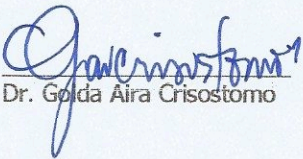


Policy No:	ADM-POL-LRC-0001
Policy Title:	Conduct of Researches within the Colegio
Implementation Procedure:	ADM-PROC-LRC-0002 Securing Permission to Conduct Researches
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Letran Research Center
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define the Research Center's regulations on the conduct of studies within the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All researches whose subject includes the Colegio or any of its stakeholders (students and employees) should seek permission and approval from the Research Director. • All permission should be made in writing and addressed to the Research Director. • A copy of the research proposal, data gathering instrument, target respondents and duration of the study should be submitted with the letter of permission. • The Research Director, in consultation with the heads of the concerned offices who will be affected by the study, reserves the right to approve / disapprove all requests to conduct research. • The Research Center will issue a certification to all approved requests to conduct researches. • Once the Research Center issues the certification, the researcher should coordinate with the respective office who will be the subject of the study. • A copy of the final research report should be submitted by the researcher after the completion of the study. • The same policy applies to internal and external researchers. Internal researchers include the students and employees within the Colegio. External researchers include students or other private entities that are not part of the Colegio. • Internal researchers who fail to comply with this policy shall be given the necessary sanction by the Research Center. • Employees who assisted external researchers to conduct unapproved studies shall be given the appropriate sanction by the Research Center.
Applicability:	All employees
Policy Approval Authority:	Director of the Letran Research Center
Related Policies or References	Employee Manual 2009
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Dr. Golda Aira Crisostomo
Date of Approval	

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