

APPENDICES

Form	Description
LRC Research-related forms	
SR01	IP Research Registry
SR02	Adviser Selection Form
SR03	Statistician Services Form
SR04	Certificate of Statistical Treatment
SR05	Certificate of Originality
SR06	Language Editing Form
SR07	Certificate of Language Editing
SR08	Instrument Validation Form
SR09	Certificate of Instrument Validation
SR10	Adviser Endorsement Form
SR11	Student Oral Presentation Evaluation
SR12	Approval Sheet
SR13	Student Publication Evaluation
SR14	Student Publication Copyright Agreement
	Statistical Services Fees
	Language Editing Fees
	Instrument Validation Fees
	Originality Check Fees



IP RESEARCH REGISTRY

Project/ Thesis/Dissertation Title:		
Proponent(s)/Author(s):		
Contact No./Email:		
Signature of Proponent(s)/Author(s):		
Collaborator(s)/ Co-author(s)/Adviser:		
Affiliation:	Department:	
	College:	
Brief description (Including synthesis of extensive review of literature):		
Keyword(s):		
Significance of the project/study:		
Expected Output:		
Certification from Research Methods Professor:	<p>I hereby certify that the proponent/s have submitted to me their synthesized review of literature as part of the requirements for the submission of the accomplished IP/Research Registry Form.</p> <p>_____</p> <p style="text-align: center;"><i>Signature over Printed Name</i></p> <p>_____</p> <p style="text-align: center;">Date</p>	



ADVISER SELECTION FORM

Date Submitted: _____

Name	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
Program Major			
Thesis Title			
Abstract	<p><i>Short description in less than 150 words</i></p>		

Rate the...	Performance Rating: 5 = Exceptional; 4 = Proficient; 3 = Satisfactory; 2 = With Potential; 1 = Limited/Flawed	5	4	3	2	1
PROPOSAL IN GENERAL	• Title					
	• Abstract					
	• Alignment with the Research Key Priority Areas					
	• The candidate's verbal ability to discuss the proposed topic					
	• Attached supporting journal articles					

To Be filled by the Research Methods Professor	Potential Advisers		
	Adviser 1: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Not at this time
	Adviser 2: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Not at this time
	Adviser 3: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Not at this time
<i>Final Recommendation of the Program Chairperson</i>		Signature: _____	Date: _____
<i>Final Approval of the Dean</i>		Signature: _____	Date: _____



STATISTICIAN SERVICES FORM

Date Submitted: _____

Name	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
Program/ Year Level			
Thesis Title			
Research Problem/s			
Research Variable/s (Attach Instruments)			
Statistical Tool			
Certified Statistician			
Statistical Fee			

Student Researcher* Research Adviser* Statistician* Student Research Coordinator*

*Signature Over Printed Name



CERTIFICATE OF STATISTICAL TREATMENT

This is to certify that this thesis manuscript entitled

prepared by

(Name Student Researcher)

have undergone statistical treatment

Name of Certified Statistician

(Signature above printed name)

Affiliation / Contact No.

Date



CERTIFICATE OF ORIGINALITY

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material to which to a substantial extent has been accepted for award of any other degree or diploma of a university or other institute of higher learning, except where due acknowledgement is made in the text.

I also declare that the intellectual content of this thesis is the product of my work, even though I may have received assistance from others on style, presentation and language expression.

Student Researcher

(Signature over Printed Name)

Date: _____

Letran Research Center Representative

(Signature over Printed Name)

Date: _____



LANGUAGE EDITING FORM

Date: _____

Name	<i>Last Name</i> <i>First Name</i> <i>MI</i>		
Program/ Year Level			
Thesis Title			
Number of Pages		Language Editing Fee	
Certified Language Editor			
Language Editing Time Table			
	Date	Signature over printed name of the Recipient	
Date submitted by the researcher			
Date accepted by the editor			
Date returned to the researcher			
Date returned to the editor for proof reading			

Student Researcher* Research Adviser* Language Editor* Student Research Coordinator*

**Signature Over Printed Name*

Note: Please attach the Certificate of Originality (Form SR05) from the Letran Research Center



CERTIFICATE OF LANGUAGE EDITING

This is to certify that I have edited
this thesis manuscript entitled

prepared by

(Name Student Researcher)

and I have found it complete and satisfactory with
respect to grammar and composition

Name of Certified Language Editor

(Signature above printed name)

Affiliation / Contact No.

Date



INSTRUMENT VALIDATION FORM

Date Submitted: _____

Student Researcher	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
Program/ Year Level			
Thesis Title			
Research Objective/s			
Research Variable/s			
Research Design and Methodology			
Survey Instrument/s (Please enumerate)			
Interview Protocol/s (Please enumerate)			
Certified Validator			
Validation Fee			

Student Researcher* Research Adviser* Validator* Student Research Coordinator*

**Signature Over Printed Name*

Note: Please attach the survey instrument/s and/or Interview Protocol/s as well as the research paper



Colegio de San Juan de Letran
Letran Research Center

Form SR09

CERTIFICATE OF INSTRUMENT VALIDATION

This is to certify that I have validated the
(survey instrument or interview protocol) of the study entitled

prepared by

(Name Student Researcher/s)

and I have found it complete and satisfactory with
respect to face and content validity

Name of the Validator

(Signature above printed name)

Affiliation / Contact No.

Date



ADVISER ENDORSEMENT FORM

Student Researcher: _____ Date: _____

Title of Thesis:

To be completed by the adviser

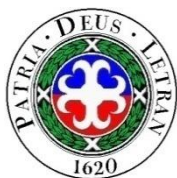
Dear _____
Program Chairperson

I have reviewed and fully endorse the proposal manuscript attached herewith for evaluation. We look forward to a robust and thorough review of this manuscript and welcome the necessary changes, *if any*, to execute the study.

Thank you.

Research Adviser
Signature over printed name

Date



STUDENT ORAL PRESENTATION EVALUATION

TITLE

PRESENTER

EVALUATOR

NAME

LAST

FIRST

PROF/DR

LAST

FIRST

PERFORMANCE ELEMENTS	Performance Ratings 5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree	ENCIRCLE YOUR SCORE				
Delivery and Awareness of Audience	<i>The presenter...</i>					
	• appeared relaxed, self confident, professional and appropriately dressed	5	4	3	2	1
	• spoke clearly and extemporaneously in a loud enough voice and maintained the interest of the audience	5	4	3	2	1
	• gave a well prepared presentation within the allotted time	5	4	3	2	1
Strength and Organization of Material	<i>The presentation...</i>					
	• was informative and well-delivered using a well organized presentation	5	4	3	2	1
	• has a clear and appropriate introduction, suitable research simulacrum and conclusion	5	4	3	2	1
	• has sufficient relevant and up to date literature review	5	4	3	2	1
	• has sufficiently discussed results (~75%)	5	4	3	2	1
Question and Answer	<i>The presenter...</i>					
	• showed mastery of his/her research by accurately answering the questions	5	4	3	2	1
	• was able to enlighten/clarify further the issues raised by the panel/students	5	4	3	2	1
	• was focused and engages the panel confidently	5	4	3	2	1
	Exceptional: 44 – 50 points; Proficient: 37 – 43 points; Satisfactory: 30 – 36 points Passed: 23 – 29 points; Must Present Again: 23 points below					
	GRAND TOTAL					

EVALUATOR'S COMMENTS:

EVALUATOR'S SIGNATURE / DATE

The Presenter:

Exceptionally passed the Oral Presentation (44 – 50 points)

Proficiently passed the Oral Presentation (37 – 43 points)

Satisfactorily passed the Oral Presentation (30 – 36 points)

Passed the Oral Presentation with Revision (23 – 29 points)

Must present again in the next Oral Presentation (23 points below)

(Kindly supply the reason/s in the space provided for comments)



APPROVAL SHEET

The Faculty of the _____ **(Program)** _____ of the _____ **(College)** _____
accepts the thesis (IMRAD format) entitled,

prepared and submitted by _____ **(Student Researcher/s)** _____
in partial fulfillment of the course _____ **(Research Course)** _____ for the degree
_____ **(Degree of Study)** _____.

Approved by the Committee on Oral Examination with a grade of _____ on
December 2015.

Research Adviser
(Signature over printed name)

Panelist 1
(Signature over printed name)

Panelist 2
(Signature over printed name)

Panelist 3
(Signature over printed name)

Research Methods Professor
(Signature over printed name)

Program Chairperson
(Signature over printed name)

Dean
(Signature over printed name)



STUDENT PUBLICATION EVALUATION

Performance Rating: 5 = Exceptional; 4 = Proficient; 3 = Satisfactory; 2 = Needs Improvement; 1 = Limited/Flawed	Encircle Score		
A. Introduction Research objective / s were conceptually and operationally defined, comprehensively developed from previous researches, and are well argued. If given a score of 1 (Limited/Flawed), please give a brief explanation: _____ _____	5	4	3
	2	1	
B. Appropriateness of Research Methodology The research design, data gathering techniques, and data analysis used were appropriate for the research problem(s). If given a score of 1 (Limited/Flawed), please give a brief explanation: _____ _____	5	4	3
	2	1	
C. Results and Discussion Results were presented per statement of the problem, are well articulated, and were discussed with supporting review of related literature. If given a score of 1 (Limited/ Flawed), please give a brief explanation: _____ _____	5	4	3
	2	1	
D. Clarity and Organization of Material Development of ideas from introduction to discussion was clear and precise, grammatically sound, effectively transitioned per variable. If given a score of 1 (Limited/Flawed), please give a brief explanation: _____ _____	5	4	3
	2	1	
E. Documentation: Variety and Credibility Review of related literature is up to date and is referenced according to APA standards. If given a score of 1 (Limited/ Flawed), please give a brief explanation: _____ _____	5	4	3
	2	1	
Exceptional: 24 - 20 points; Proficient – 19-15 points; Satisfactory – 14-10 points; Limited – 9 points and below PLEASE TOTAL			

ADDITIONAL COMMENT(S):

EVALUATOR _____ **DATE** _____

Signature over printed name

Final Recommendation

The Manuscript should be:	<input type="checkbox"/>	Accepted Without Revision (Exceptional)	21 – 25 points
	<input type="checkbox"/>	Accepted with Major Revisions (Satisfactory)	16 – 20 points
	<input type="checkbox"/>	Accepted with Minor Revision/s (Proficient)	10 – 15 points
	<input type="checkbox"/>	Rejected (Limited)	9 points and below



**STUDENT PUBLICATION
COPYRIGHT AGREEMENT**

Manuscript Title

Author(s)

Corresponding author

Affiliation

Email

Phone number

Upon the Author(s)'s signature below, this Agreement will constitute a transfer and assignment from the Author(s), named above, to the Colegio de San Juan de Letran of full ownership of the worldwide copyright of the manuscript named above, hereafter referred to as the Work, in all forms of media, known, unknown or hereafter developed. The Author(s) above understand that the Colegio will act on the author(s) behalf to publish, reproduce, distribute and transmit the Work and will authorize other reputable third parties (such as document delivery services) to do the same, ensuring access to and maximum dissemination of the Work. Permission from Colegio de San Juan de Letran is not required for the Author(s) to reproduce, republish or distribute copies of the Work in whole or in part, however, the Author(s) will ensure that all such copies carry a notice of copyright ownership and reference to the original journal publication.

The Author(s) warrant that the Work has not been published before in its current or a substantially similar form and is not under consideration for another publication, does not contain any unlawful statements and does not infringe upon any existing copyright. The Author(s) warrant that "proof of consent" has been obtained for studies of named organizations and people. The Author(s) have received a final version of the Work, take responsibility for the content and agree to its submission. The Author(s) also warrant that the Author(s) have obtained the necessary permission from the copyright holder(s) to reproduce in the Work, in all media in all countries, and transmit via all reputable third parties, any materials including tables, diagrams or photographs not owned by the Author(s) and have obtained written consent as may be required and will deliver it to Colegio de San Juan de Letran (Please attach any consent documents.)

The Author(s) acknowledge that Colegio de San Juan de Letran will ensure fair and faithful representation of the Author(s)' Work in all media and will take the necessary steps to protect the Work from unlawful copying.

Authorship Certification (All authors must sign this section.)

Note: The corresponding author must provide an original signature (original or faxed signatures for the other authors are acceptable). By signing below, the undersigned author(s) agrees to accept responsibility for the contents of the manuscript and to approve the order of authorship as listed at the top of this form.

Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature

Return signed forms through email to antorcha1620@gmail.com

<i>For office use only</i>		
Year and Month_____	Volume no._____	Issue no._____ Pages_____



Colegio de San Juan de Letran
Letran Research Center

STATISTICAL SERVICES FEES (Optional)

	Tools	Undergraduate	MBA	DBA
Basic Statistical Tools	<ul style="list-style-type: none"> • t-test/z-test • Correlation • ANOVA • Chi-square Non-parametric tools • Simple Linear Regression 	Php 3,000	Php 5,000	Php 7,000
Advance Statistical Tools	<ul style="list-style-type: none"> • Factor Analysis • Conjoint Analysis • Structural Equation Modelling • Trend Analysis • Forecasting Logistical • Multiple Regression • Moderation/ Mediation Analysis • Logit/Probit/Tobit • DEA • Cluster Analysis • MANOVA/ANCOVA 	Php 4,000	Php 7,000	Php 10,000



Colegio de San Juan de Letran
Letran Research Center

LANGUAGE EDITING FEES (Required)

	Undergraduate	MBA	DBA
No. of Pages (double spaced, Times New Roman, 12)	Php 30 per page excluding the references	Php 40 per page excluding the references	Php 50 per page excluding the references
<i>Note: These are baseline fees. It may vary according to the scope and magnitude of editing done by the editor. IMRaD style is only up to 20 pages if this is what will be required.</i>			



Colegio de San Juan de Letran
Letran Research Center

INSTRUMENT VALIDATION FEES (Required)

	Undergraduate	MBA	DBA
Corresponding Fee	Php 500*	Php 600*	Php 700*
*Per survey instrument or interview protocol			



Colegio de San Juan de Letran
Letran Research Center

ORIGINALITY CHECK FEES (Required)

	Undergraduate	MBA	DBA
Corresponding Fee	Php 550*	Php 1,100*	Php 1,650*
* Maximum of 3 runs in the originality checker software			