

## **IMPLEMENTING GUIDELINES IN WRITING AND CONDUCTING UNDERGRADUATE AND GRADUATE RESEARCH**

- I. Requirements before Enrolling Undergraduate Research
  1. The student must have passed English 10 or its equivalent (Methods of Research/Technical Writing for BAT) where a research proposal is required and completed (Chapters 1-3).
  2. The student must have an adviser of his/her choice or designated by the Research Chair. The adviser has technical knowledge of the research topic the student is pursuing.
  3. The student must have successfully defended his/her research proposal before a panel on pre-oral defense.
  4. The student reports regularly to his/her adviser for direction and guidance in the conduct of his/ her research.
  5. A consultation sheet is secured from the Chair's Office where records of the transaction or consultation with the adviser are reflected for purposes of monitoring and supervision.
  6. A certificate of Ready for pre-oral/final defense signed by panel member, critic reader, statistician and financial critic must be secured by the students before the pre-oral or final defense.
  7. The student must provide panelists copies of the manuscript at least one week before the final defense.
  
- II. Thesis Adviser
  1. The student has the option to choose an adviser from the list of advisers provided by the Research Chair. The thesis adviser chosen by the student has technical knowledge regarding the research problem he/she is pursuing. If possible, the adviser and the advisee must have the same field of interest/specialization.
  2. The thesis adviser should be a permanent faculty or employee of the Institution, if possible.
  3. In cases where students cannot choose an adviser, the Research Chair will designate an adviser based on the adviser/student's specialization/major.
  4. In case the student changes his/her adviser for any acceptable reason, a permit to change adviser must be secured from the Research Chair. Both the "changed" adviser and the new adviser must affix their signature on the permit.
  
- III. Selection of the Members of the Panel, Data Analyst, Financial Critic, and Critic Reader
  1. The student is free to choose at most three members of the panel who have technical knowledge on the research he/she is pursuing, one statistician, one financial critic, and one critic reader.
  2. The student selects from the list of panel members, statistician, financial critic, and critic reader provided by the Research Chair.

#### IV. Role of a Thesis Adviser

1. The adviser is a faculty member of the Academic Department who provides guidance and direction, encouragement, and motivation to his/her advisee in the process of thesis writing.
2. He/she recommends the manuscript for oral defense and signs a particular form for this purpose. The adviser sees to it that his/her advisee is prepared for the oral defense.
3. He/she guides and briefs the advisee on the mechanics of oral defense and prepares him/her on what to expect during the proceeding.
4. He/she must be present during the oral defense but should refrain from answering questions for the advisee or negate views of the members of the panel. He/She may clarify or simplify questions for the advisee and take down notes on suggestions and recommendations.
5. He/she makes concrete suggestions and acts promptly and wisely on parts of the manuscript which require correction or revision. He/She sees to it that his/her advisee follows the prescribed format in writing the manuscript.
6. He/she monitors the progress of the research work of his/her advisee. Members of the panel should also help the adviser in ensuring that the advisee does what is expected of him/her.
7. He/she certifies the approval of the final manuscript.

#### V. Role of the Members of the Panel

1. The panel members assess the research papers and give comments, suggestions, and recommendations for the improvement of the research paper.
2. They may approve/disapprove the research proposal. Disapproved paper means it has not satisfactorily met the basic requirements of a good research paper.
3. They help monitor the student's research work in coordination with his/her adviser.
4. They evaluate and rate the paper using standard criteria as part of the computation of final grade in Methods of Research or Thesis Writing.
5. They certify the approval of the final manuscript.

#### VI. Role of a RECO Member

1. The RECO member is a staff of R&D Unit/representative from the pool of experts and is duly designated by the R&D Director.
2. The RECO member is a regular member of the panel during the pre-oral and final defense. He/She informs the new trends in research undertakings.
3. He/she helps monitor the student's research work in coordination with his/her adviser.
4. He/she evaluates and rates the paper using standard criteria as part of the computation of final grade in Methods of Research or Thesis Writing.
5. He/she endorses a student's research proposal for possible funding in the R&D Unit.
6. He/she certifies the approval of the final manuscript.

VII. Role of a Statistician

1. The statistician guides the student in the use of appropriate statistical tools for his/her research paper.
2. He/she gives advice in data encoding and interpretation of the research results.
3. He/she certifies the correctness of the methodology and statistics used in the research manuscript.

VIII. Role of a Critic Reader

1. The critic reader must proofread the manuscript.
2. He/she certifies the correctness in the writing of the manuscript.

IX. Role of a Research Chair

1. The Research Chair helps in implementing policies on the conduct of thesis research paper.
2. He/she prepares the schedule of the pre-oral and final defense.
3. He/she certifies the approval of oral defense of the students.
4. He/she acts as the Chair of the research panel.
5. He/she performs research monitoring in coordination with the adviser.
6. He/she consolidates the evaluation sheets as a basis of grade or rating of the students.
7. He/she certifies the approval of the final manuscript.

X. Requirements for Oral Defense

1. The student must have a written recommendation from his/her thesis adviser in terms of his/her readiness/preparedness for the oral defense.
2. The student must have a certification from the Statistician/Financial Critic as to the approval of statistical/financial requirements of his/her paper.
3. The student must have a certification from a critic reader as to the appropriate grammar and language use.
4. The student must likewise have an approval from the Methods of Research Instructor and Department Chair prior to his/her oral defense.
5. Required copies of the research papers should be submitted at the Research Office with the adviser's certification at least one week before the scheduled defense.
6. The students who failed to defend his/her thesis on schedule will not be allowed to conduct off-campus practice teaching and will not be included in the list of graduating students.

XI. Decorum in the Conduct of Oral Defense

1. The student must be in proper attire.
2. The members of the panel must be in semi-formal or formal attire during oral presentation.
3. The audience must observe silence throughout the presentation.

## XII. Submission Procedures

1. Students who failed to defend his/her thesis on schedule will only be allowed to conduct OJT/RLE activities within OMSC Offices/Department/Unit.
2. The deadline for submission of loose-leaf theses and is at least one workweek before the last day for the submission of grades for graduating students to provide sufficient time for binding. For example, if the deadline for submission of grades is May 7, theses must be approved for binding before April 30.
3. Undergraduate theses must be hardbound using green leatherette with gold lettering.
4. To facilitate future open-access repository, digital copy of theses must be submitted to the College Research Coordinator for safe keeping. With file name: College\_Year of Graduation\_Last Name of the First Author\_Title of Thesis  
Example: CTE\_2023\_Dela Cruz\_Case Study of Occidental Mindoro State College
5. An undergraduate student should submit the following to the College: Four hardbound copy for the department, library, adviser, and student. One digital copy (in PDF with scanned copy of the signed documents) for the department.
6. Addition of Permission Page (Republic Act No. 8293 - Intellectual Property Code of the Philippines). Theses will be classified into one of only four categories:
  - I: has patentable or registrable invention or registration
  - P: author wishes to publish the work personally
  - C: confidential information of a third party is embedded
  - R: a regular work, i.e., it has no patentable invention or creation, the author does not wish for personal publication, there is no confidential information.

## XIII. Contents

### CHAPTER I: INTRODUCTION

- Background of the Study
- Objectives of the Study
- Significance of the Study

### CHAPTER II: REVIEW OF RELATED LITERATURES

- Related Literature
- Theoretical Framework
- Conceptual Framework
- Operational Definition
- Hypothesis/Assumptions

### CHAPTER III: RESEARCH METHODOLOGY

- Study Design
- Study Setting – This may be applicable only to some studies.
- Unit of Analysis and Sampling
- Research Instrument

- Data Collection Procedure
- Data Processing and Analysis
- Scope and Limitations
- Ethical Considerations

#### CHAPTER 4: RESULTS AND DISCUSSION

- Results
- Discussion

#### CHAPTER V: CONCLUSIONS AND RECOMMENDATIONS

- Conclusion
- Recommendation

#### REFERENCES

#### APPENDIX (categorized as A,B,C etc.)

- A. Communication/Permit to Conduct the Study
- B. Research Instrument Use Permission
- C. Research Instruments
- D. Pictures/Plates
- E. Originality Report
- F. Researcher's Profile

Effectivity: starting First Semester, Academic Year 2023-2024