**UNIVERSITY OF CEBU
RESEARCH CENTER
MANUAL**

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**DR. MAURO ALLAN P. AMPARADO
UNIVERSITY RESEARCH DIRECTOR
EDITOR-IN-CHIEF**

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**UNIVERSITY OF CEBU
VISION, MISSION, GOALS AND CORE VALUES**

VISION

Democratize quality education.
Be the visionary and industry leader.
Give hope and transform lives.

MISSION

University of Cebu offers affordable and quality education responsive to the demands of local and international communities.

University of Cebu commits to:

- Serve as an active catalyst in providing efficient and effective delivery of educational services;
- Pursue excellence in instruction, research, and community service towards social and economic development as well as environmental sustainability;
- Acquire, disseminate and utilize appropriate technology to enhance the university's educational services; and,
- Foster an organizational culture that nurtures employee productivity and engagement.

INSTITUTIONAL GOALS

1. To offer programs that are relevant, holistic and compliant with institutional, regulatory, industry and accreditation standards that will develop life-long learners.
2. To develop social awareness, responsibility and accountability among stakeholders anchored on instruction, research and production.
3. To complement the academic programs with holistic and integrated student personnel services.
4. To develop a pool of qualified, professional and motivated faculty in the areas of instruction, research and community extension.

5. To ensure effective administration and supervision of instructional and learning resources in support of the academic programs.
6. To provide an environment that is safe, functional and conducive to teaching, learning and working.
7. To ensure operations which are collaborative, sustainable, efficient and effective in meeting the needs of the institution and its stakeholders.

CORE VALUES

- **Innovation.** We embrace change and technological advancement to improve lives.
- **Camaraderie.** We live together in the spirit of love, harmony and respect for the dignity of the human person.
- **Alignment.** We value the common good and appreciate oneness, fairness and consistency.
- **Respect.** We practice professionalism at all times and abide by the university's guiding principles.
- **Excellence.** We are driven and committed to become the finest.

UNIVERSITY OF CEBU HYMN

‘Mid these fair Visayan Isles,
‘Neath these azure blue skies,
Stands UC, our Beloved,
Lofty in all her glory.

Spark of wisdom, hope and joy,
Always kindling in our hearts,
Thy precious name, thy glorious fame,
Will shine through all eternity.

Thy name shall ever be our guide,
Thy light, our inspiration,
Keep up the light a-glowing bright,
To thy portals, dear Alma Mater.

Hail! Praises be to thee,
Onward show us the way,
Faithful and true, we'll always be,
To thee our Alma Mater dear.

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

URC DEPARTMENTAL OBJECTIVES

In consonance with the Vision, Mission, Institutional Goals and Core Values of the University, the University Research Center aims to achieve the following objectives:

1. To intensify the research capability of the faculty members and students.
2. To manage the conduct of institutional faculty researches.
3. To monitor the production of student researches.
4. To assist faculty members in the accomplishment of externally-funded research projects.
5. To conduct colloquia for the dissemination of research findings.

URC PERSONNEL

Dr. Mauro Allan P. Amparado
University Research Director

Dr. Judy Ann F. Gimena
Campus Research Coordinator, UC-Banilad

Ms. Danielita B. Patindol
Campus Research Coordinator, UC-LM

Dr. Rosielyn D. Tan
Campus Research Coordinator, UC-METC

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**RESEARCH AGENDA FOR INSTITUTIONAL
FACULTY RESEARCH SY 2011-2012 TO SY 2015-2016**

Area 1. Philosophy and Objectives

1. Evaluation of the University Goals, Objectives and Core Values.
2. Students' awareness on the Vision-Mission Statement.
3. Awareness and acceptance of the VMGO among partner communities.

Area 2. Faculty

1. Teaching Styles of the University of Cebu Faculty.
2. Faculty Performance Evaluation.
3. Evaluation of the Ranking System.

Area 3. Instruction

1. Insights on Vertical Articulation.
2. Matching competencies of academe and industry.
3. Integration of Information and Communications Technology in Instruction.

Area 4. Library

1. Library Services and Utilization.
2. Awareness and Utilization of the Online Public Access Catalog.
3. Faculty Participation in the selection of library collections.

Area 5. Laboratory

1. Utilization of Laboratory Facilities, Equipment and Supplies.
2. Maintenance and Repair System of Laboratory Facilities.
3. Customer Satisfaction of Laboratories.

Area 6. Physical Plant and Facilities

1. School Hazards and Counter Measures.
2. Drainage and Sewage Disposal Facilities.
3. Group Assembly, Athletic and Recreational Activities.

Area 7. Student Personnel Services

1. Customer Satisfaction of the Student Personnel Services.
2. Training needs of working scholars.
3. Tracer Studies of graduates.

Area 8. Social Orientation and Community Involvement

1. Involvement of Faculty and students in Community Extension Programs.
2. Evaluation of Community Extension Programs.
3. Needs Assessment of partner communities.

Area 9. Organization and Administration

1. Evaluation of the Admissions Program.
2. Orientation Program for students.
3. Training Needs of Administrators and Department Heads.

Area 10. Research

1. Research Capability of the University of Cebu Faculty.
2. Implementation of Faculty Research proposed outputs.
3. Research Interests of the Faculty based on Central Visayas Agenda.

Note: Research is a separate area for Graduate School accreditation.

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**DEPARTMENTAL RESEARCH AGENDA
FOR SY 2011-2012 TO SY 2015-2016**

A. COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY

1. Environmental impact of prevalent consumption habits and production practices
2. Local area surveys on the prevalence of habits and practices conducive to productivity
3. Customer satisfaction studies
4. Implementation of minimum wage laws and its impact on firm productivity
5. Manpower demand-supply in the local business sector (e.g. BPO, Tourism, ICT, Manufacturing) and its intervention programs (e.g. industry-academe linkages)

B. COLLEGE OF COMPUTER STUDIES AND COLLEGE OF COMPUTER ENGINEERING

1. ICT based product development
2. The impact of ICT sector development and culture
3. Demand studies ICT product services
4. Enhancing ICT based repository of research abstracts
5. ICT initiatives of LGUs e.g. community E-centers in the region

C. COLLEGE OF CRIMINAL JUSTICE

1. Addressing Family/Social Health Issues
2. Local Area Studies of Urban Social Problems and Policy Options
3. Social Infrastructure: Demand and Supply Studies
4. Human Mobility Studies
5. The Dark Side of Tourism

D. COLLEGE OF CUSTOMS ADMINISTRATION

1. Cost and benefits of National Government Agency operations in Bureau of Customs
2. Corruption: incidence perception and attitude
3. Issues and advocacies of the business sector on Governance, Trade and Investment
4. Review studies: Implementation of Legislation
5. Studies on social marketing programs

E. COLLEGE OF EDUCATION AND COLLEGE OF ARTS

1. Poverty Reduction Program
2. Environmental Programs
3. Literacy Studies
4. Studies on Cultures of Influence Groups
5. Organizational Development for Improving Effectiveness of Education Services

F. COLLEGE OF ENGINEERING

1. Demand and Supply studies; fitness and responsive of social infrastructure needs of local areas including vulnerable population
2. Demand studies of ICT products and services
3. ICT initiatives of LGUs, e.g. community E-centers in the region and effectiveness
4. Sectoral ICT projects: their usefulness in knowledge sharing technology dissemination
5. Conduct of monitoring R& D results utilization: Technology, Transfer and Commercialization

G. COLLEGE OF HOTEL AND RESTAURANT MANAGEMENT

1. Local Development implications of an open-skies policy at the Mactan-Cebu Airport

2. The Role of LGUs in tourism marketing and investment promotion: impacts and issues
3. Domestic tourism programs in local areas
4. Making ecotourism work in local areas
5. Social and economic impacts of tourism development transportation and communication in local areas

H. COLLEGE OF MARINE ENGINEERING AND COLLEGE OF MARINE TRANSPORTATION

1. Impact of the International Apprenticeship Program of the NSA Scholars
2. Affects of Urbanization to the Coastal Near Cebu City Ports
3. English Proficiency of the Maritime Students
4. Employability Rate of the Non-Scholars Maritime Students
5. A Comparative Study on HIV Cases for both Domestic and International Seafarers

I. COLLEGE OF NURSING

1. Improving the Health and Nutrition Status among: Infants, Children, Mother and Elderly
2. Addressing Prevalent Health issues on: PTB, dengue and diarrhea
3. Addressing Family/ social Health issues: Adolescent Substance Abuse (drugs, smoking, alcohol); Drug Abuse; Domestic Violence; Child Abuse
4. Nutrition studies
5. Community Services for health, children and family, care for the elderly, people with disabilities, youth development, welfare and support, housing, employment and training

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**STANDARD PROCEDURE NUMBER 1
INSTITUTIONAL FACULTY RESEARCH GRANT**

1. **Proponent.** All Full-time regular and probationary employees may avail of the Institutional Faculty Research Grant. A Faculty Research may be an individual endeavor or team effort (2 employees only). Administrators, Deans, Chairpersons and Department Heads may apply for institutional faculty research and shall serve as the junior researcher or the 2nd author.

2. **Nature of Research Project.** Research projects shall be institutional (campus-wide) rather than departmental. This means that sampling shall be taken from all departments/colleges, proportionate to size. Research project shall be anchored on Faculty Research Agenda.

3. **Application and Approval of Research Project.** Faculty Researcher submits Institutional Faculty Research Grant Application Form (Standard Form Number 1) with title, rationale of the study, statement of the problem, methodology and budget. The form has to be signed by the following: Researcher; Program Research Coordinator (PRC) of his/her department; Dean/Chairperson; Campus Research Coordinator (CRC); Campus Affairs Director (CAD); and University Research Director (URD). The URD submits the application to the Vice Chancellor for Academic Affairs (VCAA) and Chancellor.

4. **MOA Signing.** Upon approval of the Chancellor, faculty researcher is requested to sign the Memorandum of Agreement (MOA) and he/she will be provided a copy of Standard Procedure Number 1. MOA shall indicate amount of grant (e.g. P25,000.00 as of SY 2013-2014).

5. **Chairman, Adviser and Members.** The URD will serve as Chairman. PRC will serve as adviser. If the research project is conducted by the PRC, the Dean/Chairperson will act as adviser. All CRCs will sit as members of the panel.

6. **Proposal Hearing.** Upon approval by VCAA, the Faculty Researcher will defend his/her problem and methodology to a panel of experts (Chairman, Adviser and Members) within 5 months from the time of approval.

6.1. The Researcher shall submit 4 copies of the research proposal to URD at least 7 days before the schedule of the proposal hearing.

6.2. The CRCs and the URD shall take charge of the conduct of the proposal hearing.

6.3. The Researcher shall prepare a powerpoint presentation of the

research proposal following the recommended format.

6.4. Each faculty researcher is given 10 minutes to present his/her proposal.

6.5. The panel members shall take turns in giving their comments and suggestions for the improvement of the research.

6.6. The researcher shall take note of the comments and suggestions of the panel and incorporate these into his/her research.

6.7. Researcher shall submit 3 soft-bound copies of their revised proposals two weeks after the proposal hearing.

7. Release of Tranche 1. The 1st financial assistance of P5,000.00 will be released after the proposal hearing. The requirements are: Standard Forms Number 2, 3 and 4; proposal hearing certification.

8. Release of Tranche 2. The 2nd financial assistance of P5,000.00 will be released after the researcher has revised the study based on the suggestions of the panel. The requirements are: Standard Forms Number 2 and 3; revised research proposal.

9. Release of Tranche 3. The 3rd financial assistance of P5,000.00 will be released after the submission of the final draft (which includes Chapter 2 and 3). The requirements are: Standard Forms Number 2 and 3; Five (5) copies of the final draft.

10. Oral Defense. Faculty Researcher is requested to present his/her findings and conclusion to a panel of experts (Chairman, Adviser, Members and Censor).

10.1. The CRCs and the URD shall take charge of the conduct of the oral defense.

10.2. The Researcher shall prepare a powerpoint presentation of the research proposal following the recommended format.

10.3. Each faculty researcher is given 10 minutes to present his/her research.

10.4. The panel members shall take turns in giving their comments and suggestions for the improvement of the research.

10.5. The researcher shall take note of the comments and suggestions of the panel and incorporate these into his/her research.

11. Release of Tranche 4. The 4th financial assistance of P5,000.00 will be released after the oral defense. The requirements are: Standard Forms Number 2, 3 and 4; Oral defense certification.

12. University Research Forum and Certificate of Recognition. A certificate of recognition will be awarded to researcher during the University Research Forum where the researcher presents the findings and conclusion of his/her study to an audience.

13. Release of Tranche 5. The 5th financial assistance of P5,000.00 will be released after the researcher has incorporated all suggestions of referees for publication. The researcher receives P4,000.00 only (P1,000.00 to be paid to Censor). The requirements are: Standard Forms Number 2 and 3; three (3) hard-bound copies of research in black color with signed approval sheets; abstract (300 words); soft copy of research copied in CD-RW; certificate of recognition during University Research Forum; and research instruments.

14. Publication in the University Research Journal. The University Research Center (URC) shall publish all research projects in the University Research Journal. Researcher is requested to make a publishable article (5000 words). The publishable article shall have tables and figures (no more than 6) and references (no more than 40). External referees will be invited to review publishable article. Researcher is requested to revise publishable article based on the suggestions/comments of the referees. URC shall publish articles after suggestions/comments have been incorporated.

15. Publication in other journals. The researcher shall make a letter to the Chancellor noted by the CRC, CAD, URD and the Vice Chancellors for Academic Affairs, asking permission to submit publishable article to other journals (regional, national or international).

16. Oral or Poster Presentation in research conferences. In the same manner, the researcher shall make a letter to the Chancellor noted by the CRC, CAD, URD and the Vice Chancellors for Academic Affairs, asking permission to present research project (oral or poster presentation) in a regional, national or international research conference.

17. Sanctions for Non-compliance. If the researcher fails to submit the deliverables after the conduct of the University Research forum or decides to terminate the grant at any time, he/she will have to pay back the entire amount of the research grant through salary deduction.

Prepared by: Dr. Mauro Allan P. Amparado

Date of revision: June 1, 2013

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**STANDARD PROCEDURE NUMBER 2
CONDUCT OF EXTERNALLY-FUNDED RESEARCH**

1. Prior to the application for external funding for research, the research team is to seek endorsement/approval from the Vice Chancellor for Academic Affairs through the University Research Director.
2. The research team shall develop their research proposals with the support of the University Research Center (URC) and the review and approval of such shall be done in accordance with university procedures for Institutional Faculty Research Grant.
3. Upon acceptance and approval of the research proposal/s by the external-funding agency, the research team shall furnish a copy of all pertinent documents to the URC. All activities undertaken in line with the research shall be approved by proper authorities.
4. The URC shall monitor the progress of the research deliverables. The research team shall in turn update the URC on the progress of their research.
5. Upon completion of the research project, 3 copies of the research shall be submitted to URC. This becomes property of the URC.
6. A certificate of appreciation will be issued to the faculty researcher or research team, which shall be used as evidence for ranking purposes.
7. All research projects, oral presentations, poster presentations and published articles shall be made known to URC, otherwise, it will not be acknowledged for ranking purposes.

Prepared by: Dr. Mauro Allan P. Amparado

Date of revision: June 1, 2013

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**STANDARD PROCEDURE NUMBER 3
RESEARCH METHODS AND THESIS WRITING**

A. METHODS OF RESEARCH (1ST COURSE)

1. The 1st Research subject in the curriculum (Research Methods) shall be under the supervision of the General Education Coordinator, in consultation with the College Dean/Chairperson and the Program Research Coordinator (PRC).
2. The instructor who shall teach Research Methods must be at least a master's degree holder (Thesis program).
3. The syllabus for Research must be aligned with all colleges in all the campuses of the university.
4. Only university-approved Research textbooks shall be used by the instructors.
5. The research outputs of the group of students (at most 5 students in a group) must only be research proposals.
6. No panel defense shall be conducted in any Research Methods class. Instead, proposal presentations are encouraged, the venue of which shall be inside the campus only. The presentation involves the instructor and the class only.
7. Collection of fees for whatever purpose is strictly prohibited.
8. Colors of the colleges are:

Arts	-	Violet
Business Administration	-	Red
Computer Studies	-	Light Blue
Criminology	-	Yellow
Customs Administration	-	Orange
Education	-	White
Engineering	-	Black
HRM	-	Brown
Law	-	Black
Marine Engineering	-	Dark Blue
Marine Transportation	-	Dark Blue
Nursing	-	Green

9. Each group shall submit 3 hard-bound copies of their research proposals to the University Research Center (URC)/University Research Office (URO) before the end of the semester.

10. URC/URO shall create a masterlist and inventory of all completed proposals. All hard-bound copies will be endorsed to the University Library for public use.

B. THESIS WRITING (2ND COURSE)

1. The 2nd Research subject in the curriculum (Thesis Writing) shall be under the supervision of the College Dean/Chairperson, in consultation with the Program Research Coordinator (PRC).

2. The instructor who shall teach Research Methods must be at least a master's degree holder (thesis program).

3. The syllabus for Thesis Writing must be aligned with all colleges in all the campuses of the university.

4. Only university-approved textbooks shall be used by the instructor.

5. The research outputs of the students must be in the form of a full-blown thesis.

6. Proposal hearing shall be done at the beginning of the semester, during the Prelim Grading Period. The group in the Research Methods class shall continue to be the same group in the Thesis Writing class. The 4 panel members are: 1 PRC (Chairman); 2 members; 1 adviser. The instructor of the class is the 2nd member of the panel, but at no extra expense on the students.

7. An Oral Defense shall be conducted during the Final Grading Period. The panel members shall be the same members during the proposal hearing.

8. The group shall pay directly to cashier the following fees as deposit fund using Standard Form Number 10 - Honoraria of Research Panel. This deposit fund will be released by cashier to the panel at the end of the semester

Adviser - P500.00 per group (P200.00 for proposal defense during prelims/P300.00 final defense during semi-finals)

Chairman - P500.00 per group (P200.00 for proposal defense during prelims/P300.00 final defense during semi-finals)

Member 1 - P300.00 per group (P100.00 for proposal defense during prelims/P300.00 final defense during semi-finals)

Member 2 - No payment (He/she is the instructor of the class)

Statistician - P500.00 per group

Censor - P500.00 per group

* Administrative fee of P200.00 per group

Total - P2,500.00 per group

10. The group shall serve the research panel a modest provision of snacks (one liquid, one solid). No group shall serve lunch.

11. Instructors are requested to use Standard Form Number 5 (Proposal Hearing Rating Sheet) and Standard Form Number 6 (Oral Defense Rating Sheet) for grading research projects.

12. The College shall assign the date and venue for the Proposal Hearing and Oral Defense. Venues outside the campus are not allowed. Gift-giving by the students to the panel is discouraged.

13. Colors of the colleges are:

Arts	-	Violet
Business Administration	-	Red
Computer Studies	-	Light Blue
Criminology	-	Yellow
Customs Administration	-	Orange
Education	-	White
Engineering	-	Black
HRM	-	Brown
Law	-	Black
Marine Engineering	-	Dark Blue
Marine Transportation	-	Dark Blue
Nursing	-	Green

14. Each group shall submit 3 hard-bound copies of their research proposals to the University Research Center (for Main)/University Research Office (for Banilad, METC and LM) before the end of the semester.

15. URC/URO shall create a masterlist and inventory of all completed proposals. All hard-bound copies will be endorsed to the University Library for public use.

Prepared by: Dr. Mauro Allan P. Amparado

Date of revision: June 1, 2013

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 1
INSTITUTIONAL FACULTY RESEARCH GRANT APPLICATION FORM

Name of Researcher/s with Signature
1. _____
2. _____

Campus: _____
Department: _____
Date of Application: _____

Contact numbers: _____
Title of the Study: _____

Email Address: _____

Rationale of the Study	Statement of the Problem	Methodology	Budget
			P25,000.00 (please show breakdown)

Rationale of the Study	Statement of the Problem	Methodology	Budget

Rationale of the Study	Statement of the Problem	Methodology	Budget

(Sample Only)

Reviewed by:

Dr. Liza Lorena C. Jala
PRC, College of Education

Dr. Mauro Allan P. Amparado
University Research Director

Ms. Elna B. Sabornido
Dean, College of Education

Dr. Anna Liza B. Son
Vice Chancellor for Academic Affairs

Ms. Danielita B. Patindol
Campus Research Coordinator

Dr. Ulysses B. Aparece
Vice Chancellor for Academic Affairs

Noted by:

Dr. Anna Liza B. Son
Campus Affairs Director

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**STANDARD FORM NUMBER 2
LETTER TO THE CHANCELLOR FOR THE
RELEASE OF TRANCHE**

Date: _____

Ms. Candice G. Gotianuy
Chancellor
University of Cebu
Cebu City

Thru: Dr. Helen C. Estrella, Executive Vice Chancellor for Operations

Engr. Anna Liza B. Son and Dr. Ulysses B. Aparece
Vice Chancellors for Academic Affairs

Dear Ms. Gotianuy:

Greetings!

The undersigned would like to apply for the release of Tranche ____ of the Institutional Faculty Research. Attached herewith are the documents pertinent to this application.

Thank you.

Yours truly,

Signature over printed name

Employee ID Number

Title of Research: _____

College/Department: _____

Campus: _____

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 3
APPROVAL TO RELEASE TRANCHE

1. Profile of the Researcher.

Name of Applicant	(Last name, First Name and Middle Name)
Title	
Employee ID Number	
College/Department	
Campus	

2. Please check applicable box and attach pertinent documents.

Tranche	Amount	Required Documents
☐ Tranche 1	P5,000.00	* Standard Form Number 2 * Standard Form Number 3 * Standard Form Number 4 * Proposal Hearing Certification
☐ Tranche 2	P5,000.00	* Standard Form Number 2 * Standard Form Number 3 * Revised Research Proposal
☐ Tranche 3	P5,000.00	* Standard Form Number 2 * Standard Form Number 3 * Five copies of the final draft
☐ Tranche 4	P5,000.00	* Standard Form Number 2 * Standard Form Number 3 * Standard Form Number 4 * Oral Defense Certification
☐ Tranche 5	P5,000.00	* Standard Form Number 2 * Standard Form Number 3 * Three Hard-bound copies in black color * Signed approval sheets and abstract for publication * Soft copy of research in CD-RW * Certificate of recognition * Research Instruments

3. Route to approving signatories.

	Signature		Signature
Researcher		University Research Director	
Program Research Coordinator		VC for Academic Affairs	
Dean/Chairperson		VC for Academic Affairs	
Campus Research Coordinator		EVCO	

4. Final Approval of the Chancellor.

Ms. Candice G. Gotianuy
Chancellor

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 4
COMPLIANCE SHEET

Researcher: _____

Research Title: _____

Instruction: Please provide the researcher your comments and suggestions per research component.

Research Components/Comments and Suggestions
Title
Preliminary Pages
Rationale
Theoretical Background
Statement of the Problem
Significance of the Study
Research Design and Research Flow

Research Components/Comments and Suggestions
Research Environment
Research Respondents/Subjects/Informants
Research Instrument
Gathering and Treatment of Data
Definition of Terms
Chapter 2
Chapter 3
Proposed Output
References
Appendices

Name of Chairman/Member: _____

Signature and Date: _____

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 5
PROPOSAL HEARING RATING SHEET

Name of Researcher: _____
Title of Study: _____
College: _____
Date: _____

Instruction: Please check the box of the score per indicator, 20 as the highest score and 14 as lowest score. Take note that 15 is the passing score per indicator.

Indicators	14	15	16	17	18	19	20
Rationale and Theoretical Background							
Statement of the Problem, Statement of the Null Hypotheses and Significance of the Study							
Research Methodology							
Definition of Terms							
Preliminary Pages, References and Appendices							

Total = _____

Grade = _____ (based on transmutation table of 100)

Name and Signature of Chairman/Member

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 6
ORAL DEFENSE RATING SHEET

Title of Study: _____
College: _____
Date: _____

Instruction: Please check the box of the score per indicator, 20 as the highest score and 14 as lowest score. Take note that 15 is the passing score per indicator.

Indicators	14	15	16	17	18	19	20
Rationale and Theoretical Background							
Statement of the Problem, Statement of the Null Hypotheses and Significance of the Study							
Research Methodology and Definition of Terms							
Findings and Implications							
Conclusion, Recommendations, Output, References, Appendices, Abstract and Preliminary Pages							

Total = _____

Grade = _____ (based on transmutation table of 100)

Name and Signature of Chairman/Member

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER**

**STANDARD FORM NUMBER 11
HONORARIUM FOR CENSOR,
INSTITUTIONAL FACULTY RESEARCH GRANT**

Name of Censor: _____
Honorarium: One Thousand Pesos Only (P1,000.00)

Name of Lead Researcher: _____
Campus: _____
Title of Research: _____

Prepared by:

Name and signature of Lead Researcher

Noted by:

Program Research Coordinator

College Dean

Campus Research Coordinator

Campus Affairs Director

Approved by:

Dr. Mauro Allan P. Amparado
University Research Director

Dr. Anna Liza B. Son and Dr. Ulysses B. Aparece
Vice Chancellors for Academic Affairs

Dr. Helen C. Estrella
Executive Vice Chancellor for Operations

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 10
HONORARIUM FOR PANEL, UNDERGRADUATE THESIS

Position	Honoraria	Name	Conforme
Adviser	P500.00		
Chairman	P500.00		
Member 1	P500.00		
Statistician	P800.00		
Censor	P500.00		
Administrative fee of P200.00			

Name of Lead Researcher: _____
Department: _____
Campus: _____
Title of Research: _____

Prepared by:

Name and signature of Lead Researcher Research Class Instructor

Noted by:

Program Research Coordinator College Dean

Campus Research Coordinator Campus Affairs Director

Approved by:

Dr. Mauro Allan P. Amparado
University Research Director

Dr. Anna Liza B. Son and Dr. Ulysses B. Aparece
Vice Chancellors for Academic Affairs

Dr. Helen C. Estrella
Eecutive Vice Chancellor for Academic Affairs

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 8
APPROVAL TO RELEASE PUBLICATION INCENTIVES

1. Profile of the Researcher

Name of Applicant	(Last name, First Name and Middle Name)
Employee ID Number	
College/Department	
Campus	
Title of Researcher	
Name of Journal, Volume number, Issue number, year and ISSN number	

2. Please check applicable box and attach pertinent documents

Tranche	Amount	Required Documents
☐ Article or abstract published internationally	P5,000.00	* Standard Form Number 8 *Photocopy of the article or abstract *Photocopy of the journal cover
☐ Article or abstract published nationally	P3,000.00	*Standard Form Number 8 *Photocopy of the article or abstract *Photocopy of the journal cover

3. Route to approving signatories

	Signatures		Signatures
Researcher		University Research Director	
Program Research Coordinator		VC for Academic Affairs	
Dean/ Chairperson		VC for Academic Affairs	
Campus Research Coordinator		Executive Director for Operations	
Campus Affairs Director			

4. Final Approval of the Chancellor

Ms. Candice G. Gotianuy
Chancellor

UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER

STANDARD FORM NUMBER 9
RESEARCH FORUM EVALUATION

1ST UC CLA RESEARCH FORUM

Direction: Please check the box corresponding to the number of your choice.

- 5 - Excellent
- 4 - Very Good
- 3 - Good
- 2 - Fair
- 1 - Poor

Indicators	1	2	3	4	5
1. Registration is gracious and systematic.					
2. Program started and ended on time.					
3. Delivery of the Welcome Address.					
4. Introduction of the Board of Judges.					
5. Efficiency of the emcees.					
6. Organization and flow of the program.					
7. Venue is clean and well-arranged.					
8. Venue is spacious and accommodates the participants.					
9. Room temperature is comfortable.					
10. Food served on time.					
11. Food is palatable and nutritious.					
12. Sound system is functional and enhances the presentation of speakers.					
13. Dress code is followed.					
14. Presentable and informative invitations.					
15. Ushers are assistive and presentable.					

Comments and Suggestions

**UNIVERSITY OF CEBU
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**STANDARD FORM NUMBER 10
DEPOSIT FUND FOR RESEARCH PANEL**

1ST UC CLA RESEARCH FORUM

**UNIVERSITY OF CEBU
UNIVERSITY RESEARCH CENTER
STANDARD TEMPLATE NUMBER 1
TITLE PAGE**

**EMPLOYABILITY OF THE UNIVERSITY OF CEBU GRADUATES
FROM 1990 TO 2010**

(12 spaces)

**An Institutional Faculty Research
Presented to the
University Research Center
University of Cebu**

(12 spaces)

by

Crmgst. Elmira O. Negro, MSC

Faculty, College of Criminology

May 2011

**UNIVERSITY OF CEBU
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**STANDARD TEMPLATE NUMBER 2
ABSTRACT**

The abstract is single spaced and no more than 300 words. It should be printed on one page only using Times New Roman 12, 13 or 14.

The first paragraph of the abstract reflects the main problem and the proposed/enhanced output. It also presents the sub-problems in narrative form.

The 2nd paragraph is the methodology. It contains the following: research design (one sentence); number of respondents/subjects/informants (one sentence); sampling design (one sentence); research environment (one sentence); instrument (one sentence); and treatment of data (one sentence).

The 3rd paragraph presents the findings, conclusion and recommendations. The findings are direct answers to the sub-problems while the conclusion answers the main problem. The recommendations should be written in narrative form.

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**STANDARD TEMPLATE NUMBER 3
APPROVAL SHEET**

This faculty research entitled “Students’ Entrepreneurship in the College of Business Administration and Accountancy” prepared and submitted by Reah G. Fabrica and Eric P. Gabutin of the College of Business Administration and Accountancy, University of Cebu – Main has been examined, accepted and approved.

PANEL OF EXAMINERS

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Censor

Anna Katrina O. Watin, M.A.
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Vice Chancellor for Academic Affairs

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Vice Chancellor for Academic Affairs

Date: May 31, 2011

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**STANDARD TEMPLATE NUMBER 4
RESEARCH STYLE GUIDELINES**

1. All written outputs should be printed on short bond papers.
2. Use Times New Roman as font style, size 14, and double-spacing for all entries, except abstract.
3. Margins of the bond paper are 1.5” left, and 1.0 inch for the top, bottom and right margins.
4. Pagination should be on the upper right hand corner of the page. No page number should appear on the 1st page.
5. Title contains the following:
 - Independent and dependent variables.
 - Output can be included; separate this with a colon mark (optional).
 - Bold letters and capitalized.
 - Written like an inverted pyramid.
 - No waste words (such as A, An, The, Basis for).
 - Reflects the name of the researcher/researchers and the month and year of oral defense.
6. Approval Sheet.
 - For undergraduate and graduate thesis, approval sheet duly signed by the Panel of Examiners, Program Research Coordinator, Campus Research Coordinator and Dean.
 - For Faculty Research, approval sheet duly signed by the Panel of Examiners, Campus Research Coordinator and University Research Director.
7. Table of Contents.
 - List down content and page in Arabic numbers.
 - Acknowledgment and Abstract in Roman numbers.
 - Separate sheet for List of tables and figures.
8. Abstract contains the following:
 - The Problem (Statement of the Problem and Statement of the Null hypothesis).
 - Research Methodology
 - Findings
 - Conclusion
 - Recommendations
 - Should be stated in simple past tense and third person.

9. Rationale mentions the following:

- A striking statement or a general knowledge about the topic.
- What has been done before and how the study differs.
- Statistics or prevailing situationer.
- Researcher's competency.
- No lifting of statements from references except for the first paragraph.

10. Theoretical Background states the following:

- Main theory to which the study is anchored.
- Supporting theories used.
- Literature on the variables of the study.
- Local, national, and international studies.
- Proper parenthetical citations.
- Correct grammar and composition.
- No one-sentence paragraph.
- May show the original theoretical model.

11. Statement of the Problem (for quantitative studies) or Objectives of the Study (for experimental studies and qualitative studies).

- State the main and specific problems.
- State the possibility for a significant difference and/or significant relationship among variables.

12. Statement of the Null Hypothesis.

- Congruent with the specific problems.
- Variables are identified.

13. Significance of the Study explains who will be the beneficiaries of the study and how they will benefit/gain.

14. Research Methodology starts with the Research Design which explains the type of design used in relation to the main problem. Show the figure of the Flow of the Study (Input-Process-Output).

15. Research Environment describes the setting of the study.

16. Research Subjects/Respondents/Informants

- Describes the total population, sampling method used, sampling size determination, and characteristics of the sample.
- Use the term research subjects if it is an experimental study.
- Use the term research respondents if they are answering a tool.
- Use the term research informants if they are interviewed.
- Use the term participants if there are subjects and respondents in the study.

17. Research Instrument describes the tool/questionnaire/interview guide utilized.

18. Research Procedures include the Gathering of Data and Treatment of Data.

- For the Gathering of Data, discuss step by step how data was gathered starting from the approval of the study by the institution until the retrieval of the instrument from respondents.
- For the Treatment of Data, enumerate and describe the statistical tools used. No need to show the formula.
- State if data was manually computed or has used a statistical software.
- For qualitative data, describe how the answers of the informants during the interview were collapsed into themes.

19. Definition of Terms.

- Alphabetically arranged.
- Operationally defined or how terms were used in the study.
- Taken from the title, main problem and specific problems.

20. Presentation, Interpretation and Analysis of the Study contains:

- Detailed findings consistent with the specific problems.
- Findings should have implications lifted from the theoretical background. Include the parenthetical citation.
- Table should precede the description of the table.
- Do not cut tables.
- Sequence of tables is congruent to the sequence of specific problems.
- No graphs and pictures.

21. Summary, Findings, Conclusion and Recommendations.

- For the summary, copy the main and specific problems. Explain the methodology in 1-2 paragraphs.
- Findings show the most dominant information per sub-problem.
- Conclusion answers the main problem.
- Recommendations are made by the researcher based on findings of the study.

22. Output of the Study.

- Placed one page after the recommendations.
- Can be an action plan or those that can be immediately implemented such as seminars, brochures and manuals.

23. References.

- Absolutely no internet sources.
- List down alphabetically with the following sub-headings:

- Books
- Journals
- Unpublished Theses and Dissertations
- Other sources
- Correct format.
- Copyright from 2000 to present.
- At least 30 sources from books, journals, theses, dissertations and other sources.
- Consistent use of APA (American Psychological Association) format.

24. Appendices.

- A for transmittal letters (to persons and institutions).
- B for tool/interview guide.
- C is map of research environment map.
- D is for others (e.g. MOA)
- E is the curriculum vitae of the researcher.

25. Curriculum Vitae.

- Contains the educational attainment (highlights highest educational attainment).
- Work experience if applicable.
- Personal data of the researcher.
- With 2x2 picture on the right upper hand corner; may be scanned.
- Contact information like email address, home address and mobile numbers.

26. Please prepare 5 copies during the final defense and fasten each copy in a short folder. Submit the copy to the panelist at least 1 week before the defense date. This will give him/her time to evaluate the manuscript.

27. Approval sheet should be completely signed by panelists before final binding (hard-bound). This means that all corrections/suggestions should be accomplished before final binding.

28. Respect the chain of command. Censor will evaluate first, then the panel members, and then the chairman of the panel. The Dean/Chairperson/Research Director should be the last person to sign.

29. Submit the 5 hard bound copies to the research teacher for grading. Submit also 1 CD (CD Writeable) with the soft copy of the entire manuscript.

30. Research teachers are requested to submit the 5 hard bound copies and CD to the University Research Center.

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**JOB DESCRIPTION OF THE
CAMPUS RESEARCH COORDINATOR**

Reports to: University Research Director

Coordinates with: Campus Affairs Director, University Research Director, Deans, Chairs, Principals and Program Research Coordinators

- Participates in research planning and evaluation of the program.
- Allocates research budget of the campus in different research activities.
- Oversees research activities of faculty and students in the campus.
- Monitors the activities of Research Instructors in the campus.
- Monitors the faculty and students' research presentations and publications.
- Guides faculty and students on the entire research process from problem identification to dissemination of findings.
- Oversees procurement of supplies and equipment.
- Performs other research tasks as directed by University Research Director, Campus Affairs Director and Deans.

**JOB DESCRIPTION OF THE
PROGRAM RESEARCH COORDINATOR**

Reports to: Campus Research Coordinator

Coordinates with: Deans, Chairs, Principals, Faculty and Students

- Participates in research planning and evaluation of the program.
- Approves proposals and research outputs of faculty and students.
- Act as chairman of the panel during thesis oral defense.
- Collates and submits the lists of researches in coordination with research instructors every end of the semester.
- Oversees procurement supplies and equipment in the program.
- Attend regular meeting as requested by the campus research coordinator and University Research Director.
- Oversees research activities of faculty and students in the program such as research fora, lectures and workshops.
- Performs other research tasks as directed by the Campus Research Coordinator and Dean.

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**INSTITUTIONAL FACULTY RESEARCHES
PUBLISHED IN NOVUS RESEARCH JOURNAL
ISSN 2094-0793**

VOLUME 1, SY 2006-2007

- The Potentials in Increasing Philippine-Indonesia Relations: The Subject of Trade by Mr. Hans Christian Tesch.
- Co-curricular and Extra-curricular Activities in the College of Education by Ms. Liza Chua-Hardel.
- Development of a Client- Based Training Program for Banking and Finance Students by Ms. Ma. Fe Planco-Imbong.
- Shifts in the Accountancy Curriculum by Ms. Ma. Rosalina Ararao-Besario.
- The Design and the Development of an On- Line Assessment by Chere B. Velasquez and Engr. Mark Nacua.
- Profile of Customs Graduates Employed in Customs Brokerage and Forwarding Firms in the Port of Cebu: Basis for On-line Profiling by Mr. Giovanni C. Basilgo.
- Nonsensical Rhymes in Cebuano by Dr. Alma V. Jaguros.

VOLUME 2,

- Performance in UC Graduates in the 2004 Licensure Examinations for Teachers (LET) Implication to Education by Dr. Alma V. Jaguros.
- Level of Communications Skills of UC Applicants: Implication to Employability in Cebu- Based Contact Centers by Kathleen N. Abasolo.
- Perceptions of the Students on Faculty Efficiency of the Marine Engineering Department by Gilbert L. Legaspi.
- Vocabulary profile of Tile Bachelor of Arts Freshmen Students of the University of Cebu by Araceli Beltran.
- Oral Communication Problems of Student in the College of Education Enrolled in English 3, First Semester 2005-2006 by Miriam Mahusay.

VOLUME 3

A Survey on the Types of Learners from the Skeletal Colleges of the University of Cebu 2nd Semester School Year 2006- 2007 by Emily Jean A. Gonzales, October 2007

Criminology Students' Perception of Laboratory Activities: Basis for Improvement by Atty. Gil Toledo Pabilona, October 2007

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- Ferrocement Production: A Low- Cost Housing Technology by Engr. Raymundo Barros Absin.
- Report On Alumni Tracer Study Programme By Dr. Erlinda P. Barcelo.
- Values Reflections On Children's Literary Verses by Dr. Glenn R. Andrin.
- Lunas: The "Mother" Of All Sukdan Shaman's Curing Rituals by Dr. Ulysses B. Aparece.
- Tracer Study of the UC Graduate School by Dr. Alicia J. Tan.

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Factors Related to the Maritime Pre-apprenticeship Phase: A Proposed Maritime Pre-apprenticeship Program by Maria Salud M. De Los Santos.

2010 Graduate Tracer Study, University of Cebu-Main by Dr. Maria Salud M. De Los Santos.

University of Cebu, Graduate Tracer Study 2005-2010 by Maria Salud Medida-de los Santos, PhD

Success Factors of Student Achievers of the University of Cebu by Ms. Araceli Beltran

The Performance Level of Banking & Finance Office Practice Trainees: Basis for the Modification of the Program by Ma. Fe Planco-Imbong, M.P.A.

The University of Cebu College of Commerce Accountancy Students Organizations by Ma. Fe Planco-Imbong

The 2010 OJT of the College of HRM by Renato C. Sagayno, Dev. Ed. D. and Mr. Ernesto Labra Jr.

The UC CWTS / CESDEV Program in Sapangdaku, Guadalupe, Cebu City, SY 2007-2009 by Nelson Aldrich L. Esguerra

Small Medium Enterprise of UC Commerce Stakeholders: Problems Encountered and Sustainability by Ms. Reah Fabrica and Mr. Eric Gabutin

Information Technology: Its Impact on Seafarers by Engr. Marlk N. Abadiano

The Effectiveness of University of Cebu, College Education Teacher's Board Review Program by Ms. Windey Prado and Ms. Quennie Ypanto

Employability of University of Cebu Criminology Graduates (SY 2004-2009) by Esmeraldo E. Damuag

Employability of Marine Engineering (Non-Scholars) Graduates of UC-Maritime Education 2009-2011 by Ms. Minette Abagon and Mr. Mark N. Abadiano

Customer Satisfaction of the Student Personnel Services in Marine Transportation Department by Mr. Pacienciaño Punay and Mr. Regilito Sanchez

Utilization of Bridge Simulator and Computer Laboratories for Computer-based Training Programs in the Marine Transportation Department by Mr. Lester U. Wee and Mr. Collin Gesto

Online Student-based Faculty Evaluation System of University of Cebu-Main by Mr. Dennis S. Durano and Ms. Jennifer G. Amores

Philosophical Concepts of Education and Teaching Performance Profile by Mr. Cesar P. Gulang and Ms. Meriam Mahusay

Research Capability of the Faculty University of Cebu-Main by Renato C. Sagayno and Steven Y. Razonable

Students' Awareness on the Student Manual by Ms. Kathryn Marie T. Monterroyo and Ms. Therirose Ann B. Tan

Jigsaw Strategy in Teaching and Learning Philippine History by Cherry G. Tandiado and Jasmin V. Bonghanoy

Tracer Study on the UC-Banilad Graduates 2005-2010 by Mr. Danilo Olaer and Ms. Elizabeth Mendoza

Integration of Information and Communications Technology to Instruction by Ms. Jonnette B. Labrador and Mr. Edsel Paray

University of Cebu-Banilad Library Services and Utilization by Ms. Judy Ann Ferrater and Ms. Roselita Doming

Evaluation of the UC-Banilad Community Extension Services and Development by Ms. Jocelyn Lim and Ms. Helen Mae Pogoy

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- Botika ng Barangay: Its Contribution to Family Living Standards
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- Jigsaw Strategy in Teaching and Learning Philippine History and Constitution,
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- UC-METC's Shipboard Maritime Apprenticeship as a Cadet-centered Mechanism towards Environmental Pollution Abatement
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Mr. Eric P. Gabutin (Researcher)
Accepted paper for the 4th Taiwan-Philippines Academic Conference.

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CALENDAR OF ACTIVITIES SY 2011-2012

June 10, 2011	In-service Training for Research; Formulation of Institutional Faculty Research (IFR) Agenda
July 18, 2011	Submission of IFR Proposals (UC-Banilad)
July 19, 2011	Submission of IFR Proposals (UC-LM)
July 20, 2011	Submission of IFR Proposals (UC-METC)
July 21, 2011	Submission of IFR Proposals (UC-Main)
July 22, 2011	Asian Public Intellectuals (API) Orientation; Formulation of Program Research Agenda
August 26, 2011	MOA Signing and Orientation of IFR
September 5, 2011	3 rd UC-Banilad Faculty Research Forum
September 15, 2011	Proposal Hearing of IFR (UC-Main)
September 16, 2011	Proposal Hearing of IFR (UC-METC)
September 22, 2011	Proposal Hearing of IFR (UC-Banilad)
September 23, 2011	Proposal Hearing of IFR (UC-LM)
September 30, 2011	Deadline of 2011 PACUCOA Case Study Competition
October 28, 2011	Submission of students' hard bound research projects for 1 st Semester SY 2011-2012
December 3, 2011	Christmas Party (University Research Center and Campus Research Offices)
January 13, 2012	1 st Research Office Research and Statistics Lecture (UC-Banilad)
January 26, 2012	Oral Defense of IFR (UC-Main)
January 27, 2012	Oral Defense of IFR (UC-METC)
February 2, 2012	Oral Defense of IFR (UC-Banilad)
February 3, 2012	Oral Defense of IFR (UC-LM)
February 10, 2012	1 st Research Office Research and Statistics Lecture (UC-LM)
February 17, 2012	1 st Research Office Research and Statistics Lecture (UC-METC)
February 24, 2012	2 nd URC Research Forum
March 3, 2012	1 st URC Research and Statistics Lecture
March 30, 2012	Submission of students' hard bound research projects for 2 nd Semester SY 2011-2012
April 14, 2012	Submission of completed IFR SY 2011-2012
April 27, 2012	2 nd URC Research and Statistics Lecture
May 4, 2012	Submission of 2012 IFR Proposals (UC-Banilad)
May 5, 2012	Submission of 2012 IFR Proposals (UC-LM)
May 11, 2012	Submission of 2012 IFR Proposals (UC-METC)
May 12, 2012	Submission of 2012 IFR Proposals (UC-Main)
May 18, 2012	Release of NOVUS Research Journal SY 2011-2012

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**STANDARD PROCEDURE NUMBER 3
RESEARCH METHODS AND THESIS WRITING**

A. METHODS OF RESEARCH (1ST COURSE)

1. The 1st Research subject in the curriculum (Research Methods) shall be under the supervision of the General Education Coordinator, in consultation with the College Dean/Chairperson and the Program Research Coordinator (PRC).
2. The instructor who shall teach Research Methods must be at least a master's degree holder (Thesis program).
3. The syllabus for Research must be aligned with all colleges in all the campuses of the university.
4. Only university-approved Research textbooks shall be used by the instructors.
5. The research outputs of the group of students (at most 5 students in a group) must only be research proposals.
6. No panel defense shall be conducted in any Research Methods class. Instead, proposal presentations are encouraged, the venue of which shall be inside the campus only. The presentation involves the instructor and the class only.
7. Collection of fees for whatever purpose is strictly prohibited.
8. Colors of the colleges are:

Arts	-	Violet
Business Administration	-	Red
Computer Studies	-	Light Blue
Criminology	-	Yellow
Customs Administration	-	Orange
HRM	-	Brown
Education	-	White
Engineering	-	Black
Marine Engineering	-	Dark Blue
Marine Transportation	-	Dark Blue
Nursing	-	Green
9. Each group shall submit 3 hard-bound copies of their research proposals to the University Research Center (URC) before the end of the semester.

10. URC shall create a masterlist and inventory of all completed proposals. All hard-bound copies will be endorsed to the University Library for public use.

B. THESIS WRITING (2ND COURSE)

1. The 2nd Research subject in the curriculum (Thesis Writing) shall be under the supervision of the College Dean/Chairperson, in consultation with the Program Research Coordinator (PRC).

2. The instructor who shall teach Research Methods must be at least a master’s degree holder (thesis program).

3. The syllabus for Thesis Writing must be aligned with all colleges in all the campuses of the university.

4. Only university-approved textbooks shall be used by the instructor.

5. The research outputs of the students must be in the form of a full-blown thesis.

6. Proposal hearing shall be done at the beginning of the semester, during the Prelim Grading Period. The group in the Research Methods class shall continue to be the same group in the Thesis Writing class. The 4 panel members are: 1 PRC (Chairman); 2 members; 1 adviser. The instructor of the class is the 2nd member of the panel, but at no extra expense on the students.

7. An Oral Defense shall be conducted during the Final Grading Period. The panel members shall be the same members during the proposal hearing.

8. The College may or may not collect the fees and disburse them to the members of the panel as follows, but shall not exceed:

Adviser	-	P500.00 per group (P200.00 proposal/P300.00 orals)
Chairman	-	P500.00 per group (P200.00 proposal/P300.00 orals)
Member 1	-	P300.00 per group (P100.00 proposal/P200.00 orals)
Member 2	-	No payment (He/she is the instructor of the class)
Statistician	-	P500.00 per group (to be paid during orals)
Censor	-	P500.00 per group (to be paid during orals)
Total	-	P2,300.00 per group

9. Instructors are requested to use Standard Form Number 5 (Proposal Hearing Rating Sheet) and Standard Form Number 6 (Oral Defense Rating Sheet) for grading research projects.

10. The College shall assign the date and venue for the Proposal Hearing and

Oral Defense. Venues outside the campus are not allowed. Gift-giving by the students to the panel is discouraged.

11. Colors of the colleges are:

Arts	-	Violet
Business Administration	-	Red
Computer Studies	-	Light Blue
Criminology	-	Yellow
Customs Administration	-	Orange
HRM	-	Brown
Education	-	White
Engineering	-	Black
Marine Engineering	-	Dark Blue
Marine Transportation	-	Dark Blue
Nursing	-	Green

12. Each group shall submit 3 hard-bound copies of their research proposals to the University Research Center before the end of the semester.

13. URC shall create a masterlist and inventory of all completed proposals. All hard-bound copies will be endorsed to the University Library for public use.

Prepared by: Dr. Mauro Allan P. Amparado

Date of revision: June 1, 2012