punctuations should accompany the page number.

3. Headings

The Chapter titles must be typed in uppercase letters, boldface, page centering. Use a 11 point font size.

Ex: **INTRODUCTION , METHODS,
RESULTS AND DISCUSSION**

Main Sections should have titles in boldface, title case, and left margin indentation. First-level subsections should have titles in boldface, title case, and paragraph indentation. Second-level subsections should have titles in boldface, lowercase, paragraph indentation, and end in period. First line of the paragraph follows; thus the title becomes part of the paragraph.

4. Parenthetical Author-Date-Page Documentation

Source citations are required in the text whenever quoting another person's words, or paraphrasing another author's words, or including specific information that is not common knowledge. Use the author-date-page system in documenting sources. This system indicates, in parenthesis at the

end of a statement, the author's last name, the year of publication. Citations must correspond to a bibliography/reference section arranged alphabetically by author, so that a reader can easily locate the complete source. Appendix H shows samples of this author-date-page citation.

5. Plagiarism Analysis

To make the plagiarism analysis more reliable, the university has subscribed to a plagiarism software. All the research papers before the proposal and final defense must undergo plagiarism analysis. A Certificate of Originality will be verified and signed by the thesis adviser and will be part of the requirements for proposal and final defense.

Only the manuscript within the allowable percentage of similarity can proceed with the proposal or final defense.

Allowable percentage of similarity (exclusive of properly cited quotations, equations, and other texts):

15% for tertiary

20% for Junior and Senior High School

6. Specially Designated Expressions

Specially designated expressions mean equations, formulae, etc.. The expressions shall be identified by an Arabic number in parenthesis like "(2.1), "(2.2)", "(2.3)", etc.. which should be placed

opposite the expression and in line with the right margin of the text. They should be numbered within each chapter in the order of their appearance. The standard style for mathematical expressions in scientific publications makes use of italic typeface for variables in Latin characters and non-italic typeface for mathematical signs (+, -, parenthesis, etc.). Bold characters are usually reserved for vectors and matrices.

7. Tables and Figures

Tables are used to summarize the data being presented. Table numbers and titles are in boldface. Vertical lines on the left and right margins should not box tables. Tables should appear at the end of the narrative discussion.

Ex.:

Table 1
Summary of Enrollment SY 2011-12

	BSCE	BSIE	BSECE	BSCpE	BSArch	BFA	BSCS
Male							
Female							
Total							

Short tables should be placed on a page with some text while long tables and figures should be placed on a separate page immediately after the page on which the table or figure is first mentioned. Tables should be given brief and clear explanatory titles

typed above the pertinent table and should be numbered using Arabic numerals. Figure captions are typed below the pertinent figure. Table and figure titles should be bold. Illustrations should be labeled as “Figures” such as “Figure 1” and the labels should be marked consecutively throughout the text and should be placed before the figure itself. Figures and tables are not the same and should not be numbered with reference to each other. Spacing for the text material for tables and figures should be single space.

8. Reminders when writing text of the main body.

- 10.1 The whole text should be left and right justified.
- 10.2 Periods, commas, semicolons and colons go outside the quotation marks.
- 10.3 The word “data” is plural and requires a plural verb.
- 10.4 Integers from one to nine, inclusive, should be spelled out except when they represent a chapter or a section. For number 10 and above, use numerals. Numbers should be spelled out when they begin a sentence.
- 10.5 Spell out per cent; do not use %, and write per cent as two words without a period within the text.

9. Language and Style

- 11.1 The language expression of a research report is scientific in the sense that prejudices, fantasies and asides of the writer do not have a place. Scientific writing is different from fiction writing

inasmuch as the former is data based and data bound while the latter knows no bound.

- 11.2 Simplicity, conciseness and straightforwardness are main characteristics of scientific writing. Sentences should be short to be more understandable.
 - 11.3 There must be continuity from chapter to chapter and from section to section Use transitional sentences.
 - 11.4 First person is not used in order that the style becomes personal. The words I, ME and MINE should not be used.
10. Tense of the verb:
- 12.1 Description of methodology: For proposal defense, description of methodology should be in the future tense. For final oral defense it should use past tense of the verb since the things done including the thinking are over.
 - 12.2 Related literature should be in the past tense for the reason that the quotes were said in the past.
 - 12.3 Allusions to a table during the presentation of the data should be in the present tense.
 - 12.4 Recommendations and implications should use the future tense of the verb.

11. INSTITUTIONAL FORMAT

13.1 Preliminary Pages

- TITLE PAGE should be consistent in terms of the title and degree. Only the title and the

name of the researchers are in uppercase, with the former in boldface.

- **RECOMMENDATION FOR ORAL EXAMINATION** and **SUBMISSION FOR ORAL EXAMINATION** are in one page. Consistency should be observed among the title, name of researchers and degree. Check well the names and academic degrees of the thesis committee members.
- **RESULT OF THE ORAL EXAMINATION** is one page. Observe consistency in the name of researchers, title of the thesis, name and degrees of panel examiners.
- **EDITOR'S CERTIFICATION.** Date of issuance of certification must be indicated.
- **ACKNOWLEDGEMENT** is free style. This is the only part where the researcher can use the first person as in "I."
- **ABSTRACT** should be brief and concise. Times New Roman, 11 point, no indentation, 250 words maximum. The researcher's name must be written with the last name followed by the first name and the middle initial. Title of the thesis is enclosed in quotation marks.
- **TABLE OF CONTENTS.** Titles of preliminary pages are in uppercase with the page number in Roman numerals lower case. Introduction, Methods, Results and Discussion are in uppercase with the page number in numerals.

- LIST OF FIGURES and LIST OF TABLES are on separate pages. Titles should be consistent with those in the text of the report.

11.2 Main Body

Title of the study
[Centered, Times, Boldfaced, 13 points, Title Case]

Presenting Author (Name, Affiliation)
[Centered, Times, 12 point]

ABSTRACT
[Centered, Times, 10 point]

[Times, 11 point, no indentation, 250 words maximum]

INTRODUCTION [Times, bold, 11 point, Indentation every start of the next paragraph, 2 columns]

- a.* Background
- b.* Rationale
- c.* Current state of research in the field
- d.* Review of Related Literature and Past Studies
- e.* Key References
- f.* Gap to be bridged
- g.* Significance of the study
- h.* Objective of the Study

METHODS [Times, bold, 11 point, Indentation every start of the next sentence, 2 columns]

- a.* Research Design
- b.* Who? What? When? Where? How? Why?
- c.* Materials, Interventions, Data Analysis
Procedure Sampling Procedures, Ethical Considerations
- d.* Data Gathering Tools and Techniques

RESULTS [Times, bold, 11 point, Indentation every start of the next sentence, 2 columns]

- a.* Results of all experiments and surveys;
- b.* Presentation of Data [Texts, Tables, Figures]
- c.* Interpretation of Data

DISCUSSION [Times, bold, 11 point, Indentation every start of the next sentence, 2 columns]

- a.* Recapitulation of major findings
- b.* Discussion of findings vis-à-vis theories and key variables in the study
- c.* Analysis and implications
- d.* Recommendations for further studies
- e.* Summary and Conclusion

11.3 Terminal Pages

- **REFERENCE** is the detailed description of the document from which you have obtained the information-

All references should be double-spaced, and should have a hanging indent (of 5-7 spaces) for the second and subsequent lines for each entry.

- APPENDICES include all supplementary materials, research instrument, and researcher's curriculum vitae.

Research Manual Committee

Asst. Prof. Abelardo Belleza, Ph.D.	Chairman
Engr. Amparo Brizuela, MBA	CEAFA Representative
Asst. Prof. Silvino Balasta, M.P.R	CASE Representative
Asst. Prof. Jiddeh N. Selda	CBMA Representative
Miss Shailer Balidoy, R. Ph.	CHS Representative
Asst. Prof. Jude Vincent Bausa, MA Theo	ORA Representative
Prof. Alvin Sario, Ph.D.	Graduate School Representative
Miss Resty Diane S. Carullo, LPT	Junior High School Representative
Mr. Wyro de la Cruz, LPT	Senior High School Representative
Mrs. Almieta Pago, LPT	AQUI Elementary Representative
Miss Alej Albert Areola	Non-Teaching Representative
Miss Joy S. Abecia, LPT	Non-Teaching Representative
Asst.Prof. Carmela R. Mirandilla, M.Eng.	Secretariat
Asst.Prof. Lalaine M.Valladolid, MOS	Secretariat
Reymond B. Adra, LPT	Secretariat

Appendix A

CAPSULE PROPOSAL FORM



OR FORM 001F
(Faculty Research Capsule Proposal)
Revised 9/27/19

CAPSULE PROPOSAL FORM

A. BASIC INFORMATION													
PROPOSED RESEARCH TITLE/ TOPIC:													
		Field/s of expertise				Highest educational attainment							
Name of Project Head contact number													
Name of Project Member #1 contact number													
Name of Project Member #2 contact number													
B. TECHNICAL DESCRIPTION (Provide an abstract of not more than 250 words, including five (5) keywords for the proposal project/research work, i.e., objectives of the study, significance of the study, methodology and at least ten (10) references, five (5) of which are journals. Use APA format for the references.)													
References													
C. MODIFIED GANTT CHART													
Specific Task/Activity		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
D. BUDGETARY REQUIREMENTS													
Item		Particulars						Amount (Php)					
		TOTAL											

Prepared:

Signature over printed name of the researcher/s

Noted:

Head of Office

Appendix B

DEAN'S ENDORSEMENT FOR PROPOSAL DEFENSE



OR FORM 005PC
For panel chair
Revised 9/3/19

DEAN'S ENDORSEMENT FOR PROPOSAL DEFENSE

TO: ***Panel Chair***

This certifies that the attached manuscript is hereby endorsed for proposal defense with the following details:

Research Title	
Author/s	
Research Adviser	
Defense date and time	
Defense Venue	

As **chairperson** of the defense panel, you are responsible for:

- the orderly and timely conduct of the proposal defense;
- the quality and value of the submitted work; and
- the output to be publishable in a peer-reviewed or refereed journal.

Specifically you are responsible for:

- facilitating the evaluation of the research paper;
- ensuring objectivity and fairness in evaluating the research paper;
- consolidating and announcing the official result given by the panel members before adjournment of the defense;
- submitting the consolidated rating; and
- affixing your signature to the summary of recommendations prepared by the Research Adviser.

Thank you very much.

Truly yours,

Signature over Printed Name of Dean/Date

Appendix C

DEAN'S ENDORSEMENT FOR FINAL DEFENSE



OR FORM 006FC
For panel chair
Revised 9/3/19

DEAN'S ENDORSEMENT FOR FINAL DEFENSE

TO: ***Panel chair***

This certifies that the attached manuscript is hereby endorsed for final defense with the following details:



Research Title	
Author/s	
Research Adviser	
Defense date and time	
Defense Venue	

As **chairperson** of the defense panel, you are responsible for:

- the orderly and timely conduct of the final defense;
- the quality and value of the submitted work; and
- the output to be publishable in a peer-reviewed or refereed journal.

Specifically you are responsible for:

- facilitating the evaluation of the research paper;
- ensuring objectivity and fairness in evaluating the research paper;
- consolidating and announcing the official result given by the panel members before adjournment of the defense;
- submitting the consolidated rating; and
- ~~affixing~~ affixing your signature to the summary of recommendations prepared by the Research Adviser.

Thank you very much.

Truly yours,

Signature over Printed Name of Dean/Date

Appendix E

ANIMAL CARE AND USE APPLICATION FORM



OR FORM 011
(Animal Care and Use
Application Form)
Revised 8/8/19

ANIMAL CARE AND USE APPLICATION FORM

Research Title	
Principal Investigator	
Study Protocol Submission Date	

INSTRUCTIONS

To the Principal Investigator	Please answer the items/questions below, write N/A for items not applicable to your research proposal. Please do not make any alterations to this form.
-------------------------------	---

Nature or Research

1. What type of research is being proposed?	
2. What are the objectives of the research?	

Target subjects

3. What characteristics are required in the selection of subjects?	
4. How many subjects will be included in the research? Provide justification for this number?	
5. Where will the subjects be drawn? (e.g. pet shops, laboratories, field, etc?) Identify the name and exact location	
6. How will the subjects be transported? Provide details on: (attach additional sheets if necessary)	
a. Transport container to be used	
b. Transport schedule	
c. Acclimation, stabilization and conditioning procedure	
7. How will the subjects' diet be managed? Provide details on: (attach additional sheets if necessary)	
a. Food preparation	
b. Availability of water	
c. Containers by which food will be served/stored.	

**Animal Room and Accommodation**

8. How suitable is the room intended to accommodate the subjects? Please provide description in terms of: (attach additional sheets if necessary) a. Ventilation b. Cleanliness c. Temperature d. Other safety features required
9. Does the research procedure involved specialized facility for experimental, quarantined or isolated animals? If yes, provide details on how such will be handled
10. Will cages be used? If no, provide details on how to keep the subjects. If yes, provide description of the: a. Size of the cages relative to the size and number of subjects to be placed in the cages b. Arrangement of the cages c. Material by which the cages are made of

Management Assessment of Pain

11. Is there any projected degree of pain or distress (temporary or permanent) to the subjects? If yes, provide details on the availability of remedial measures and/or alternative procedure available
12. Will the subjects be introduced to premedical, sedative, or surgical procedures? If yes, provide experimental procedures.
13. How will the degree of pain or distress to the subject be assessed? Provide details on the method and how the assessment will be done.

**Disposal of Animal**

- | |
|--|
| 14. How will the subjects be handled after the experiment? Is there a provision for reuse of subject?
Provide details on how such will be done. |
| 15. Will the animal subjects be euthanized? If yes, provide details on <ul style="list-style-type: none">a. How euthanasia will be appliedb. How dead subjects and associated laboratory materials will be disposed |

Personnel

- | |
|---|
| 16. Indicate the names and qualifications of all personnel who will be responsible for conducting the procedures. Specify who will conduct/supervise for every procedure indicated in the protocol. |
|---|

References

- | |
|--|
| 17. Cite literatures for animal care and use |
|--|

Accomplished by:

Principal Investigator

Noted:

Thesis Adviser

Program Chair

Endorsed:

Dean

Appendix F

EDITOR'S CERTIFICATION FORM

UNIVERSITY OF SANTO TOMAS - LEGAZPI

College of -----
Rawis, Legazpi City

EDITOR'S CERTIFICATION

This is to certify that the research entitled“TITLE OF THE RESEARCH” prepared and submitted by NAME OF AUTHOR/S, in partial fulfillment of the requirements for the degree DEGREE OF THE AUTHORS was edited by the undersigned.

Issued this DATE for Commission on Higher Education (CHED) official purposes at University of Santo Tomas-Legazpi, Rawis, Legazpi City.

NAME OF EDITOR

Editor

Appendix G

PROGRESS REPORT



OR.FORM 010
Revised 8/27/19

RESEARCH PROGRESS REPORT

Candidate's name: _____
 College & Program _____ Email Add: _____
 Adviser: _____ Co-Adviser (If any) _____
 Proposed Research Title/Topic: _____

Date	Duration of Consultation	Task/Research Update	Advisee's Signature	Adviser's Signature

Note: Please add page if necessary

Appendix H

SAMPLE OF AUTHOR-DATE-PAGE CITATION

(Austen 2007, chap. 3)

(Borel 2016, 92)

(Kurland and Lerner 1987, chap. 10, doc. 19)

(Melville 1851, 627)

APPENDIX I

RESEARCH UTILIZATION PROGRAM

Research utilization refers to ‘a specific kind of knowledge utilization whereby the knowledge has a research base to substantiate it. It is a complex process in which knowledge, in the form of research, is transformed from the findings of one or more studies into instrumental, conceptual, or persuasive utilization’ (<http://www.kusp.ualberta.ca/>). The Research Utilization Program of the University aims to (1) transform research into practice; (2) use research evidence in policies, programs, and practices to improve outcomes; and (3) promote high impact on policy decision-making. The strategies to use by the University faculty members in order to increase utilization of their research findings are the following (<http://www.popcouncil.org/>):

1. Plan for utilization before starting research;

2. Engage and work with data users and other stakeholders throughout research process;
3. Undertake research in a favourable context;
4. Use *the strongest research design and data collection methods* possible;
5. Analyze data quickly and prioritize results needed for decisions;
6. Plan for, budget for, and include utilization phase within research process; and
7. Advocate for service delivery changes if results really do demonstrate feasibility, effectiveness, and potential for institutionalization and scale-up.

For the University students, the following are the suggested strategies for research utilization that can be used by the University faculty members:

1. Ask students to provide a *synthesis of the art* from the studies made in the University;
2. Require students to use the research results in these researches as part of their class presentations;
3. Encourage students to look for research gaps based on these studies;
4. Take account of these works as part of their paper requirements; and
5. Include in the course syllabus these researches as required, supplementary, or suggested readings.

For the Research Utilization Program, the following are the guidelines:

1. All theses and dissertations shall be incorporated to the course syllabi as part of the references
2. All 'Integrated Research and Statistics' students shall be enjoined to submit synthesis of the art for these researches

3. All faculty shall ensure research utilization of all research requirements of students in various courses
4. All research proposals in the University, whether faculty or students, for degree or non-degree researches, regardless of ranks and levels, shall have research utilization as part of the research proposal.
5. All Program Chairs shall report to the Office of Research, Planning, and Development any research utilized for a policy, program, or practice, within or outside the University.

APPENDIX J

MATRIX OF THE SUGGESTIONS AND RECOMMENDATIONS GIVEN BY THE PANEL DURING DEFENSE

Proposal defense

Item/chapter	Panel suggestions/Recommendations	Action Taken
e.g. 1. Introduction	Delete assumptions of the study. P. 5	Deleted

Final defense

Objectives	Findings/ Result	Conclusion	Recommendations of the study

APPENDIX K

UNIVERSITY OF SANTO TOMAS-LEGAZPI POLICY ON ANTI-PLAGIARISM

Scholarly works must have an imprint of originality among researchers in an academic setting. Faculty, non-teaching personnel and student researchers are bound by stringent ethical standards not to claim credit for somebody else's work without proper attribution to the original source. Such practice is a disservice to the academic community and it will jeopardize not only the individual but also the institution and the journal to which the work is published. Plagiarism can appear in any of the following form without acknowledging the source: copying texts, photographs, statistics, diagrams, videos, and paraphrasing.

Alongside with the thrust of the University in upholding institutional academic research culture through scholastic excellence, academic integrity, and research ethics, the University of Santo-Tomas- Legazpi (UST-Legazpi) has acquired a plagiarism checker software to assist researchers and scholars to minimize if not totally eradicate cases of plagiarism in their intellectual pursuit and other similar academic undertakings.

Below are the guidelines to avail of the plagiarism checker software:

1. The software is available to administrators, faculty members, staff, students and other researchers. The Office of Research is the authorized administrator of the software.

2. Faculty members and employees engaged in research and other scholarly works and would like to avail of the plagiarism checker software must accomplish the request form duly signed by the head of office and endorsed by the Vice President for Academic Affairs to the Office of Research.

3. The Office of Research shall create an account for all research instructors for the exclusive use of their students.

Plagiarism Checker Result

To ensure the reliability and credibility of all researches, they must be subjected to plagiarism checker. The result of the plagiarism checker must be submitted together with the manuscript. Submission of articles and researches to the university journals shall likewise be subjected to plagiarism checker.

Only manuscripts within the allowable percentage of similarity can proceed with the proposal or final defense. Allowable percentage of similarity (exclusive of properly cited quotations, equations, and other texts):

10% for Graduate school and Law

15% for Tertiary

20% for Junior and Senior High School

Articles and researches for publication in the university research journals shall have an allowable 10% similarity index.