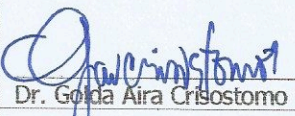


Procedure No:	ADM-PROC-LRC-0002
Procedure Title:	Securing Permission to Conduct Researches
Related Policy:	ADM-POL-LRC-0001 Conduct of Researches within the Colegio
Date of Issuance:	S.Y. 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to organize the application and approval of requests to conduct researches in the Colegio.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. The researcher should submit a letter of permission indicating the following,</p> <ol style="list-style-type: none"> 1.1 purpose of conducting the study 1.2 the target respondents in the Colegio 1.3 signature of the Subject Professor / Thesis / Dissertation Adviser (in case the research is an academic requirement) 1.4 endorsement signature of his superior (for employees) and dean / area chairman (for students) and the following documents 1.5 survey questionnaire / interview guide 1.6 printed copy of the research proposal 1.7 Timetable of the study. <p>Step 2. The Center will screen and reserves the right to approve which researches shall be permitted to be conducted in the Colegio.</p> <p>Step 3. When the Center approves the request to conduct the study, the researcher shall be issuing a certification with specific terms and conditions. Some of these terms and condition include</p> <ol style="list-style-type: none"> 3.1 duration of the data gathering 3.2 submission of the copy of the study to the Research Center 3.3 treating the Colegio as an anonymous case in the study's report, in cases where confidentiality issues are required. <p>Step 4. Any employee or student who fails to comply with the terms and conditions of the Center will be given the necessary sanction. External researchers who failed to abide by the terms and conditions shall be denied from further accessing research materials in the Colegio.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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