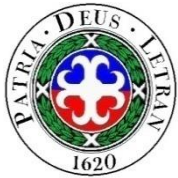


APPENDICES

Form	Description
LRC Research-related forms	
SR01	IP Research Registry
SR02	Adviser Selection Form
SR03	Adviser Consultation Form
SR04	Statistician Services Form
SR05	Certificate of Statistical Treatment
SR06	Certificate of Originality
SR07	Language Editing Form
SR08	Certificate of Language Editing
SR09	Instrument Validation Form
SR10	Certificate of Instrument Validation
SR11	Adviser Endorsement Form
SR12	Student Oral Presentation Evaluation
SR13	Approval Sheet
SR14	Student Publication Evaluation
SR15	Student Publication Copyright Agreement
	Statistical Services Fees
	Language Editing Fees
	Instrument Validation Fees
	Originality Check Fees



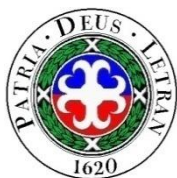
Colegio de San Juan de Letran
Letran Research Center

Form SR01

A.Y.: _____ - _____
Research ID #: _____

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: _____



ADVISER CONSULTATION FORM

Student Researcher/s				
Program Major				
Working Thesis Title				
Research Adviser				
Date of Consultation	Time of Consultation	Place of Consultation	Topic/Area/Content of Consultation	Adviser's Signature

Note: Student Researchers and Research Advisers are expected to have **at least 10 consultation meetings per semester**



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



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Letran Research Center

Form SR10

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

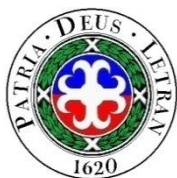
Dear _____
Program Chairperson

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
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Manuscript Title

Author(s)

Corresponding author

Affiliation

Email

Phone number

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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



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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>			



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INSTRUMENT VALIDATION FEES (Required)

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



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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			