



**DECLARATION OF INTENT TO SERVE AS RESEARCH ADVISER**

**Data Privacy Consent:**

*In submitting this form, I agree to my details being used and accessed only by the Research Department Staff for Undergraduate Student Research under of the Student Research Program/Unit. I understand that my personal data (in hard copy) will be held securely, filed properly, and kept in secure location of the department and my personal data (in soft copy) will be shared in Google Drive and only the RD Staff have the access to view and download it. This information may be shared through Accrediting Organization (PACUCOA, ISO, etc.) and will not be distributed to third parties.*

*I further understand that I have the right to withdraw my consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. I also understand that when this information is no longer required for the stated purpose (annually), the department's procedure will be followed to dispose of my data.*

I agree

The Research Department (RD) is now updating the roster of student research adviser for A.Y. \_\_\_\_\_. In this regard, we are conducting a survey to all administrators, administrative staff, faculty members, and employees who are willing to take the responsibilities as student research adviser. However, this is subject to the approval of the RD Director. Below are the qualification standards and responsibilities of the adviser:

**Qualification Standards of Adviser**

- ✓ Preferably full-time faculty/employee of the institution
- ✓ With Master's Degree of Thesis track or with research experience evidenced by research outcomes or publications in lieu of a Thesis

**Responsibilities of Adviser**

1. Assist the students in the selection of research topics/titles;
2. Help the students in the proper conduct (through regular and close monitoring) of research work according to set timetable so as to ensure integrity and high quality output;
3. Review/check submitted proposals, questionnaires, and other chapters/aspects of the research paper;
4. Provide not only technical expertise but moral guidance as well to students while the latter are working on their research project;
5. Give grades to the students (based on research outputs);
6. Conduct mock defense prior to the proposal or final oral defense;
7. Provide at least 7 consultation sessions per semester (including mock defense);
8. Could attend the defense of their advisee/s; they are, however, are not allowed to participate in the defense; and
9. Attend orientation set by the RD.

**Are you interested?**                       YES                       NO

Interested personnel are requested to fill-out the information sheet. Write NA if the item is not applicable.

**What research type are you willing to handle? Check your preferred research type**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Thesis (AB Communication)        | <input type="checkbox"/> Project Feasibility Study (Industrial Engineering) | <input type="checkbox"/> Thesis (Human Resource Development Management)            |
| <input type="checkbox"/> Thesis (Psychology)              | <input type="checkbox"/> Project Study (Mechanical Engineering)             | <input type="checkbox"/> Accounting Research (Accountancy)                         |
| <input type="checkbox"/> Thesis (Guidance and Counseling) | <input type="checkbox"/> Project Study (Electrical Engineering)             | <input type="checkbox"/> Project Feasibility Study (Marketing Management)          |
| <input type="checkbox"/> Thesis (Education)               | <input type="checkbox"/> Project Study (Electronics Engineering)            | <input type="checkbox"/> Case Study (Hotel and Restaurant Management)              |
| <input type="checkbox"/> Thesis (Computer Science)        | <input type="checkbox"/> Design Project (Computer Engineering)              | <input type="checkbox"/> Case Study (Tourism Management)                           |
| <input type="checkbox"/> Thesis (Information Technology)  | <input type="checkbox"/> Thesis (Nursing)                                   | <input type="checkbox"/> Capstone Project (Entertainment and Multimedia Computing) |

**Name:** \_\_\_\_\_  
**For External Adviser:**  
**Affiliation:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_

**For Internal Adviser:**  
**School/Department/Division:** \_\_\_\_\_  
**Faculty:** ( ) Full-time Permanent/Probationary ( ) Part-time  
**Employee:**    **Position:** \_\_\_\_\_  
**Administrator:** **Position:** \_\_\_\_\_





**RESEARCH/PUBLICATION BACKGROUND**

Degree Obtained	Research Title
College:	Thesis:
Masteral:	Thesis:
Doctorate:	Dissertation:

**OTHER RESEARCH OUTPUTS (if any); you may use separate sheet**

Research Title/s:

**PUBLICATIONS (if any)**

Title of Article	Journal Title (include volume/issue number)

Thank you very much.

**FOR RD USE ONLY**

CRITERIA	Yes	No	Remarks
Preferably full-time faculty/employee of the institution			
With master's degree of thesis track or with research experience evidenced by research outcomes or publications in lieu of a thesis			
With at least "Very Good" evaluation rating based on previous advisees' evaluation (if applicable)			

Approved       Disapproved

\_\_\_\_\_  
RD Director

