RESEARCH MANUAL

Asian College-Dumaguete Research and Development Office

2023

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RESEARCH MANUAL

Asian College-Dumaguete

Research and Development Office

PRELIMINARY MATTERS

TITLE

This manual shall be known as the "*Research Manual*".

COVERAGE

This manual shall apply to and govern all the procedures, processes, and transactions of Asian College - Dumaguete students in all Colleges and Senior High Schools, as well as their relationships with other members of the elements of the Asian College academic community.

VISION, MISSION, AND CORE VALUES

VISION

"To be a transformative educational institution committed to the success of its graduates through quality instruction, relevant research, and strong community engagement."

MISSION

"To educate and develop globally competitive future leaders."

CORE VALUES

A cademic Excellence

I ntegrity

S elf-Leadership

Article I. THE RESEARCH AND DEVELOPMENT OFFICE

Introduction

The Research and Development Office (RDO) is an integral part of Asian College - Dumaguete that is committed to advancing knowledge and innovation. It is responsible for managing research activities, developing research policies, and promoting research culture within Asian College - Dumaguete, as an educational institution. The RDO plays a crucial role in fostering interdisciplinary research collaborations, securing research funding, and disseminating research findings to the wider community.

VISION

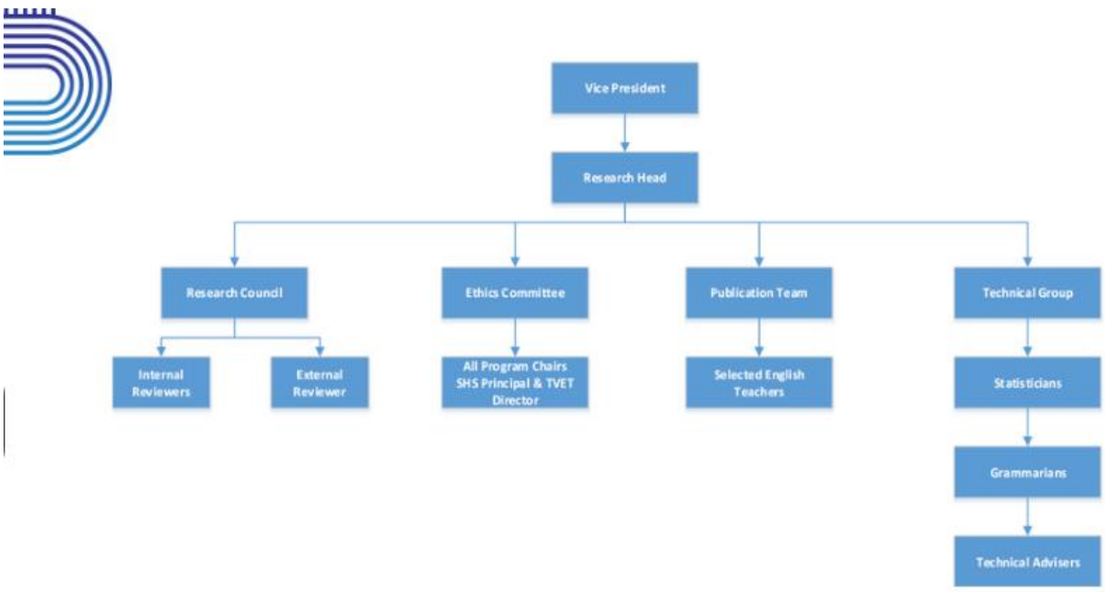
The vision of the Research and Development Office is to become a leading research center that drives innovation and excellence in research. It aspires to create a culture of research that fosters creativity, collaboration, and critical thinking. The RDO aims to be recognized as a center of excellence that contributes to the advancement of knowledge and the betterment of society.

MISSION

The mission of the Research and Development Office is to promote and support high -quality research that addresses the most pressing challenges facing society today. It aims to provide an enabling environment for researchers to conduct cutting-edge research that has a positive impact on society. The RDO is committed to fostering interdisciplinary research collaborations that bring together researchers from different fields to address complex problems.

PHILOSOPHY

The Research and Development Office is guided by a philosophy that is rooted in the belief that research is essential for the advancement of knowledge and the betterment of society. It recognizes that research is a collaborative endeavor that requires the participation of researchers from different disciplines and backgrounds. The RDO is committed to promoting a research culture that values creativity, innovations, and critical thinking. It believes that research should be conducted with the highest ethical standards and that research findings should be disseminated widely to maximize their impact.



Here are some general guidelines and responsibilities that are commonly expected in the Research and Development Office:

ETHICS COMMITTEE

- **Reviewing Research Proposals**: The ethics committee reviews research proposals to ensure they meet ethical standards and guidelines.
- **Ethical Considerations:** They assess the potential risks and benefits of the research to participants, ensuring that the study is conducted with integrity and respect for human rights.
- **Informed Consent:** The committee ensures that participants give informed consent and are fully aware of the purpose, procedures, and potential risks of the research.
- **Privacy and Confidentiality:** They ensure that appropriate measures are in place to protect the privacy and confidentiality of research participants.
- **Monitoring and Oversight:** The committee may conduct periodic reviews to monitor the progress of ongoing research and ensure that ethical standards are maintained throughout the study.
- **Addressing Ethical Issues:** The committee is responsible for addressing and resolving any ethical issues during the research process.

RESEARCH COUNCIL

- **Funding Decisions:** The research council evaluates research proposals and makes funding decisions based on their scientific merit, potential impact, and alignment with the organization's research priorities.
- **Peer Review:** They organize and oversee the peer review process, ensuring that experts in the field evaluate research proposals and manuscripts.
- **Research Policy Development:** The council may develop research policies, guidelines, and best practices within the organization.

- **Research Collaboration:** They may facilitate collaborations between researchers, institutions, and stakeholders to promote interdisciplinary research and knowledge exchange.
- **Research Strategy:** The council may contribute to developing the organization's research strategy, identifying areas of focus and priority for future research.
- **Research Evaluation:** They may evaluate the outcomes and impact of research projects funded by the organization, assessing their contribution to knowledge and society and any associated benefits or risks.

RESEARCH TECHNICAL GROUP

- **Technical Support:** The research technical group provides technical support and expertise to researchers, assisting them in designing experiments, collecting data, and analyzing results.
- **Research Infrastructure:** They are responsible for maintaining and managing the research infrastructure, including laboratory equipment, software, databases, and other resources necessary for conducting research.
- **Training and Education:** The group may provide researchers with training and education on technical aspects related to their research, such as the usage of specialized equipment, data analysis techniques, or software tools.
- **Quality Control:** They ensure that research methodologies and techniques are standardized and adhere to best practices, promoting quality control in research processes.
- **Troubleshooting:** The group assists researchers in troubleshooting technical issues that may arise during the research process, offering guidance and solutions to overcome challenges.

PUBLICATION TEAM

- **Manuscript Preparation:** The publication team aids researchers in preparing manuscripts for publication, ensuring they meet the formatting and style guidelines of the target journal or conference.
- **Peer Review Process:** They manage the peer review process, coordinating the review of manuscripts by experts in the field and communicating feedback to authors.
- **Editorial Assistance:** The team may provide editorial assistance, including proofreading, editing, and formatting manuscripts, to ensure they meet the publication standards.
- **Copyright and Permissions:** They handle copyright and permissions-related matters, ensuring that any necessary permissions are obtained for figures, images, or content in the manuscript.
- **Journal Selection:** The team may assist researchers in selecting appropriate journals or conferences for publication, considering factors such as impact factor, relevance to the research topic, and target audience.
- **Publication Ethics:** They ensure adherence to publication ethics, including plagiarism detection, conflict of interest disclosure, and compliance with ethical guidelines and policies.

Research Head Job Description

A. Job Summary

Plans, leads, organizes, and controls the effective implementation of Office of the Research and Development programs and services aligned with the organization's values, philosophy, mission, and vision.

B. Basic Relationship

Collaborates with Marketing Coordinator and other Department Heads.

C. Statement of Duties

- Leads and identifies the entire organization's research thrusts and all research initiatives, including gathering data regarding target markets, marketing channels, competitors, public, and macro-environmental forces. Likewise, he shall come up with a systematic design for research related to marketing, collection, analysis, and report preparation pertinent to marketing situations, such as formal studies of specific conditions, market potential, market share studies, customer satisfaction and purchasing behavior, pricing, product development, distribution studies, promotion activities. He must follow a defined market research process and prepare a research market program that follows the marketing process model, including budget and timing.
- Spearheads, directs, and oversees all academic and product research, from design to implementation, analysis, and product development.
- Appoints research heads per department and nominates and appoints faculty researchers in various disciplines.
- Coordinates with various departments, specifically academics and marketing, to produce academic and market-based research.
- Supervises and evaluates all academic and product/market research outputs.

- Promotes and recommends research projects that ensure academic excellence, especially those related to integrated and international services and systems, and develops research/publications for possible funding.
- Oversees all research activities and outputs of the undergraduate theses, participates in defense, and checks publications.
- Monitors and regulates all forms of school publications for internal and external release.
- Ensures adherence to professional standards and ethics of prospect research.
- Develops and oversees budgets, policies, and procedures for the Research Department.
- Evaluate research tools and emerging technology and coordinate with research institutions of global recognition.
- Provides research skills enhancement programs for faculty researchers and staff.
- Performs other duties as assigned from time to time.

D. Qualifications

- He should have published research outputs.
- Must have been exposed to academic and non-academic research
- Advanced skills in prospect research and knowledge in handling school publications.
- Graduate of four (4) year Bachelor's Degree course and holder of master's degree.
- Required to have a doctoral degree (PhD, EdD) and/or any advanced degree in a relevant field
- With 3-5 years experience in various research activities and projects locally and internationally.

E. Required Training

General Training:

- Employees Orientation program

Specific Training:

- Computer Literacy
- Leadership / Supervisory Skills
- Communication Skills (written and oral)

F. Required Skills

- Advance research skills
- Above-average communication skills (written and oral)
- Knowledgeable in Microsoft (at least 2003 version) Word, Excel, PowerPoint

Research Associate Job Description

A. Job Summary

Research Associate assists in the planning, leading, organizing, and controlling the effective implementation of the research and development programs and services aligned with the mission, vision, and core values of Asian College- Dumaguete.

B. Basic Relationship

Under the supervision of the Research Head and approval of the Vice-President and collaboration with other Department Heads.

C. Statement of Duties

- Nominates and appoints faculty researchers in various disciplines.
- Ensures adherence to professional standards and ethics of prospect research.
- Prepare reports for research as required and attend relevant research meetings.
- Provides research skills enhancement programs for faculty researchers and staff.
- Supervises and evaluates all academic and product/market research outputs.

- Leads and identifies the entire organization's research thrusts and all research initiatives.
- Develops and oversees the Research and Development Office's budgets, policies, and procedures.
- Spearheads directs, and oversees all academic research from research design to implementation and analysis.
- Evaluate research tools and emerging technology and coordinate with research institutions of global recognition.
- Oversees all research activities and outputs of the undergraduate theses, participates in defense, and checks publications.
- Coordinates with various departments, specifically academics and marketing, to produce academic and market-based research.
- Promotes and recommends research projects that would ensure academic excellence, especially those related to integrated and international services and systems, and develops research/publications for possible funding.
- Performs other duties as assigned from time to time.

D. Qualifications

- Must have been exposed to academic and non-academic and marketing research.
- Graduate of four (4) year Bachelor's Degree course and holder of master's degree.
- Advanced skills in prospect research and knowledge in handling school publications.
- I have 3-5 years of experience in various research activities and projects locally and/or internationally.

E. Required Training

General Training:

- Employee orientation program

Specific Training:

- Computer Literacy

- Research Seminar / Workshop

- Leadership / Supervisory Skills

- Communication Skills (written and oral)

F. Required Skills

- Advance research skills
- Time and budget management
- Above-average communication skills (written and oral)
- Knowledgeable in Microsoft (at least 2003 version) Word, Excel, PowerPoint

Article II. INSTITUTIONAL RESEARCH AGENDA

Rationale

Institutional research agenda refers to the research priorities and goals that Asian College-Dumaguete aims to address. This agenda is typically developed in alignment with the mission, vision, and strategic objectives of Asian College-Dumaguete. Key elements that are included in Asian College -Dumaguete institutional research agenda:

1. **Strategic Priorities:** The research agenda aligns with the strategic priorities and goals of Asian College -Dumaguete. It addresses the key challenges and opportunities the Asian College - Dumaguete aims to tackle to advance its mission and vision.
2. **Research Themes:** The agenda includes specific research themes or areas of focus that are of particular importance to the Asian College—Dumaguete. These themes relate to specific disciplines, interdisciplinary research, societal challenges, or emerging fields.
3. **Collaboration and Partnerships:** The agenda emphasizes the importance of collaboration and partnerships with other institutions, organizations, and stakeholders. It identifies specific opportunities for collaborative research projects, joint funding initiatives, and knowledge exchange activities.
4. **Funding Opportunities:** The agenda outlines potential funding sources and opportunities the Asian College-Dumaguete can pursue to support its research agenda. This includes external grants, internal funding programs, industry partnerships, and philanthropic support.
5. **Research Ethics and Integrity:** The agenda emphasizes the importance of upholding research ethics and integrity. It includes guidelines and principles for conducting research responsibly and ethically.
6. **Dissemination and Impact:** The agenda highlights the significance of disseminating research findings and maximizing their impact. It includes strategies for publishing research articles, presenting at conferences, engaging with policymakers, and communicating research outcomes to the broader community.

7. **Infrastructure and Resources:** This section identifies the infrastructure and resources needed to support the Asian College—Dumaguete research agenda. These include research facilities, equipment, data management systems, and access to relevant databases and literature.

8. **Evaluation and Assessment:** The agenda incorporates mechanisms for evaluating and assessing the progress and impact of the research activities. This involves monitoring key performance indicators, conducting periodic evaluations, and using feedback to refine and update the research agenda.

Strategic Thrusts

This refers to the key areas or directions that the Asian College—Dumaguete focuses on in its research activities. These strategic thrusts are aligned with the college's vision, mission, and long-term goals. They serve as a guide for prioritizing research efforts and allocating resources effectively.

- Interdisciplinary Research
- Research Capacity Building
- Industry and Applied Research
- Addressing Societal Challenges
- Research Translation and Impact
- Ethical and Responsible Research
- Advancing Knowledge and Innovation
- International Collaboration and Partnerships

The research findings that have been done should contribute to:

Institutional Quality Imperatives (IQI)

- Quality Assurance
- Quality Assessment
- Quality Deployment

- Quality of Work Life
- Quality Management
- Quality Development

Continuous Process Improvement (CPI)

- Service Quality
- Research Readiness
- Marketing Efficiency
- Operational Efficiency
- Managerial Effectiveness
- Instructional Development
- Human Resource Competence
- Instruction Material Production
- Curriculum Improvement Process
- Institutional Human Development

Global Innovation Initiatives (GII)

- Teamwork
- Quality Commitment
- World-Class Graduates
- Organizational Leadership
- Management Development
- Corporate Social Responsibility
- Performance in Professional Board Exams

Several **Sustainable Development Goals (SDGs)** are directly related to research and innovation. These goals recognize the importance of research in addressing global challenges and achieving sustainable development. Some of the relevant SDGs include:

- **Goal 4: Quality Education**- This goal emphasizes the need for inclusive and equitable quality education and lifelong learning opportunities for all. Research is crucial in improving educational systems, developing innovative teaching methods, and enhancing access to education.
- **Goal 9: Industry, Innovation, and Infrastructure -** This goal promotes inclusive and sustainable industrialization and fosters innovation. Research and development are essential for driving technological advancements, encouraging innovation, and building resilient infrastructure.
- **Goal 17: Partnerships for the Goals** - This goal recognizes the importance of global partnerships in achieving the SDGs. Research collaborations and knowledge sharing among countries, institutions, and stakeholders are crucial for addressing global challenges and finding sustainable solutions.

The National Higher Education Research Agenda **(NHERA)** in institutional research refers to collective priorities and focus areas for research in institutional research in higher education at a national level. The agenda is typically developed through collaboration among researchers, policymakers, and practitioners in the field, and it helps guide the direction of research efforts to address key challenges and opportunities in higher education.

The specific components of the national higher education research agenda in institutional research can vary depending on the country and context. Still, some common themes and areas of focus may include:

- **Student success and retention:** Research in this area aims to understand the factors contributing to student success and retention in higher education institutions. This may include studying student engagement, academic support services, student demographics, and other factors influencing student outcomes.

- **Assessment and evaluation:** This research focuses on assessing and evaluating the effectiveness of various programs, policies, and interventions in higher education institutions.

  It may involve studying the impact of teaching and learning strategies, institutional policies, and student support services on student outcomes.

- **Institutional effectiveness and accountability:** Research in this area examines the effectiveness and accountability of higher education institutions in achieving their goals and fulfilling their missions. This may include studying institutional performance metrics, resource allocation, governance structures, and other factors contributing to institutional effectiveness.
- **Diversity, equity, and inclusion:** This research area explores issues related to diversity, equity, and inclusion in higher education. It may involve studying access and representation of underrepresented groups, the impact of diversity initiatives, and the experiences of marginalized populations in higher education institutions.
- **Data analytic and technology:** Research in this area focuses on leveraging data analytic and technology to improve institutional research practices and decision-making in higher education. This may include studying data collection and analysis methods, data governance, and using technology to support institutional research efforts.
- **Global and international perspectives:** This research area maximizes issues related to global and international higher education, including international student mobility, cross-cultural learning experiences, and the impact of globalization on higher education institutions.

Support and Assistance

A. **Management and Administration of Research**

Asian College provides support and assistance in the management and administration of research to ensure the smooth and effective execution of research activities.

1. **Research Planning and Proposal Development** provides in developing research plans and proposals. This involves assistance in identifying research gaps, formulating research questions, conducting literature reviews, and creating a research design and methodology.
2. **Funding and Grant Management** involve identifying funding opportunities, preparing grant applications, and managing awarded grants. They also guide budgeting, ensure compliance with funding agency requirements, and monitor and report grant expenditures.
3. **Ethical and regulatory compliance** helps in navigating ethical and regulatory requirements for research. This includes assistance in obtaining ethical approvals, ensuring compliance with data protection and privacy regulations, and addressing any ethical considerations throughout the research process.
4. **Research Ethics and Integrity** provides in promoting and upholding research ethics and integrity. This involves providing training and resources on responsible conduct of research, ensuring adherence to ethical guidelines, and addressing any ethical concerns or misconduct.
5. **Research Administration and Documentation** manage the administrative aspects of research projects. This includes assistance in setting up research accounts, managing research contracts and agreements, maintaining research documentation, and coordinating research-related meetings and events.
6. **Data Management and Analysis** provides management and analysis of research data. This involves providing guidance on data collection methods, ensuring data quality and security, and supporting researchers in data analysis and interpretation.

7. **Collaboration and Partnership Management** fosters collaborations and manages partnerships for research projects. This involves facilitating communication and coordination among research team members, organizing collaborative activities, and managing any agreements or contracts with external partners.
8. **Dissemination and Knowledge Exchange** provides in disseminating research findings and facilitating knowledge exchange. This involves supporting researchers in publishing research articles, presenting at conferences, organizing research seminars or workshops, and engaging with policymakers, industry stakeholders, and the wider community.
9. **Research Impact Assessment** evaluates and assesses the impact of research activities. This involves tracking and measuring research outputs and outcomes, conducting impact assessments, and using feedback and evaluation results to inform future research strategies.
10. **Training and Professional Development** enhance researchers' research skills and capabilities. This involves organizing training workshops, providing access to research resources and databases, and supporting researchers in professional development activities.

B. Technical Assistance Program for Research

The Technical Assistance Program for Research in Asian College aims to support and guide faculty members and students in conducting high-quality research projects. The program offers various resources, training, and mentorship to enhance research skills, promote collaboration, and contribute to advancing knowledge in multiple disciplines.

Program Objectives:

- **Enhance research capabilities:** Provide training and resources to develop research skills, including research design, data collection, analysis, and interpretation.
- **Foster collaboration:** Facilitate networking opportunities and promote collaboration among faculty members and students within the college and with external research partners.
- **Promote research ethics and compliance:** Ensure adherence to ethical guidelines and regulatory requirements in research activities.
- **Support research dissemination**: Assist in preparing and publishing research findings in reputable journals and conferences.
- **Encourage innovation**: Encourage innovative research ideas and approaches to address emerging challenges and contribute to knowledge creation.
- **Develop research culture**: Foster a culture of research excellence, continuous learning, and professional development within the college.

Program Components:

1. **Training and Workshops:** The program offers training sessions and workshops on various technical topics relevant to research. This could include research methodologies, data collection and analysis techniques, statistical software, laboratory techniques, experimental design, or data visualization. Internal experts or external trainers with specialized knowledge can conduct these training sessions.
2. **Consultation Services:** The program provides one-on-one or group consultation services to researchers. This could involve meeting with researchers to discuss their specific technical challenges or questions, providing guidance on research design or data analysis, or offering advice on using specific tools or technologies.

3. **Access to Resources and Tools:** The program provides researchers with specialized resources, tools, or software to support their research activities. These could include research databases, statistical software packages, laboratory equipment, or data management platforms. The program also provides guidance on how to use these resources effectively.
4. **Quality Assurance and Data Management:** The program assists researchers in ensuring the quality and integrity of their research data. This could involve guiding data collection methods, data cleaning and validation techniques, data storage, and security protocols, or data sharing and archiving practices. The program also helps researchers develop data management plans and adhere to ethical and regulatory requirements related to data handling.
5. **Research Design and Methodology:** The program supports designing research studies and selecting appropriate methodologies. This could include assistance in formulating research questions, developing research protocols, conducting literature reviews, or choosing appropriate sampling techniques. The program also guides experimental design, survey design, or qualitative research methods.
6. **Statistical Analysis and Data Interpretation:** The program supports statistical analysis and interpretation. This could involve assistance in selecting appropriate statistical tests, conducting data analysis using statistical software, interpreting the results, and drawing meaningful conclusions from the data. The program provides guidance on data visualization techniques to communicate research findings effectively.
7. **Research Ethics and Compliance:** The program offers guidance on ethical considerations and compliance requirements in research. This could include providing information on obtaining ethical approvals, ensuring informed consent procedures, protecting research participants' privacy and confidentiality, or addressing any ethical concerns that may arise during the research process.

8. **Collaboration and Networking:** The program facilitates collaboration and networking opportunities for researchers. This could involve organizing research forums, seminars, or conferences where researchers can share their work, learn from each other, and build collaborations. The program also provides resources or platforms for researchers to connect with experts or potential collaborators in their field.
9. **Research Dissemination and Impact:** The program assists researchers in effectively disseminating their research findings and maximizing their impact. This could involve guiding the publishing of research articles, presenting at conferences, or developing knowledge translation plans. The program may also offer support in measuring and evaluating the impact of research activities.
10. **Continuous Professional Development:** The program offers opportunities for researchers to develop their professional skills continuously. This could include organizing workshops or seminars on emerging research techniques or technologies, providing access to relevant literature or research resources, or facilitating participation in research-related training programs or certifications.

C. Financing and Logistic Support

The Financing and Logistic Support for Research Management and Administration in Asian College Dumaguete program provides financial and logistical assistance to support the effective management and administration of research projects within the college. The program aims to streamline administrative processes, optimize resource allocation, and ensure the smooth execution of research activities.

Program Objectives:

1. **Financial Support:** Provide funding opportunities to support research projects, including grants for research equipment, data collection, travel expenses, and publication fees.

2. **Resource Allocation:** Optimize the allocation of resources, including personnel, facilities, and equipment, to support research activities.

3. **Administrative Efficiency:** Streamline administrative processes related to research management, such as grant applications, budgeting, procurement, and reporting.

4. **Compliance and Ethics:** Ensure adherence to ethical guidelines and regulatory requirements in research activities, including financial management and data protection.

5. **Collaboration and Networking:** Facilitate collaboration and networking opportunities with external research partners, funding agencies, and industry professionals to enhance research opportunities.

6. **Capacity Building:** Provide training and support to researchers and research administrators in financial management, research administration, and compliance.

Program Components:

1. **Research Funding:** Offer various funding opportunities, such as research grants, scholarships, and travel grants, to support research projects and disseminate knowledge.

2. **Financial Management Support:** Provide guidance and training on financial management processes, including budgeting, expense tracking, and reporting, to ensure efficient utilization of research funds.

3. **Procurement Assistance:** Assist researchers in procuring research equipment, supplies, and services through streamlined procurement processes, ensuring compliance with procurement policies and regulations.

4**. Research Administration Support:** Develop and implement standardized processes and tools for grant applications, project management, progress reporting, and compliance monitoring.

5. **Research Compliance and Ethics Training:** Conduct training sessions on research ethics, data protection, and regulatory compliance to ensure researchers know and adhere to relevant guidelines and regulations.

6. **Collaboration and Networking Events:** Organize seminars, conferences, and networking events to facilitate collaboration and knowledge sharing among researchers, funding agencies, industry professionals, and other stakeholders.

D. Publication of Researches

"The Bridge," a research journal publication of Asian College Dumaguete, is an essential component of the academic and research culture. It allows researchers to share their findings with the scientific community, contribute to knowledge advancement, and enhance the college's reputation. The administration and college supports and encourages research publication through various means and initiatives.

1. **Journal Publications:** Asian College Dumaguete encourages researchers to publish their work in reputable peer-reviewed journals. Researchers are guided in selecting appropriate journals, manuscript preparation, and submission processes. The college may also provide financial support for publication fees, especially open-access journals.

2**. Conference Presentations:** Presenting research findings at conferences and symposiums is another avenue for researchers to disseminate their work. Asian College Dumaguete supports researchers in attending conferences by providing financial assistance for travel expenses and registration fees.

3. **Research Dissemination Events:** The college organizes research dissemination events, such as seminars, symposiums, and poster presentations, where researchers can showcase

their work to the college community and guests. These events provide opportunities for collaboration, feedback, and networking.

4. **Institutional Research Journals:** Asian College Dumaguete has an institutional research journal that showcases the research conducted within the college. Researchers are encouraged to submit their work to these journals, which may undergo a peer-review process before publication.

5. **Collaboration with External Publications:** The college establishes collaborations with external publications, such as academic journals or industry-specific magazines, to provide a platform for researchers to publish their work. These collaborations can increase the visibility and impact of the research conducted at Asian College.

6. **Research Writing Support:** Asian College Dumaguete offers writing support services, such as workshops or writing groups, to assist researchers in improving their academic writing skills and manuscript preparation. This support ensures that research papers meet the required standards for publication.

7. **Research Ethics and Integrity:** Asian College Dumaguete emphasizes the importance of research ethics and integrity. Researchers must conduct their work with the highest ethical standards and adhere to the college's policies and guidelines. This commitment to ethical research enhances the credibility and acceptance of research publications.

Overall, Asian College Dumaguete recognizes the significance of research publication and provides support and resources to researchers to facilitate the dissemination of their work. By promoting a culture of research excellence and providing avenues for publication, the college aims to advance knowledge and the academic reputation of its researchers and institution.

Article III. RESEARCH PROGRAMS

Research programs refer to organized initiatives or projects designed to address specific research objectives or areas of study. These programs typically involve a team of researchers working together to conduct research, analyze data, and generate new knowledge in a particular field. Here are some examples of research programs:

1. **The Social Science Research Program** studies human behavior, society, and social systems. It may include research in psychology, sociology, anthropology, education, or economics.
2. **Technology Research Program:** This program focuses on advancing technology and innovation in specific fields. Examples include research programs in computer science, artificial intelligence, robotics, and biomedical engineering.
3. **Education Research Program:** This program studies various aspects of education, including teaching methods, curriculum development, student learning outcomes, and educational policies and practices.
4. **Interdisciplinary Research Program:** This program involves collaboration across multiple disciplines to address complex research questions. It may include research on climate change and public health, technology and society, or social justice and inequality.

Research Capability Strengthening Program

A research capability strengthening program is designed to enhance the research capabilities and capacity of individuals, institutions, or communities. It aims to improve research skills, knowledge, infrastructure, and resources to facilitate high-quality research and contribute to scientific advancements. Here are some critical components of a research capability-strengthening program:

1. **Training and Workshops:** The program includes various training sessions and workshops to enhance research skills and knowledge. These cover research methodologies, data collection and analysis techniques, literature review, research ethics, manuscript writing, grant writing, and research management.
2. **Mentorship and Collaboration:** Pairing researchers with experienced mentors can provide guidance and support in developing research projects, designing studies, analyzing data, and publishing findings. Encouraging collaboration with other researchers, both within and outside the institution, fosters knowledge exchange and networking opportunities.
3. **Research Funding and Grants:** The program facilitates access to research funding opportunities and guides writing grant proposals. This can help researchers secure financial support for their projects and strengthen their ability to conduct research.
4. **Research Ethics and Compliance:** Emphasizing research ethics and compliance ensures that researchers understand and adhere to ethical guidelines, regulations, and standards. This includes obtaining necessary approvals for research involving human subjects, animals, or bio-hazardous materials.
5. **Research Infrastructure and Resources:** Strengthening research capabilities involves providing access to necessary infrastructure and resources. This may include well-equipped laboratories, research facilities, libraries, data management systems, and access to scientific literature and databases.
6. **Research Management and Administration:** Supporting researchers with research management and administrative tasks, such as project planning, budgeting, and reporting, can enhance their efficiency and effectiveness in conducting research.
7. **Technology and Innovation:** Incorporating advanced technologies and promoting innovation can enhance research capabilities. This may involve training on specialized equipment, software, data analysis tools, or emerging research methodologies.

1. **Monitoring and Evaluation:** Monitoring and evaluating the program's impact and outcomes are crucial. This helps assess the program's effectiveness, identify areas for improvement, and ensure that the desired research capability-strengthening goals are achieved.
2. **Sustainability and Long-term Support:** Ensuring the sustainability of research capability-strengthening efforts involves providing long-term support and resources. This may include establishing research centers or institutes, fostering collaborations with industry partners, and securing ongoing funding for research activities.
3. **Knowledge Dissemination and Impact:** Encouraging researchers to disseminate their findings through publications, presentations, and participation in scientific conferences helps maximize the impact of their research. It also contributes to the visibility and recognition of the research capability-strengthening program.

Objectives

The objectives of a research program can vary depending on the specific area of study and the goals of the researchers involved. However, some common objectives of research programs include:

1. **Advancing Knowledge:** One of the primary objectives of research programs is to contribute to the existing body of knowledge in a particular field. This involves conducting original research, generating new insights, and expanding understanding of a specific phenomenon or topic.
2. **Addressing Research Gaps:** Research programs often aim to address gaps in current knowledge or areas where further investigation is needed. This may involve exploring unanswered research questions, challenging existing theories or assumptions, or investigating emerging trends or issues.
3. **Solving Real-World Problems:** Many research programs aim to solve practical problems or address societal challenges. This involves conducting research with direct applications that can lead to tangible solutions, innovations, or policy recommendations.
1. **Improving Practices:** Research programs may seek to improve practices or methodologies in a particular field. This can involve evaluating the effectiveness of current approaches, identifying areas for improvement, and developing new methods or best practices.
2. **Enhancing Understanding and Awareness:** Some research programs aim to improve public understanding and awareness of a specific topic or issue. This may involve conducting research that sheds light on complex or misunderstood subjects, disseminating research findings to the public, or engaging in science communication activities.
3. **Informing Policy and Decision-Making:** Research programs often aim to inform policy development and decision-making processes. This can involve conducting research that provides evidence-based recommendations, evaluating the impact of existing policies, or collaborating with policymakers to translate research findings into actionable strategies.
4. **Capacity Building:** Research programs also aim to build research capacity within a particular institution, community, or region. This can involve training and mentoring researchers, promoting collaboration and knowledge exchange, and providing resources and support for research activities.
5. **Collaboration and Networking:** Many research programs aim to foster collaboration and networking opportunities among researchers within and outside the program. This can involve facilitating interdisciplinary research, promoting international partnerships, and creating platforms for researchers to share ideas and collaborate on projects.
6. **Dissemination and Knowledge Transfer:** Research programs often aim to disseminate findings to the broader scientific community and the public. This can involve publishing research articles, presenting findings at conferences, organizing workshops or seminars, or engaging in science outreach activities.

7. **Long-Term Impact:** Ultimately, research programs often strive to have a lasting impact on the field of study or the broader society. This can involve influencing future research directions, contributing to policy changes, inspiring further research, or improving the quality of life for individuals or communities.

Research Discipleship Program

Asian College Dumaguete, research discipleship program, is a structured program that aims to mentor and train individuals in research skills and practices, typically within a specific discipline or field of study. The objectives, scope, responsibility, and authority of an Asian College Dumaguete research discipleship program are outlined as follows:

Objectives:

1. **Skill Development:** The program aims to develop research skills and competencies among participants, including critical thinking, literature review, data collection and analysis, research ethics, and academic writing.
2. **Knowledge Acquisition:** The program aims to enhance participants' knowledge and understanding of their chosen field of study, including relevant theories, methodologies, and current research trends.
3. **Research Mentorship:** The program aims to provide mentorship and guidance to participants, helping them navigate the research process, overcome challenges, and develop their research projects.
4. **Networking and Collaboration:** The program aims to foster networking and collaboration opportunities among participants, encouraging the exchange of ideas, sharing of resources, and potential for interdisciplinary research collaborations.
5. **Research Output:** The program aims to support participants in producing high-quality research outputs, such as research papers, conference presentations, or grant proposals.

Responsibility:

1. **Program Coordinators (Program Chairs):** The program coordinators are responsible for designing and implementing the research discipleship program. They oversee the program's activities, develop the curriculum, and meet its objectives.
1. **Mentors/Supervisors (Research Teachers /Technical Advisers):** Mentors or supervisors play a crucial role in the program, providing guidance and support to participants. They are responsible for mentoring participants in their research projects, giving feedback on their work, and helping them develop their research skills and knowledge.
2. **Participants (Student-Researchers/ Faculty & Admin Researchers):** Participants in the research discipleship program have the responsibility to actively engage in the program's activities, complete assigned tasks, seek guidance from mentors, and contribute to the overall learning environment of the program.

Authority:

1. **Program Coordinators:** The program coordinators have the authority to make decisions regarding the research discipleship program's structure, content, and implementation. They ensure the program aligns with the Asian college policies and objectives.
2. **Mentors/Supervisors:** Mentors or supervisors can guide and provide feedback to participants on their research projects. They also have the authority to assign tasks, set deadlines, and make decisions regarding the direction of the research.
3. **Participants:** Participants are responsible for following the guidance and instructions provided by their mentors/supervisors. They can make decisions regarding their research projects within the framework and guidelines the program coordinators and mentors set.

Article IV. PROCEDURAL DETAILS

The procedural details of research can vary depending on the research project, methodology, and discipline. However, some general procedural details that are commonly followed in research include:

1. **Identifying the Research Problem:** The first step in any research project is to identify a research problem or question that requires investigation. This may involve reviewing literature, identifying gaps in knowledge, or exploring areas of interest.
2. **Formulating a Research Question:** Once the research problem has been identified, the researcher formulates a straightforward, concise research question to guide the research process.
3. **Developing a Research Design:** The research design outlines the methodology and procedures for collecting and analyzing data. This may involve selecting a research approach, designing data collection instruments, and determining the sampling strategy.
4. **Collecting Data:** Data collection involves gathering information through various methods such as surveys, interviews, observations, or experiments. The researcher must ensure the data collected is valid, reliable, and ethical.
5. **Analyzing Data:** Once the data has been collected, the researcher analyzes it using appropriate statistical or qualitative techniques. This may involve coding, categorizing, or interpreting the data to identify patterns, trends, or relationships.
6. **Drawing Conclusions:** After analyzing the data, the researcher draws conclusions that answer the research question and contribute to the existing knowledge in the field.
7. **Reporting Findings:** The final step in the research process is to report the findings clearly, concisely, and organized. This may involve writing a research paper, presenting at a conference, or publishing in a peer-reviewed journal.

Coverage of the Program

The coverage of a research program refers to the breadth and depth of topics or areas that the program encompasses. The coverage can vary depending on the research program's specific goals, objectives, and focus. Here are some factors that influence the coverage of a research program:

1. **Research Area:** The program may focus on a specific area or discipline, such as biology, psychology, economics, or engineering. The program's coverage will then be limited to the topics and research questions within that area.
2. **Research Topics:** The program may cover a range of topics or sub-disciplines within a specific research area. For example, a research program in biology may cover topics such as molecular biology, ecology, genetics, or neuroscience.
3. **Research Methods:** The program may also cover different research methods and approaches. This could include quantitative methods, qualitative methods, experimental design, survey research, or case studies.
4. **Research Levels:** The program may cover research at different levels, such as undergraduate, graduate, or postdoctoral. Each level may have its specific coverage and objectives.
5. **Interdisciplinary Approach:** Some research programs may adopt a multidisciplinary approach, covering multiple disciplines or integrating knowledge and methods from different fields. This allows for a broader coverage of topics and research questions.
6. **Research Focus:** The program may have a specific research focus or theme, such as sustainability, public health, social justice, or technological innovation. This focus will shape the program's coverage and guide the selection of research topics and projects.

A. **Execution of the Program**

1. **Identification of the Research Problems**

- Sensing, Tracking, Framing, and Capturing
- Defense of research concept in front of an independent panel
- Conceptualization in the context of the institutional research agenda

2. **Operational of Research Concept**

- Evaluation of research proposal
- Appointment of a research adviser
- Development of a work and financial plan

3. **Conduct of the Research**

- Data analysis
- Data gathering
- Defense of research output
- Writing of the research report
- Data processing and management
- Revision and submission of the research report

B. Administrative Support

Administrative support is an essential component of any research program, providing technical, logistical, and financial assistance to ensure the smooth operation and success of the program. Here are some key areas where administrative support can be provided:

1. **Technical Support:** This includes assistance with research tools and technologies, such as providing access to specialized software, databases, or equipment required for data collection and analysis. Technical support may also involve troubleshooting technical issues, maintaining research infrastructure, and ensuring data security and privacy.
1. **Logistics Support:** Administrative support helps with logistical aspects of the research program, such as organizing and scheduling research activities, coordinating meetings and events, arranging travel and accommodations for researchers, and managing communication and collaboration among team members.
2. **Financial Support:** Administrative staff assists with financial management and budgeting for the research program. This may involve preparing and submitting grant proposals, managing research funds and expenditures, tracking expenses, and ensuring compliance with financial policies and regulations.
3. **Grant and Contract Management:** Administrative support assists with preparing and submitting grant applications and contracts. This may include ensuring compliance with funding agency requirements, coordinating the review and submission process, and managing the administrative aspects of awarded grants or contracts.
4. **Ethics and Compliance:** Administrative staff helps ensure research activities comply with ethical guidelines and regulations. This may involve assisting with preparing and submitting ethics applications, maintaining records of ethical approvals, and providing guidance on ethical considerations throughout the research process.
5. **Reporting and Documentation:** Administrative support assists with preparing and submitting research reports, progress updates, and other required documentation. This includes maintaining accurate records of research activities, managing data storage and archiving, and ensuring compliance with data management and retention policies.
6. **Communication and Outreach:** Administrative staff supports the research program's communication and outreach efforts. This may involve managing program websites or online platforms, coordinating the dissemination of research findings, organizing workshops or conferences, and facilitating collaborations with external stakeholders.

C. Financial Incentives

1. **Cash Incentives and Awards:** Administrative support assists in managing and distributing cash incentives or awards for research participants. This may involve coordinating the payment process, ensuring compliance with financial policies, and maintaining records of payments.

   Faculty members will be granted an additional **one-and-a-half (1.5) hours** of loading per week based on their respective per-hour rate, subject to the conditions of the Memorandum of Agreement (MOA).

   Administrative staff researchers need to render **one hour (1) per week**, specifically on Fridays from 5:00 p.m. to 6:00 p.m., subject to the conditions of the Memorandum of Agreement (MOA).

   Honorarium during the research study.
   30% upon approval of Research Proposal (Introduction and Methodology)
   30% upon approval of Final Defense (written output IMRAD Format)
   40% upon completion of written final manuscript

Besides cash incentives, the best research will be recognized during the Asian College Employee's Night/ Kick-Off Seminar. This would include:

**** Best Research Paper***
**** Best Oral Research Presenter***

2. **Promotional Incentives:** Administrative staff helps develop and implement promotional incentives to encourage participation in research studies or programs. This includes creating promotional materials, managing social media campaigns, or organizing recruitment events.

3. **Evaluation and Documentation:** Administrative support assists in evaluating research programs or projects. This may involve designing and implementing evaluation methods, collecting and analyzing data, and preparing evaluation reports. Additionally, administrative staff helps document research processes, outcomes, and impacts.

   An independent and impartial board of judges would evaluate the research. The judges would either have been in research practice or have a proven track record in the field of research. A panel of evaluation will be invited to critique the research teams' output, which they will present and defend in a public forum.

4. **Publication Support:** Administrative support aids researchers in the publication process. This may involve guiding manuscript preparation, formatting, and submission to journals. Administrative staff also assist in tracking publication progress, managing copyright permissions, and ensuring compliance with open access policies.

   All research becomes the property of the Asian College Dumaguete, and its publication depends on the school's discretion in collaboration with the Research and Development Office. The RDO shall publish in the school research journal and recommend research or publication in other national and international journals and will document activities.

   It is proposed that research production and publication be given decisive weight equivalent to the evaluation of the faculty or employee over and above the general evaluation rating.

Article V. THE THREE-TIERED DEFENSE PROCESS

I. First Stage: Research Proposal Presentation

Research projects may be undertaken individually or in groups and shall work on a research topic. Researchers must inform the research adviser of their research grouping no later than two (2) weeks after the start of the first semester. Upon acceptance by the researcher's group to do a research, the researcher/group must immediately inform the thesis coordinator.

Writing the research will take two semesters. The first semester is dedicated to the proposal, and the second semester is for completing the fieldwork and research. The proposal and the final research must be defended before a panel of examiners.

The researcher presents his/her research proposal for approval by the undergraduate research evaluation of the Research and Development Office and Research Council. The undergraduate research scrutinizes the research proposal by the Research and Development Office and gives suggestions for its improvement for Chapters 1-3.

After the Research Proposal and Chapters 1-3 presentation, the researcher/s shall submit the completed undergraduate thesis (applicable to undergraduate students), Evaluation forms, and the Research Proposal Manuscript. It contains their respective comments and recommendations. The researcher/s shall photocopy the completed forms before submitting them to the Research and Development Office. The Research and Development Office shall provide the researcher with a summary of the recommendations to guide the researcher in making the necessary revisions.

If given the remarks "Passed with Revision," the researcher must submit a copy of the revised proposal to the Research and Development Office before proceeding with the data gathering and the rest of the undergraduate research writing process.

Submission to the adviser of the complete and approved draft for the first three chapters of the research (Introduction, Review of Related Literature and Framework of the Study, Methodology), incorporating suggestions and comments of the panel of examiners.

In the experimental thesis, the researcher/s must attend a **safety seminar** conducted by the research and development team before they can defend their proposal. They must follow appropriate **SAFETY PROCEDURES** in their thesis work. Researchers must always consult their adviser on the procedures they intend to perform in their work before they proceed, and a faculty member must accompany them to stay overnight to do research.

Presentation of preliminary results in a departmental **RESEARCH FORA**

II. Second Stage: Pre-oral / Review Defense

Upon completing chapters 4-5 of the paper and the recommendation or endorsement of the adviser and the Research Head, the researcher shall proceed with the pre-oral defense. During this stage, the complete research shall be presented for evaluation by the Research and Development Office (for the undergraduate research)

Five (5) copies of the undergraduate thesis must be submitted to the Research and Development Office at least seven days before the pre-oral defense schedule. Pre-oral / review defense will be scheduled at least six (6) weeks after the proposal defense.

The Research and Development Office shall review the paper page by page to determine whether it follows the format and style prescribed by the office and whether the recommendations made during the proposal presentation have been incorporated. At this stage, some other recommendations/suggestions may be provided to further improve the manuscript both in content and format.

The adviser and the researcher/s shall submit the undergraduate research evaluation forms containing their respective comments/recommendations. The office shall provide the researcher with a summary of the recommendation, which shall serve as a guide in making the necessary revisions.

III. **Third Stage: Final Oral Defense**

Research / final oral defenses may only be scheduled after the researcher gets the approval of their research adviser, demonstrated by having the adviser's signature on the approval sheet. Researchers must ensure that the comments and suggestions given by the panel during the proposed defense are incorporated into the research.

After complying with pre-oral recommendations, the researcher/s shall submit the revised manuscript to the Research and Development Office with a certification from the undergraduate research, which the Research Head shall duly note that the candidate is ready for oral defense.

Five (5) copies of the undergraduate research shall be submitted seven (7) days before the final oral defense schedule. The copies shall be distributed to the Panel on Oral Examination (POE) members, the adviser, and the Research Head. The candidate shall get the last copy (personal copy).

Researchers must be punctual for the research proposal and final oral defense. Failure to appear on time could mean a deferment or a failing mark. The research presentation must be done in PowerPoint or other related software. Researchers are expected to be in corporate attire during their defense. A deferred grade may be given to researchers for non-compliance with requirements. However, deferment may be given only once for each enrollment.

The Research Head shall create/appoint the Panel on Oral Examination (POE) to evaluate the undergraduate research. The Research Head for undergraduate research shall be composed of a chairman and at least two (2) panel members (Note: The Research Head can also sit as Panel Chair if he/she has a doctorate). When appropriate, a non-Asian College faculty member and/or expert (researcher/practitioner from any other colleges, universities, and agencies) shall also sit as a panel chair upon approval of the Research Head.

The hardbound copy of the research is one of your inclusions in the list of graduating students. Submission of hardbound as final requirements for graduation will **NOT** extend its due date. Those who could submit hardbound by May can join the graduation in June.

NO HARDBOUND, NO GRADUATION Policy

The final oral defense will last a minimum of one hour and a maximum of two hours, 20 minutes of which will be allotted for presentation. The chairman of the panel shall gather the panel's comments and suggestions and provide a copy to the researcher/s to guide them with their revisions.

All undergraduate students' papers will undergo a plagiarism test using Grammarly's app, with a similar index of less than or equal to **25%**. Nobody can proceed in the defense without subjecting the paper to a plagiarism test.

The panel of examiners may recommend the researcher/s for the departmental award of the following:

Best Presenter *Best Capstone Project* *Best in Design Project*
Best Research Paper *Best Feasibility Study*

Best Research / Capstone / Feasibility. This award is given to the most viable research conducted by graduate students in their field of specialization. Criteria for evaluation include innovation and creativity, contribution to the field of study, technical quality of the paper, and impact on society.

Best in Design Project. This award is given to the approved design project with the highest impact on the school, community, and environment. The criteria can be used to evaluate design projects in various fields, including graphic design, industrial design, interior design, and architecture. The project should be at least **80%** fabricated/ developed by the students and **100%** designed by the students.

Best Presenter. This award is given to a graduating student who masterfully presented their research by providing insightful answers to questions by the Oral Examiners (POE) panel. *(Asian College Registrar's Manual Article XVI Section 4 Description of Special Awards for Degree Program)*.

The guidelines and criteria for determining the recipients of awards for the best research paper, best presenter, best capstone project, and best feasibility study may vary depending on the specific context of Asian College-Dumaguete.

Best Research Paper

- **Originality**: The paper should present unique and innovative research ideas or approaches.
- **Methodology:** The paper should demonstrate a rigorous and appropriate research methodology.
- **Contribution:** The paper should contribute significantly to the existing body of knowledge in the field.
- **Clarity:** The paper should be well-written and organized, and the research findings should be communicated effectively.
- **Impact**: The paper should substantially impact the field or address a significant research problem.

Best Presenter

- **Communication Skills**: The presenter should communicate their research or project effectively to the audience.
- **Engagement:** The presenter should engage the audience through a clear and engaging presentation style.
- **Knowledge and Expertise:** The presenter should demonstrate a deep understanding of the subject.
- **Confidence:** The presenter should exhibit confidence in presenting their work and answering questions.
- **Visual Aids**: Effective use of visual aids, such as slides or props, to enhance the presentation.

Best Capstone Project

- **Problem Solving**: The project should address a real-world problem or challenge.
- **Innovation:** The project should demonstrate creative and innovative solutions.
- **Implementation:** The project should have a clear plan for implementation and practicality.
- **Results and Impact:** The project should have measurable and positive outcomes or potential impact.
- **Collaboration:** The project should showcase effective teamwork and collaboration.

Best Feasibility Study

- **Thorough Analysis:** The study should comprehensively analyze the project's feasibility.
- **Market Research:** The study should include detailed market research and analysis.
- **Financial Viability:** The study should assess the economic feasibility, including cost projections, revenue potential, and return on investment.
- **Risk Assessment**: The study should identify and evaluate potential risks and mitigation strategies.
- **Recommendations:** The study should provide clear and actionable recommendations based on the findings.

Best in Project Design

- **Creativity and Innovation:** The project should demonstrate originality and innovative thinking in its design solutions.
- **Functionality:** The design should effectively fulfill its intended purpose and be user-friendly.
- **Aesthetics:** The design's visual appeal, including elements such as color, typography, and layout, should be pleasing.
- **Usability:** The design should be easy to navigate and understand, enhancing the user experience.
- **Adaptability**: The design should be flexible and adapt to different contexts or devices.
- **Sustainability**: Consideration of the design's environmental impact, resource use, and long-term viability should be part of the evaluation.
- **Impact:** The design should positively affect its intended audience or community.
- **Technical Proficiency**: The design execution should demonstrate high technical skill and craftsmanship.
- **Coherence**: All design elements should work harmoniously to create a unified and cohesive whole.
- **Originality**: The design should be unique and distinguishable from existing designs in the field.

It is important to note that these guidelines and criteria can be adapted and customized based on the specific requirements and objectives of Asian College-Dumaguete's Special Award Degree program.

The chairman of the panel must communicate this to the research head. The nominees will then be asked to present their research paper to the Graduation Committee in collaboration with the Office of Research and Development .

However, it is essential to address the situation appropriately when a research study is **INVALID** or flawed. These are some recommended sanctions or actions that can taken:

Retraction: If the research has been published, the researchers or the journal should issue a retraction to inform the scientific community and readers about the study's invalidity. This helps prevent the spread of misinformation and ensures transparency.

Investigation: The Research Council's investigation into the reasons for the study's invalidity is a crucial step. It should be conducted with utmost fairness, thoroughness, and without bias. This reassures the scientific community and readers, instilling confidence in the process and its outcomes.

Corrective Measures: Once the reasons for the invalidity have been identified, appropriate corrective measures should be implemented. This may involve revising the research methodology, correcting errors in the data analysis, or repeating the study with proper controls.

Disciplinary Action: If the validity results from misconduct or intentional deception, disciplinary action should be taken against the researchers involved. This can include penalties such as reprimand, suspension, termination of employment, or revocation of research privileges.

Education and Training: A key part of addressing a flawed or invalid study is providing the researchers involved with education and training. This not only helps prevent similar issues in the future but also fosters a culture of integrity, giving hope for a more responsible and ethical research community.

Peer Review Process Improvement: The invalid study reminds us of the importance of rigorous peer review. The research institution or journal should review and strengthen its peer review process to prevent similar invalid studies from being published in the future.

Transparency and Communication: The Research Council should communicate openly and transparently about the study's invalidity. This includes informing relevant stakeholders, such as founders, collaborators, and the public, about the situation and the actions taken to address it.

It is important to handle cases of invalid research with integrity, transparency, and fairness. These recommended sanctions aim to correct the situation, prevent future occurrences, and maintain the credibility and trustworthiness of the research community. Acknowledging the limitations and potential impact on the field is crucial. Researchers may need to replicate the study with improved methods, or the flawed study may be disregarded when making decisions or concluding.

Article VI. DEFINITION OF TERMS

Here are some commonly used research terms and their definitions:

- **Conclusion:** A summary of the main findings and implications of the research study. Conclusions should be based on evidence and address the research objectives or questions.
- **Data Analysis:** Organizing, interpreting, and drawing conclusions from collected data. It involves applying statistical or qualitative techniques to identify data patterns, relationships, and trends.
- **Data Collection is the** process of gathering information or data for analysis. This can include methods such as surveys, interviews, observations, experiments, or analysis of existing data sources.
- **Final Oral Defense:** is the presentation of final research outputs before a panel of evaluators.
- **Findings:** The results or outcomes of a research study. Findings should be presented objectively and supported by evidence from the data analysis.
- **Higher Education Institution** (**HEI**) - The Philippine education agency that serves as the administering and regulating body of higher education institutions
- **Hypothesis:** A proposed explanation or prediction that can be tested through research. It is typically stated as an if-then statement and is a basis for designing research studies.
- **Interdisciplinary research:** pertains to a research effort carried out by a group composed of researchers and experts or practitioners coming from different disciplines
- **Limitations:** Factors or constraints that may have affected the validity or generalization of the research findings. Acknowledging and discussing limitations is essential for a balanced interpretation of the results.
- **Literature Review:** A critical evaluation and synthesis of existing Research and scholarly articles related to a specific research topic. It provides a comprehensive overview of the current state of knowledge and identifies gaps or areas for further investigation.
- **Methodology:** The overall approach and framework used in a research study. It includes the research design, data collection methods, and data analysis techniques to address the research questions or objectives.
- **Mock Defense is** a preparatory activity for oral defense. It may be conducted under the supervision of the research adviser before the proposal defense and final oral defense.
- **Monitoring System**: a mechanism by which the department supervises the implementation of the Student Research Program.
- **Panel on Oral Examination (POE):** an oral examination typically consists of a chairperson and the panel members to justify the choice of the problem, objectives, and methodologies.
- **Project / Software Demonstration**: an activity wherein selected student researchers demonstrate their prototypes. At the same time, other students presented the software as their research output to the Asian College community, other school members, and guests.
- **Proposal Defense:** wherein the student-researchers present their proposed research outputs before a panel of evaluators
- **Prototype Exhibit**: an activity wherein student researchers showcase their research prototype at Asian College member schools

- **Recommendations:** Suggestions for future research or actions based on the study's findings. Recommendations may address areas for further investigation, practical implications, or policy changes.
- **Research:** The systematic investigation a topic or problem to discover new knowledge, validate existing knowledge, or develop new theories.
- **Research Adviser: A** faculty member, employee of the Asian College, or practitioner who, by reason of his/her specification/expertise, contributes to the conceptualization and implementation of student research. The adviser shall guide and mentor the students throughout the research.
- **Research and Development Office (RDO):** This office facilitates student research colloquial and software and protects demonstration and prototype exhibits before the end of the second semester. Its function provides a platform for research and knowledge sharing that promotes local solutions to local development challenges.
- **Research Grammarians:** an English and Language faculty member of the Asian College who assists student researchers using thorough editing of manuscripts in terms of grammar, structure, and coherence
- **Research Council (RC):** Provide an independent, competent, and timely review of the research protocols, following ethical standards anchored in the Research Ethics Committee.
- **Research Colloquium:** A research colloquium is a more intimate and interactive gathering of researchers, usually within a specific academic department or research group. In-depth presentations and discussions of ongoing research projects or works-in-progress often characterize it. Research colloquium provide a platform for researchers to receive feedback, engage in scholarly discourse, and refine their research ideas or methodologies.
- **Research Forum:** A research forum is an event where researchers from various disciplines come together to present their research findings formally or semi-formally. It typically involves individual presentations or poster sessions where researchers share their work with an audience. Research forums are often organized by universities, institutions, or academic societies and may focus on a specific theme or topic.
- **Research Output**: the output required under the curriculum of the degree program of the student-researchers. It may be a thesis, paper in a publishable format, case study, project study, innovative business project, design project, or feasibility study.
- **Research Proposal:** A research proposal is a document that outlines the planned research project. It provides a detailed description of the research objectives, research questions or hypotheses, methodology, data collection and analysis methods, and a timeline for the project. The research proposal is typically submitted to a funding agency, academic institution, or research committee for evaluation and approval before the research project can commence.
- **Research Teacher:** a full/ part-time faculty member given the research teaching load and is the overall coordinator for the whole research class.
- **Research Discipleship Program**: a program where the faculty, staff, and students would simultaneously do independent team research.
- **Sample:** A subset of individuals or units selected from a larger population for study. The sample should be representative of the population to allow for generalization of findings.
- **Sanction** refers to the penalty imposed on student researchers for any act or omission in violation of the quality procedures set by their respective department (concerned teacher and Program Chair), Guidance Counselor, and Campus Administrator.

- **Student Research** forms a part of the degree program of the students.
- **A student-researcher** is any student of the Asian College enrolled in a research course and conducting a research project.
- **Student Research Colloquium** is an activity in which selected student researchers present their research outputs publicly to spread significant research findings.
- **Review Defense:** A proposal defense, also known as a research defense, is an oral presentation and examination of a student's research work. It usually occurs after completing a master's thesis or doctoral dissertation. During the review defense, the student presents their research findings, methodology, and conclusions to a committee of faculty members or experts in the field. The committee members then ask questions and discuss with the student to evaluate the quality and validity of the research.
- **Variables are factors** or characteristics that can vary or change in a research study. The researcher manipulates or controls independent variables, while dependent variables are measured or observed to determine the effect of the independent variable.

Article VI. STRATEGIC STEPS FOR EFFECTIVE OPERATIONAL PLANNING

When it comes to effective operational research planning, you can follow several strategic steps. Here are some key considerations:

1. **Define the Research Objective:** Clearly articulate the purpose and objectives of your operational research. Identify the problem or issue you want to address and determine the goals and outcomes you hope to achieve through the study.
2. **Conduct a Literature Review:** Conduct a thorough literature review before diving into your research to understand existing knowledge and research on the topic. This will help you identify gaps in the literature and build upon existing work.
3. **Develop a Research Framework:** Establish a conceptual or theoretical framework to guide your research. This framework should outline the key concepts, variables, and relationships you will investigate. It will serve as a road map for your research design and analysis.
4. **Determine Research Methodology:** Select the appropriate research methodology that aligns with your research objectives and framework. This may involve quantitative methods (such as surveys, experiments, or statistical analysis) or qualitative methods (such as interviews, focus groups, or case studies). Consider the strengths and limitations of each method and choose the most suitable approach.
5. **Design Data Collection Tools:** Develop data collection tools, such as questionnaires, interview guides, or observation protocols. Ensure these tools are valid, reliable, and aligned with your research objectives. Pilots test them to identify any issues or areas for improvement before implementing them on a larger scale.
6. **Collect and Analyze Data:** Implement your data collection plan and gather the necessary data. This may involve conducting surveys, interviews, or experiments or collecting and analyzing secondary data. Use appropriate data analysis techniques to derive meaningful insights and draw conclusions from the data.
7. **Interpret and Synthesize Findings:** Analyze and interpret your research findings in the context of your research objectives and framework. Identify any patterns, trends, or relationships that emerge from the data. Synthesize the findings to generate actionable recommendations that address the research problem or issue.
8. **Communicate and Disseminate Results:** Share your research findings with relevant stakeholders, such as decision-makers, practitioners, or the academic community. Prepare clear and concise reports, presentations, or publications that effectively communicate your research process, findings, and recommendations. Tailor your communication to the intended audience and use appropriate channels for dissemination.

9.**Reflect and Learn:** Reflect on your research process and outcomes. Evaluate your research approach's strengths and weaknesses and identify areas for improvement. Learn from your research experience to enhance future operational research planning.

By following these strategic steps, you can ensure effective operational research planning that is focused, rigorous, and impact.

- **Visualize the Operational Plan** -the first step is to identify and set the vision, and then you can begin with the research phase. Clearly define goals and the management of one staff to ensure they are functioning at optimum levels.

- **Research and Identify Goals—Conduct** your research and define the organization's goals by focusing on the following points: your budget, your team's current situation, the target team budget, and key metrics to measure progress.
- **Assign Budget and People—From** the department's yearly budget, assign the operational planning budget, begin assigning tasks and resources, and allocate funding for team members.
- **Report on the Operational Plan**—Build a process to report on all of this as the plan progresses so that all the stakeholders can review your operational plan's progress.
- **Adjust the Operational Plan** (as needed), note the metrics that delivered less-than-desirable results, and identify the measures behind those results.

General Quality Procedures

Researchers often follow. This general outline of a research quality procedure. Here are some critical steps to consider:

1. **Research Design:** Start by developing a straightforward research design that aligns with your research objectives. This includes identifying the research question or problem, selecting appropriate research methods, and determining the scope and boundaries of your study.
2. **Literature Review:** Conduct a comprehensive literature review to identify existing knowledge and research on the topic. This helps you understand the field's current state, identify gaps in knowledge, and build upon previous work.
3. **Data Collection:** Collect data using appropriate methods and tools. This may involve surveys, experiments, interviews, observations, or analysis of existing datasets. Ensure your data collection process is rigorous, reliable, and aligned with your research design.
4. **Data Analysis:** Analyze the collected data using appropriate statistical or qualitative analysis techniques. This involves organizing, cleaning, and exploring the data to derive meaningful insights and conclusions.
5. **Validity and Reliability:** Assess the validity and reliability of your research. Validity refers to the extent to which your research measures what it intends to measure, while reliability refers to the consistency and repeatability of your findings. Consider your research design's internal and external validity and the reliability of your data collection and analysis methods.
6. **Ethical Considerations:** Ensure that your research adheres to ethical guidelines and principles. Obtain necessary ethical approvals, protect participants' privacy and confidentiality, and address any potential conflicts of interest.
7. **Results and Interpretation:** Interpret your research findings in light of your research objectives and the existing literature. Present and communicate your results using appropriate visualizations or statistical measures to enhance understanding.
8. **Peer Review:** Submit your research for peer review to seek feedback and validation. This involves submitting it to academic journals or conferences, where experts in the field evaluate the quality, rigor, and contribution of your work.
9. **Revision and Improvement:** Address any feedback received from peer reviewers and make necessary revisions to improve the quality of your research. Consider incorporating suggestions, clarifying your methodology, or expanding on certain aspects to strengthen your research.
10. **Dissemination:** Share your research findings with the academic community and relevant stakeholders. This may involve publishing your work in scholarly journals, presenting at conferences, or engaging in knowledge translation activities to make your findings accessible to a broader audience.

Research Groupings

Research projects may be undertaken individually or in groups (as per CHED Memo Order 25 Series 2015 Section 5 Annex A Undergraduate). Student-researchers shall be allowed to choose their group mates, provided the group composition does not exceed five (5) members. If the number of groups exceeds five, a letter stating the reason/s for such occurrence must be submitted to the RD office and signed by the research adviser, program chair, and Dean.

a. Each group shall select a leader.
b. Students may be regrouped during the Preliminary period. If regrouping is inevitable after the proposal defense, the research teacher will scrutinize the request.
c. Problems/conflicts arising within the group (e.g., Non-participation or non-cooperation of group members) in preparing research output shall be settled in the presence and guidance of the research adviser or research teacher. If such issues are not resolved, the Dean must be notified in writing, as noted by the research adviser.

Topic Approval

Topic research approval refers to obtaining permission or clearance from relevant authorities or stakeholders to research a topic. This approval is typically required to ensure that the research is ethical, feasible, and aligned with the interests and policies of the involved parties. The specific process and requirements for obtaining topic research approval can vary depending on the institution, organization, or context in which the research is being conducted. Here are some key points to consider:

1. **Institutional Review Council (IRC) Approval**: In many academic or research institutions, researchers must seek approval from an Institutional Review Council or Ethics Committee. The IRC reviews research proposals to ensure that they meet ethical standards and protect the rights and welfare of research participants. The IRC may assess aspects such as informed consent procedures, potential risks and benefits, data confidentiality, and the overall ethical conduct of the study.
2. **Research Proposal:** Prepare a comprehensive research proposal that outlines the purpose, objectives, methodology, and significance of your research. The proposal should clearly articulate the research question or problem, provide a rationale for the study, describe the research methods, and explain how data will be collected and analyzed. The proposal should also address ethical considerations, potential risks, and measures to protect participants' rights and confidentiality.
3. **Institutional or Organizational Requirements**: Familiarize yourself with any specific guidelines, policies, or procedures set by your institution or organization regarding research approval. Some institutions may have their own internal review processes or particular requirements that need to be followed. Consult the relevant research office or department to understand the steps and documentation required for approval.
4. **Consent and Participant Protection:** Demonstrate how you will obtain informed consent from participants and ensure their privacy and confidentiality. Describe the measures you will take to protect participants' rights and well-being throughout the research process. This may include ensuring anonymity, maintaining data security, and providing participants with clear information about the research purpose, risks, and benefits.
5. **Data Management and Storage**: Outline how to collect, store, and handle the research data. Discuss any measures you will take to ensure data security, confidentiality, and compliance with data protection regulations. This may include data encryption, restricted access to data, or minimization procedures.
6. **Timelines and Resources:** Provide a realistic timeline for your research project, including key milestones and deliverable. Describe the resources, such as funding, equipment, or personnel, you will need to conduct the research successfully.

7. **Submission and Review:** Submit your research proposal to the appropriate authority or committee for review. This may involve completing an application form, providing supporting documents, and addressing any specific requirements outlined by the reviewing body. The review process may include feedback, revisions, or clarifications before final approval.

- The students shall submit at least three (3) possible topics or titles to the research adviser for approval.
- Approved topic/ title shall be checked if:
  - They adhere to the institution's research agenda;
  - They are re-searchable, addressing a gap in knowledge or method and
  - They are not a duplication or replication of existing topics or title

Process of Payment for Panel Members -house Grammarian, Statistician, and Technical Advisers

The payment process for research panel members, in-house grammarian, statistician, and technical adviser may vary depending on the specific arrangements and policies of the organization or institution conducting the research. Here are some general considerations:

1. **Determine the Payment Structure:** Decide on the payment structure for each role involved in the research. This could include an hourly rate, a fixed fee, or a per-project basis. Consider factors such as the level of expertise required, the time commitment, and the market rates for similar services.

   Upon enrolment in a research course and after formation in a research group, the student shall pay the defense cost at the Cashier's office.

Table 1.The Defense Cost for the Technical Research Adviser, Panel Members, In-House Grammarian (Editor) and Statistician Breakdown/ group:
Panel Members

Panel Members	**Final Oral Defense**
Technical Adviser	*500*
Panel Members (2)	*600 per group (2)*
Panel Expert / Practitioner	*700 per group*
In -house Research Grammarian	*500*
In -house Research Statistician	*500*

** Subject to periodic review*
** Feasibility studies are the required research outputs among BS Accountancy students*

At least three (3) panelists are required during each stage of defense; one (1) shall be an external panelist / invited practitioner, and two (2) internal panelists are required.

2. **Agree on Terms and Conditions:** Establish clear terms and conditions regarding payment, including the payment amount, payment schedule, and any additional expenses that will be reimbursed. A written agreement or contract that outlines these details is essential to avoid any misunderstandings or disputes.

   Student researchers shall pay **Php 2,700** for defense costs at the Cashier, covering the entire cost of the Final Oral defense. They are requested to provide food (snacks/lunch) and beverages for six (6) persons, including the research adviser, technical adviser, and panel members, during the scheduled final defense.

1. **Obtain Necessary Approvals:** Ensure that the payment arrangements are approved by the relevant authorities within your organization or institution. This may involve seeking approval from a finance department, research committee, or project supervisor.
2. **Track and Document Services:** Keep accurate records of each individual's services provided, including the tasks performed, the time spent, and any deliverables produced. This documentation will be essential for verifying services rendered and facilitating payment.
3. **Invoice Submission:** Request that each individual or their representative submit an invoice for the services rendered. The invoice should include the agreed-upon payment amount, applicable taxes, and the payment details (such as bank account information).

   After paying the Cashier's Office, the student will provide the research teacher with a copy of the official receipt.
4. **Payment Processing:** Process the payments according to the agreed-upon schedule. This may involve coordinating with the finance department or following the organization's established payment procedures. Ensure that all necessary approvals and documentation are in place before initiating the payment.

   The technical adviser, grammarian, and statistician honoraria will be given a cheque after completion of the work.

   On the other hand, the honoraria of panel members and external panelist/practitioner shall be given an envelope / cash-on-hand after the scheduled final oral defense.
5. **Maintain Communication:** Keep open lines of communication with the individuals involved in the research to address any questions or concerns they may have regarding payment. Promptly address any payment-related issues or delays to maintain a positive working relationship.
6. **Compliance with Legal and Ethical Guidelines:** Ensure that the payment process adheres to legal and ethical guidelines, including tax regulations, labor laws, and any relevant ethical considerations. If needed, seek guidance from legal and financial experts.

APPENDICES

APPENDIX A
Memorandum of Agreement

Content: The Memorandum is a written formal agreement between the two parties to cooperate during research on agreed-upon terms.

MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS
This agreement is made and entered into between:
ASIAN COLLEGE, represented by **MR. JAMES CHRISTOPHER K. LAYAG**, in his capacity as Vice-President of Academic Affairs, referred to as Asian College and _____, a full-time faculty member/member of non-teaching staff/student of Asian College, herein referred to as **RESEARCHER**

WITNESSETH

WHEREAS, ASIAN COLLEGE envisions itself as the hub of excellence capable of strategically leveraging its intellectual capital and ICT infrastructure to proactively respond to the ever-changing landscape of the institutional, regional, national, and global environment.

WHEREAS, The research team serves as the academic institution's start-up intellectual capital investment, initiating and sustaining the momentum of the research engine in each college or department.

WHEREAS, **the Research Discipleship Program** provides a venue for the practical expressions of productive, creative, and analytic potentials of research enthusiasts among the faculty, staff, and students of **Asian College**;

WHEREAS, RESEARCHER is interested in being a member of the **Research Team** representing his College / Department under the **Research Discipleship Program**;

NOW THEREFORE, for and in consideration of the above premises, the parties in this Memorandum at this moment mutually agree to the following terms:

Coverage of Research Activity
Research shall be done on the identified priority areas and concerns, and the results should contribute to Institutional Quality Imperatives, Continuous Process Improvement, and Global Innovation Initiatives.

I. **Execution of the Program**

A. **Identification of the Research Problems**
- Sensing, Tracking, Framing, and Capturing
- Defense of research concept in front of an independent panel
- Conceptualization in the context of the institutional research agenda

B. **Operational of Research Concept**
- Evaluation of research proposal
- Appointment of a research adviser
- Development of a work and financial plan

C. **Conduct of the Research**
- Data analysis
- Data gathering
- Defense of research output
- Writing of the research report
- Data processing and management
- Revision and submission of the research report

II. **Administrative Support for Research, ASIAN COLLEGE** shall provide the following support.

A. **Technical Support**

The Research Development Office shall provide technical assistance through capability building, management, monitoring, and evaluation.

B. **Logistic Support**

The Research and Development Office shall provide logistic support for reproducing the tool, treating the data, encoding the research report, and printing it.

C. **Financial Incentives**

Faculty members will be granted an additional one-and-a-half (1.5) hours of loading per week based on their respective per-hour rate (in the form of overload), subject to the conditions of the Memorandum of Agreement (MOA).

Administrative staff researchers need to render one hour (1) per week, specifically on Fridays from 5:00 p.m. to 6:00 p.m., subject to the Memorandum of Agreement (MOA) conditions.

Honorarium during the research study.
30% upon approval of Pre - Oral defense (Introduction and Methodology)
30% upon approval of Final Defense (written output IMRAD Format)
40% upon completion of research output

In addition to cash incentives, the best research will be recognized during the Student's Graduation Day and Employee's Night for Asian College employees.
This would include:

* Excellent in Oral Defense
* Best Research Paper Award

An independent and impartial board of panelists would evaluate the research. The board would consist of people who have either worked in research practice or have a proven track record in the field.

D. **Promotional Incentives**

It is proposed that research production and publication be given decisive weight equivalent to the evaluation of the faculty or Employee over and above the general evaluation rating.

E. **Evaluation and Documentation**

An evaluation panel will be invited to critique the research teams' output, which they will present and defend publicly.

Operationalization.

RESEARCHER shall signify in writing his intention to avail of the Research Discipleship Program.

RESEARCHER shall attend all orientation meetings and capability-building sessions conducted by the RDO

RESEARCHER shall present a research proposal based on the institutional research agenda.

RESEARCHER shall present a timetable for the research specifying the outputs to be presented at specified times.
The research proposal shall be defended before a panel of experts as a prerequisite to its implementation.

The equivalent de-load of the **RESEARCHER** shall retroactively take effect upon acceptance of the proposal and the timetable.

If the **RESEARCHER** fails to follow the timetable, the amount equivalent to the de-load shall be withheld from his next salary until he can present the required output according to his timetable.

The **RESEARCHER** defends his study before a panel of experts and abides by the panel's suggestions before finalizing the output.

The **RESEARCHER** shall submit three (3) bound copies of the final output duly certified by the panel of examiners.

The **RESEARCHER** shall present the study's salient findings in a public academic forum for the consumption of research stakeholders.

Any amendment to this Memorandum of Agreement shall be agreed upon in writing and signed by the parties involved, and it shall become part of this primary document.

This agreement shall be governed and construed by the laws of the Philippines.

IN WITNESS WHEREOF, the parties have affixed their signatures this _____ day of _____2023 at ASIAN COLLEGE.

ROSGEN P. GUMBAN, MA CDDS, MAED SPED, LPT
Research Head
FOR ASIAN COLLEGE

FE NESTORIA M. CENA, MBA, CPA
Program Chair, Business and Accountancy
Asian College

JAMES CHRISTOPHER K. LAYAG, PhD
Vice-President
WITNESS

MARIA JOSETTE B. CUEVAS, DBA
FOR RESEARCHER
Faculty, Asian College

APPENDIX B
Guidelines for the Review of the Research Proposal

Content: The research proposal contains the first three chapters of the research report, to wit:

CHAPTER I: INTRODUCTION

A. **Background of the Study**
This portion of the Introduction portrays the problem situation that shapes the justification of the study. It should identify and define the problem that the study is attempting to address
Depicts the problem in terms of global, national, regional, or local events or situations that indicate that, indeed, a problem does exist that requires critical investigation
Clinch this portion by justifying the need for research to address the problem
Minimum number of pages: 5-8 with documentation (use endnotes)

B. **Theoretical Framework**
This portion of the Introduction provides the theoretical foundation for the study. Identify and describe the theories that account for the problem under investigation
From these, identify and describe the variables in the study and depict how these variables will be used or interrelated in the form of a paradigm.
Minimum number of pages 5-8 with documentation

C. **Assumptions**
State the assumptions that serve as the basis for critical interrogation

D. **The Problem**
State the general problem of the study in one paragraph

E. **Statement of the Problem**
State the specific problem that would be investigated

F. **Hypothesis**
State the research hypothesis for each problem

G. **Scope and Delimitation of the Study**
For the scope, identify the coverage of the study in terms of "what," "where,": "when," "who," and "how."
For delimitation, identify the constraints that limit the study's coverage. The constraints may come in the form of time, resources, materials, equipment, references, power, finances, expertise, and the like.

H. **Significance of the Study**
This portion identifies the beneficiaries or stakeholders who will benefit from the study's findings and describes the corresponding benefits each would derive from the study.

I. **Definition of Terms**
This presents glossary terms that the reader must understand. Only key terms would be defined
The terms are to be defined operationally. This means that they would be defined in terms of how they are used in the study.

NOTES
Come up with a list of references in the order that these were cited in the chapter

CHAPTER II: REVIEW OF RELATED LITERATURE

This portion of the study addresses each problem using the "library research approach."
As such, it is thematically organized according to the logical construction of the problem.
Use main headings and subheadings corresponding to each specific problem
Clinch each portion by showing how your literary citations are related to the problem being investigated
Review the slides of the past lesson on the review of related literature
Minimum number of papers: 16-20 with full documentation

NOTES
Come up with the list of references in the order in which these were cited in the chapter.

CHAPTER III: DESIGN AND METHODOLOGY

Research Design
Identify the study's design and the method used and justify why this is the most appropriate method for the investigation.

Population of the Study
Identify the respondents of the study and their number
Identify the sampling tool used
Describe the sampling procedure used

Data Gathering Tool
Identify the instrument used for data gathering
Describe the parts of the instruments and the legends (if any)
Describe how the instrument was constructed
Describe how the instrument was validated and tested for reliability (optional)

Data Gathering Procedures
Describe how the instrument was used to gather the data needed for the study.
Describe the data management procedures employed

Treatment of the Data
Identify the appropriate method of quantification and measurement relative to each problem.
Describe how the quantified data would be statistically treated relative to each problem.

BIBLIOGRAPHY
Come up with a list of books, journals, and other literary references

APPENDICES
Append your questionnaire or research instrument and other correspondence

APPENDIX C
Sample Acceptance Sheet for Asian College Faculty and Staff Research Team

ACCEPTANCE SHEET

This thesis proposal entitled, **THE ESTABLISMENT OF TAWHAY ISLAND RESORT IN BAIS CITY, NEGROS ORIENTAL**, has been prepared and submitted by **KEN BRYAN D. DAGOY** and is hereby for approval.

MARIA JOSETTE B. CUEVAS, DBA
Adviser

This is to certify that the thesis proposal submitted by **KEN BRAYN D. DAGOY** has been approved and accepted by the Panel Committee on July 7, 2023.

_____
Member

_____ _____
Member Member

Noted:

MRS. FE NESTORIA CENA, CPA, MBA
Program Chair, College of Business Administration

APPENDIX D
Sample Acceptance Sheet for Undergraduate Students

ACCEPTANCE SHEET

This research entitled,_____

written and submitted by

_____,

in partial fulfillment of the requirements for the degree of

_____

Has been examined and recommended for acceptance and approval for oral examination.

_____

Member, Advisory Committee

_____ _____

Member, Advisory Committee Member,Advisory Committee

_____

Chairman, Advisory Committee

Approved by the committee on oral examination on _____,

with a grade of _____ and accepted as a partial fulfillment of the requirements

for the degree of _____

Comprehensive Examination passed on _____

JAMES CHRISTOPHER K. LAYAG, PhD
Vice President

APPENDIX E
Sample Title Page for Research Proposal

E-PAYMENTS: IMPACT TO OPERATIONAL AND FINANCIAL PERFORMANCE OF THE RESTAURANTS IN DUMAGUETE

A Research Proposal
Presented to the faculty
of the College of Business Administration
Asian College - Dumaguete

In Partial Fulfillment
Of the Requirements for the Degree
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Major in Marketing Management

Submitted by:
Anna Mae V. Apao

July 2023

APPENDIX F
Sample Endorsement Sheet for Thesis Proposal

ENDORSEMENT

This is entitled **THE ESTABLISMENT OF TAWHAY ISLAND RESSOT IN BAIS CITY, NEGROS ORIENTAL**, prepared and submitted by **KEN BRYAN D. DAGOY**, in partial fulfillment of the requirements for the degree of **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**, has been examined and is recommended for acceptance and approval for Oral Examination.

This is to certify further that **KEN BRYAN D. DAGOY**
is ready for Oral Examination

MARIA JOSETTE B. CUEVAS, DBA
Adviser

==========

This is to certify that the thesis entitled , **THE ESTABLISMENT OF TWHAY ISLAND RESSOT IN BAIS CITY, NEGROS ORIENTAL**, prepared and submitted by **KEN BRYAN D. DAGOY**, is recommended for Oral Examination.

_____
Member

_____ _____
Member Member

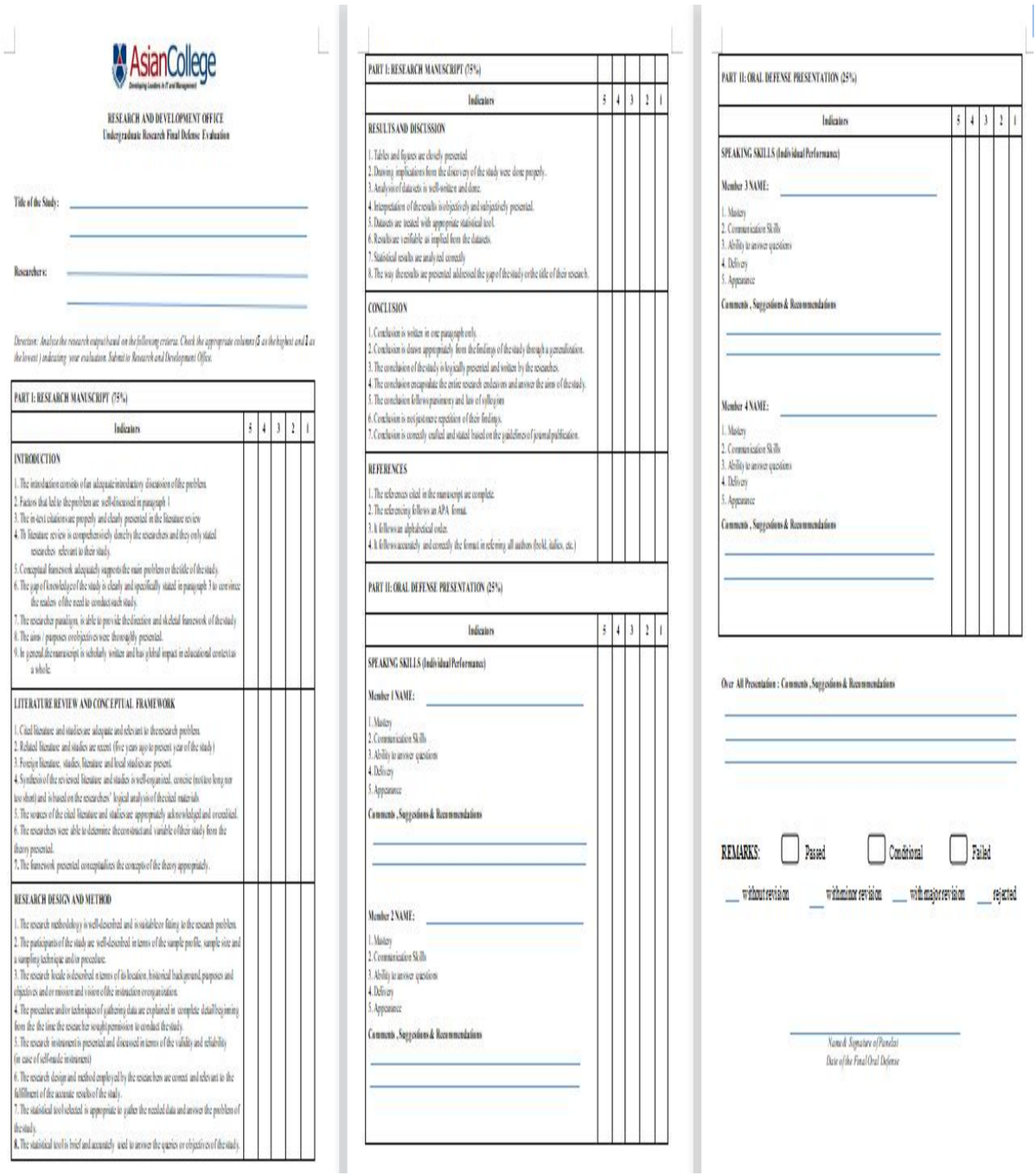
Noted:

MRS. FE NESTORIA CENA, CPA, MBA
Program Chair, College of Business Administration

APPENDIX G

FINAL DEFENSE EVALUATION

Undergraduate Research Final Defense Evaluation



AsianCollege
Developing Leaders in IT and Management

RESEARCH AND DEVELOPMENT OFFICE
Undergraduate Research Final Defense Evaluation

Title of the Study: _____

_____

Researchers: _____

_____

*Direction: Analyze the research output based on the following criteria. Check the appropriate columns **5** as the highest and **1** as the lowest) indicating your evaluation. Submit to Research and Development Office.*

PART I: RESEARCH MANUSCRIPT (75%)

Indicators	5	4	3	2	1
INTRODUCTION 1. The introduction consists of an adequate introductory discussion of the problem. 2. Factors that led to the problem are well-discussed in paragraph 1 3. The in-text citations are properly and clearly presented in the literature review 4. The literature review is comprehensively done by the researchers and they only stated researches relevant to their study. 5. Conceptual framework adequately supports the main problem or the title of the study. 6. The gap of knowledge of the study is clearly and specifically stated in paragraph 3 to convince the readers of the need to conduct such study. 7. The researcher paradigm, is able to provide the direction and skeletal framework of the study 8. The aims / purposes or objectives were thoroughly presented. 9. In general the manuscript is scholarly written and has global impact in educational context as a whole.					
LITERATURE REVIEW AND CONCEPTUAL FRAMEWORK 1. Cited literature and studies are adequate and relevant to the research problem. 2. Related literature and studies are recent (five years ago to present year of the study) 3. Foreign literature, studies, literature and local studies are present. 4. Synthesis of the reviewed literature and studies is well-organized, concise (not too long nor too short) and is based on the researchers' logical analysis of the cited materials 5. The sources of the cited literature and studies are appropriately acknowledged and evaluated. 6. The researchers were able to determine the constructand variable of their study from the theory presented. 7. The framework presented conceptualizes the concepts of the theory appropriately.					
RESEARCH DESIGN AND METHOD 1. The research methodology is well-described and is suitable for fitting to the research problem. 2. The participants of the study are well-described in terms of the sample profile, sample size and a sampling technique and/or procedure. 3. The research locale is described in terms of its location, historical background, purposes and objectives and or mission and vision of the institution or organization. 4. The procedure and/or techniques of gathering data are explained in complete detail beginning from the first time the researcher sought permission to conduct the study. 5. The research instrument is presented and discussed in terms of the validity and reliability (in case of self-made instrument) 6. The research design and method employed by the researchers are correct and relevant to the fulfillment of the accurate results of the study. 7. The statistical tool selected is appropriate to gather the needed data and answer the problem of the study. 8. The statistical tool is brief and accurately used to answer the queries or objectives of the study.					

PART I: RESEARCH MANUSCRIPT (75%)

Indicators	5	4	3	2	1
RESULTS AND DISCUSSION 1. Tables and figures are clearly presented. 2. Drawing implications from the discovery of the study were done properly. 3. Analysis of data sets is well-written and done. 4. Interpretation of the results is objectively and subjectively presented. 5. Datasets are treated with appropriate statistical tool. 6. Results are verifiable as implied from the datasets. 7. Statistical results are analyzed correctly 8. The way the results are presented addressed the gap of the study or the title of their research.					
CONCLUSION 1. Conclusion is written in one paragraph only. 2. Conclusion is drawn appropriately from the findings of the study through a generalization. 3. The conclusion of the study is logically presented and written by the researchers. 4. The conclusion encapsulate the entire research endeavors and answer the aims of the study. 5. The conclusion follows parsimony and law of syllogism 6. Conclusion is not just mere regurgitation of their findings. 7. Conclusion is correctly crafted and stated based on the guidelines of journal publication.					
REFERENCES 1. The references cited in the manuscript are complete. 2. The referencing follows an APA format. 3. It follows an alphabetical order. 4. It follows accurately and correctly the format in referring all authors (book, italics, etc.)					

PART II: ORAL DEFENSE PRESENTATION (25%)

Indicators	5	4	3	2	1
SPEAKING SKILLS (Individual Performance) **Member 1 NAME:** _____ 1. Mastery 2. Communication Skills 3. Ability to answer questions 4. Delivery 5. Appearance **Comments , Suggestions & Recommendations** _____ _____ **Member 2 NAME:** _____ 1. Mastery 2. Communication Skills 3. Ability to answer questions 4. Delivery 5. Appearance **Comments , Suggestions & Recommendations** _____ _____					

PART II: ORAL DEFENSE PRESENTATION (25%)

Indicators	5	4	3	2	1
SPEAKING SKILLS (Individual Performance) **Member 3 NAME:** _____ 1. Mastery 2. Communication Skills 3. Ability to answer questions 4. Delivery 5. Appearance **Comments , Suggestions & Recommendations** _____ _____ **Member 4 NAME:** _____ 1. Mastery 2. Communication Skills 3. Ability to answer questions 4. Delivery 5. Appearance **Comments , Suggestions & Recommendations** _____ _____					

Over All Presentation : Comments ,Suggestions & Recommendations

_____

_____

_____

REMARKS: ☐ Passed ☐ Conditional ☐ Failed

__ without revision __ with minor revision __ with major revision __ rejected

_____

Name & Signature of Panelist
Date of the Final Oral Defense

APPENDIX H
Sample Endorsement Sheet for Thesis Proposal

APPROVAL SHEET

Approved by the Panel of Examiner Committee with a grade of **92.5%** on **March 22, 2006.**

_____
Member

_____ _____
Member Member

Accepted and approved in partial fulfillment of the requirement for the degree of **BACHELOR OF SCIENCE IN ACCOUNTANCY**

FE NESTORIA CENA, CPA, MBA
Program Chair, College of Business Administration

APPENDIX I
Sample Title Page for Thesis

E-PAYMENTS: IMPACT TO OPERATIONAL AND FINANCIAL PERFORMANCE OF THE RESTAURANTS IN DUMAGUETE

A Thesis
Presented to the faculty
of the College of Business Administration
Asian College - Dumaguete

In Partial Fulfillment
Of the Requirements for the Degree
Bachelor of Science in Business Administration
Major in Marketing Management

Submitted by:
Anna Mae V. Apao

July 2023

APPENDIX J

APPROVAL SHEET

This thesis entitled, _____

written and submitted by _____
in partial fulfillment of the requirements for the degree of _____

Has been examined and recommend for acceptance and approval for oral examination.

_____

Member, Advisory Committee

_____ _____

Member, Advisory Committee Member, Advisory Committee

_____

Chairman, Advisory Committee

Approved by the committee on oral examination on _____,

with a grade of _____ and accepted as a partial fulfillment of the requirements

for the degree of _____

Comprehensive Examination passed on _____

JAMES CHRISTOPHER K. LAYAG, PhD
Vice President

APPENDIX K

CERTIFICATION

This is to certify that this thesis entitled

_____

written by _____

Has been examined and found to have passed with the writing standards of the university with the following results**:**

ROSGEN P. GUMBAN, LPT, MA CDDS, MAED SPED
Research Head

Passing Scores for Certification System

WRITING STANDARDS

*** Originality**
80 - 85% Low Pass
86 - 95% Pass
96 - 100% High Pass

*** Grammarly**
90 - 93% Low Pass
94 - 96% Pass
97 - 100% High Pass

*** Gunning Fog Index**
16 College Senior
17-20 Post -Graduate
21+ Post Graduate Plus

*** Qualitative Analysis**
95 - 97% Moderately Accurate
98 - 99% Accurate
100% Highly Accurate

*** Flesch Kincaid**
59 - 50 Fairly Difficult
49 - 30 Difficult
29 - 0 Complicated

NOTE: *Must be checked through the recommended apps and attached document as evidence upon checking.*

APPENDIX L

CERTIFICATION

This is to certify that this thesis entitled

_____

written by _____

Has been examined and found to have passed the statistical standards of the school.

Printed Name and Signature of School Statistician

APPENDIX M

Research and Development Office
Asian College

American Psychological Association (APA) Format
For Undergraduate and Graduate Thesis

Chapter I: INTRODUCTION

Background of the Study

- Describes the problem situation in general terms and demonstrates logical continuity between relevant works and the present study.
- Cites pertinent data from existing documents or findings, methodological issues, conclusions, and recommendations from previous studies that shape an portray the problem situation
- Gives a firm sense of the need and practical importance of the study.

Theoretical Framework

- Discusses the merits of the theories/ concepts that legitimize the:
- Validity of the research questions
- Meanings of the variables in the study, the measurements employed , and the design adopted
- Analytic and interpretive approaches used
- Depicts and briefly explains the conceptual blueprint that serves as the road map of the study either in the form of a :
  - Causal Paradigm
  - IPO (Input-Process-Output) Paradigm
  - Operational Paradigm (Process Flowchart)

Statement of the Problems and Hypothesis

Articulates the general problem and its logical components in the form of specific research questions
States the corresponding research hypothesis after each research question

Note
In the APA format, the following parts no longer appear as independent sections in Chapter 1:

Scope and Delimitation of the Study: the coverage, respondents, methods, measurement and analytic tools including their limitations are already evident in Chapter II (Methods)

Significance of the Study: This is already integrated in the Background of the Study

Definition of Terms is done: (1) within the text as they are used in the study for the first time; or (2) as content footnotes (to supplement or amplify substantive information

CHAPTER II: REVIEW OF RELATED LITERATURE AND STUDIES

Note

In the APA format. The narrative " product " of the Review of Related Literature no longer appears as a separate chapter of the study. As a process". The result of literature review is interwoven into the Background of the Study and Theoretical Framework in Chapter 1 and in the Discussion of Findings in Chapter III.

This section describes in detail how the study was conducted to enable the reader to evaluate the appropriateness of the methods and the reliability and validity of the results of the study. The introduction portion of the chapter identifies and describes the design used in the study to be followed by:

Population and Locale of the Study:

- Includes answers to such questions as who participated in the study? How many participants were there? How were they selected? If any participant did not complete the data gathering tool or procedure, give the number of these and the reasons they did not continue
- Describes the major demographic characteristics of the population or sample in terms of the variables of the study

Data Gathering Tools

- Describe briefly the apparatus or instrument used in data gathering
- In cases where the instrument is a questionnaire, describes also the instrument process in terms of:
  - How the instrument was generated
  - How the instrument was modified to adapt to the peculiar demographic characteristics of respondents in the case of an adopted instrument
  - What measure were used
  - Parts of the instrument
  - How the instrument was validated or tested for reliability

Data Gathering Procedure

- Discusses what the researcher did to collect data and summarizes each step in the execution of the data collection phase, including the instructions given to participants, the randomization, counterbalancing, and other control features in the design
- Brief statements about essential parameters (I.e. scope and limitations or delimitation) can be include in the respective subsections where they are deemed necessary to be noted,

Treatment of Data

Identifies and briefly describes the descriptive and analytic tools used to treat the data gathered

CHAPTER III: RESULTS AND DISCUSSION

This section presents the results and discusses the findings per problem. The themes in the headings and subheadings of this section are stated in a one-to-one correspondence with the logic of the research questions

Results

- Describes the summarized or statistically treated data that is presented in tabular or graphics; form
- Describes trends, patterns, differentials, characterizations, engaging themes, and categorizations observed in the data (this is the for the analysis of descriptive data)
- Describe the behavior of variables from computed statistical indices (this is for analysis of statistical data)
- Articulate the main results or findings from the analysis of data providing sufficient details to legitimize arriving at a conclusion

Discussion

- Interpret the findings in terms of meanings and implications relative to the postulated hypotheses
- The interpretation can cite relevant related literature and/or studies to search for the broader meaning of the answers to the research questions. This search has two major aspects: First, the effort to establish continuity in social research through linking the results of one Study with those of another; and the second, interpretation leads to establishing explanatory concepts (Sellitz and Jahoda, 1971).
- This discussion can take place in the review of related literature(in the old format).
- However, in the former format, the reviews are more relevant and directed to the results of the present study and no longer just a historical; review.

  -Similarities and differences between the results and the work of others should clarify and/or to confirm the hypotheses

  -In the discussion, take note of the following guide questions:

  How did the study help resolve the problem?

  What important implications can be drawn from the study?

CHAPTER IV: CONCLUSIONS AND RECOMMENDATIONS

Conclusions

Answer each stated research question in the form of a generalization derived from the analysis and interpretation of findings. The conclusion should have sufficient strength to serve as the foundation for theory -building.

Recommendation

Prescribes concrete and doable interventions that address, alleviate or arrest the problem situation.

Note

The abstract of the research paper ought to be included in the copy to be evaluated and defended. It consists of concise statements (more or less 150 words) of:
What the study is all about, the methodology and the most important findings

Introductory materials for the research paper:

Title page	Endorsement	Approval Sheet
Acknowledgement	Table of Contents	Thesis Abstract
List of Appendices	Tables, Figures	