| Group No.: | **\_\_\_\_** |
| --- | --- |

| Department | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- | --- |
| Degree Program: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Student Researchers: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Research Working Title: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I do hereby accept the invitation of the above-mentioned students to become their **RESEARCH ADVISER** for the **first/second** semester, Academic Year **YYYY-YYYY.** Concomitant with this is my acceptance of the following functions and responsibilities:

1. Attend the orientation meeting scheduled by the Program Director.
2. Assist the student researchers in finalizing the title of the approved topic.
3. Guide and monitor the student researchers in their works in accordance with the timetable or the calendar of the college.
4. Check and improve the submitted proposals, questionnaires, and all aspects of the research paper.
5. Provide and sustain the technical, ethical, direction and conduct of the student research
6. Monitor the participation of group members during the consultation and in every aspect of research work, and keep a record of consultations conducted
7. Resolve group problem/s arising in the preparation of the research paper
8. Schedule at least one-hour consultation time every week
9. Ensure quality control of the research output of student researchers
10. Prepare the advisees for the final oral defense through the mock defense
11. Endorse for final defense of the final manuscript by affixing signature on the prescribed form
12. Be present during defense although not supposed to participate in the defense.
13. Assist and supervise the student researchers in the final revision of the manuscript as recommended by the panel

| Prepared by: | | Recommended by: | |
| --- | --- | --- | --- |
|  | |  | |
|  | **Signature over Printed Name** |  | **Signature over Printed Name** |
|  | Research Facilitator |  | Program Dean |
|  |  |  |  |

Conforme: **Signature over Printed Name**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Approved: |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Signature over Printed Name** |  |
|  | Vice President for Research and Innovation | |