CHARTER OF STUDENT RESEARCH SERVICES

SELECTION OF RESEARCH ADVISER

Official Turn Around Time: Approximately one week

Step	Action	Persons Involved	Turn Around Time	Forms Needed	Fees, if any
1	Submission of SR01 - IP Research Registry	Student Researcher/s	10 minutes	SR01 - IP Research Registry	N/A
2	Determination of the merit of the proposal by the Research Methods Professor	RM Professor	1 day	SR01 - IP Research Registry	N/A
3	Accomplishment of the SR02 - Adviser Selection Form by the Research Methods Professor	RM Professor	10 minutes	SR02 - Adviser Selection Form	N/A
4	Determination of adviser for each group of students by the Program Chairperson/Coordinator or the Research Methods Professor	RM Professor	3 days	SR02 - Adviser Selection Form	N/A
5	Issuance of appointment letter to the Research Adviser duly signed by the Program Chairperson/Coordinator and the Dean or the Academic coordinator of the Senior High School	Program Chair; Dean or Academic Coordinator of SHS	2 days	Appointment Letter	N/A
6	Submission of the list of the appointed research advisers to the Center	Program Chair; Dean or Academic Coordinator of SHS	10 minutes	List of the appointed research advisers per program	N/A
END OF TRANSACTION					

AVAILMENT OF STATISTICAL ANALYSIS SERVICE

Official Turn Around Time: Approximately four (4) days

Step	Action	Persons Involved	Turn Around Time	Forms Needed	Fees, if any
1	Submission of completely accomplished SR04 - Statistician Services Form	Student Researcher/s; Student Research Coordinator	5 minutes	SR04 - Statistician Services Form	N/A
2	Issuance Blue Form (Payment Advice) and payment to the Cashier's Office	Student Researcher/s; Student Research Coordinator; Cashier	30 minutes	Blue Form - Payment Advice; Official receipt	Basic statistical tools: P2,750 (undergrad), P5,500 (Masters), P7,500 (Doctorate) For advanced statistical tools: P4,000 (undergrad), P7,000 (Masters), P10,000 (Doctorate)
3	Submission of official receipt to the Center for scanning, filling out of Google Form and endorsement to certified Statistician	Student Researcher/s; Student Research Coordinator	20 minutes	Official receipt; SR04 - Statistician Services Form	N/A
4	Submission of accomplished SR04 - Statistician Services Form and documents (student's paper and data set) to the assigned certified statistician.	Student Researcher/s; Student Research Coordinator; Certified Statistician	30 minutes	SR04 - Statistician Services Form; Student's paper/data set	N/A
5	Actual statistical processing and endorsement of statistician to the Center.	Student Researcher/s; Certified Statistician	2 to 4 days	SR04 - Statistician Services Form	N/A
6	Issuance of SR05 – Certificate of Statistical Treatment	Student Researcher/s; Student Research Coordinator	20 minutes	SR05 – Certificate of Statistical Treatment	N/A
END OF TRANSACTION					

AVAILMENT OF ORIGINALITY CHECK SERVICE*

Official Turn Around Time: Approximately two (2) days

Step	Action	Persons Involved	Turn Around Time	Forms Needed	Fees, if any
1	Issuance Blue Form (Payment Advice) and payment to the Cashier's Office	Student Researcher/s; Student Research Coordinator; Cashier	30 minutes	Blue Form - Payment Advice; Official receipt	P600 (undergrad), P700 (Masters), P800 (Doctorate)
2	Submission of official receipt to the Center for scanning, filling of out Google Form	Student Researcher/s; Student Research Coordinator	20 minutes	Official receipt	N/A
3	Sending the paper to originalitycheck.research@letran.edu.ph	Student Researcher/s	10 minutes	N/A	N/A
4	Processing thru Turnitin	Student Researcher/s; Student Research Coordinator; Turnitin Operator	1 day	N/A	N/A
5	Issuance of SR06 - Certificate of Originality if similarity index is 10% or below * If similarity index is above 10%, the student shall edit the paper and repeat steps 3 -4 twice. * Repeat steps 1 - 4 if the paper fails to reach the required similarity index after three runs	Student Researcher/s; Student Research Coordinator	20 minutes	SR06 - Certificate of Originality	N/A
	END OF TRANSACTION				

* All students are required to undergo originality check *before their proposal and final defense*.

AVAILMENT OF LANGUAGE EDITING SERVICE*

Official Turn Around Time: Approximately four (4) days

Step	Action	Persons Involved	Turn Around Time	Forms Needed	Fees, if any
1	Submission of completely accomplished SR07 - Language Editing Form	Student Researcher/s; Student Research Coordinator	5 minutes	SR07 - Language Editing Form	N/A
2	Issuance Blue Form (Payment Advice) and payment to the Cashier's Office	Student Researcher/s; Student Research Coordinator; Cashier	30 minutes	Blue Form - Payment Advice; Official receipt	P33.00 per page (undergrad) P44.00 per page (Masters) P55.00 per page (Doctorate)
3	Submission of official receipt to the Center for scanning, filling out of Google Form and endorsement to certified Language Editor	Student Researcher/s; Student Research Coordinator	20 minutes	Official receipt; SR07 - Language Editing Form	N/A
4	Submission of accomplished SR07–Language Editing Form and document (student's paper) to the assigned certified language editor	Student Researcher/s; Student Research Coordinator; Certified Language Editor	30 minutes	SR07–Language Editing Form; Student's paper	N/A
5	Actual language editing, revision of paper by the student researcher/s and endorsement of Language editor to the Center	Student Researcher/s; Certified Language Editor	2 to 4 days	SR07 - Language Editing Form	N/A
6	Issuance of SR08 - Certificate of Language Editing	Student Researcher/s; Student Research Coordinator	20 minutes	SR05 - Certificate of Language EditingFinal CD	N/A
END OF TRANSACTION					

* **Senior high school and undergraduate students** are required to have their papers edited *after their final defense* while **graduate students** are to have their papers edited *before their proposal and final defense*. Graduate students have the option of having their papers edited after their final defense.

AVAILMENT OF INSTRUMENT VALIDATION SERVICE
Official Turn Around Time: Approximately one week

Step	Action	Person Involved	Turn Around Time	Forms Needed	Fees, if any
1	Submission of completely accomplished SR09 – Instrument Validation Form	Student Researcher/s; Student Research Coordinator	5 minutes	SR09 – Instrument Validation Form	N/A
2	Issuance of Blue Form (Payment Advice) and payment to the Cashier's Office	Student Researcher/s; Student Research Coordinator; Cashier	30 minutes	Blue Form – Payment Advice; Official Receipt	P600 (undergrad), P700 (Masters), P800 (Doctorate)
3	Submission of official receipt to the Center for scanning, filling out of Google Form and endorsement to Certified Instrument Validator	Student Researcher/s; Student Research Coordinator	20 minutes	Official receipt; SR09 – Instrument Validation Form	N/A
4	Submission of accomplished SR09 – Instrument Validation Form and documents (student's paper and Research Instrument) to the assigned certified Instrument Validator	Student Researcher/s; Student Research Coordinator; Certified Validator	30 minutes	SR09 – Instrument Validation Form; student's paper; Research Instrument	N/A
5	Actual validation of the research instrument and endorsement of Validator to the Center	Student Researcher/s; Certified Validator	1 week	SR09 – Instrument Validation Form	N/A
6	Issuance of SR10 – Certificate of Instrument Validation	Student Researcher/s; Student Research Coordinator	20 minutes	SR10 – Certificate of Instrument Validation	N/A
END OF TRANSACTION					

REVIEW PROCESS IN ANTORCHA

Official Turn Around Time: Approximately three months

Step	Action	Persons Involved	Turn Around Time	Forms Needed	Fees, if any
1	Submission of .doc file of researches to antorcha.research@letran.edu.ph	Program Chairperson; Student Researcher/s; Research Adviser; Student Research Coordinator	1 week	.doc files of researches	N/A
2	Screening of submitted manuscripts for double-blind peer reviewing.	Editor-in-Chief; Managing Editor; Student Research Coordinator	1 week	.doc files for peer reviewing	N/A
3	Submission of manuscripts to reviewers	Managing Editor; Editorial Board Members	1 week	SR12 - Student Publication Evaluation Form	N/A
4	Peer reviewing of manuscripts	Editorial Board Members	3 to 4 weeks	SR12 - Student Publication Evaluation Form	N/A
4	Notification of peer review decision and accomplishment of SR15 - Student Publication Copyright Agreement Form	Managing Editor; Student Researcher/s; Research Adviser	1 week	SR15 - Student Publication Copyright Agreement Form	N/A
4	Revision of manuscript for publication	Student Researcher/s; Research Adviser	2 to 3 weeks	Revised Manuscript	N/A
5	Layout and proofing of manuscripts for publication	Editor-in-Chief and Managing Editor; Lay-out Artist	1 to 2 weeks	File for printing Quotation from Printer	N/A
6	Publication of Antorcha and uploading in Philippine E-Journals and www.research.letran.edu.ph	Editor-in-Chief and Managing Editor; Purchasing; Management and Digital Content Coordinator (KMDCC)	March (for Issue 1) and September (for Issue 2) of the current year	Printed and online copies of Antorcha	N/A
END OF TRANSACTION					