**STUDENT RESEARCHERS GUIDE**

**Student Researchers and their duties:**

1. Manning OVPRI
2. Supervise Research Activities such as Colloquiums and Congress
3. Represent the school as student participants in research forums outside.
4. Produce research outputs that will be added to the school’s accomplishment

**Awards and/or Incentives:**

1. **Scholarship grants** – each SR will be given full scholarship for a semester provided that he/she/they will remain in the position until the end of one semester.
2. **Recognition of Certificates and Medals** – by the end of the school year, the OVPRI shall award medals and certificates in recognition of the selected student researchers
3. **Seminar privileges –** SRs may represent the school on various research conferences and seminars outside in order for them to experience participation in HEI’s research seminars, observe hoe research presentations is properly done and extend linkages.

The following is an excerpt from the **Memorandum of Agreement** **of OVPRI Student Researchers**. It contains information about being an SR:

* Student researchers will be partnered to a faculty researcher and will be considered as **co-author** of a research.
* **Faculty/Student researchers shall submit the proposal containing the Chapter 1: The Problem and Its Background** **up to Chapter 2 for one semester and this signed agreement before proceeding to the Data Gathering or Chapter 3 for the next semester.**
* **Faculty and Student researchers shall work for the publication of the research output until the end of the semester or academic year.**
* Student researchers shall submit their research output before the end of the semester to receive the scholarship grant amounting to **Three Thousand Five Hundred Pesos (P 3500)**.
* Faculty and Student researchers shall present their output on the Research Congress before the school officials and some invited research experts from outside.
* Student researchers shall support research activities such as Colloquium and Congress
* Student researchers shall represent the school as student participants in research forums outside
* Student researchers shall make newsletters quarterly containing RDC’s latest activities and achievements
* Student researchers shall remain in the position until the end of one (1) semester.
* **Student researchers shall not be given the scholarship grant amounting to Three Thousand Five Hundred Pesos (P 3500) in case of failure to complete the chapter requirements and paper revisions before the end of the semester.**

Name of Applicant:­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College and Program/Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved/Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Once you have read the excerpt from the first page, write an essay on why you want to be one of the student researchers and be part of OVPRI Team. Include things that you can contribute to help the Office of the Vice President for Research and Innovation achieve its goals.*** *(For online application, OVPRI will send the excerpt from the first page and the directions to the applicants. Print their essay along with the applicants’ resume/CV. Then have them fill up the STUDENT RESEARCHER FORM once they visit the office.)*

**STUDENT RESEARCHER FORM**

\_\_\_\_\_ Semester A.Y.\_\_\_\_\_\_\_-\_\_\_\_\_\_



*Note: Please complete the following fields below. If a question does not apply, write “not applicable” or “N/A” in the space provided.*

*Kindly check if you already submitted and attached your resume or CV here.*

LAST NAME FIRST NAME MIDDLE NAME

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL INFORMATION

AGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIVIL STATUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATIONAL BACKGROUND

COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR & SECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON

NAME OF GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT’S SIGNATURE

*(SIGNATURE OVER PRINTED NAME)*

INTERVIEWED BY:

OVPRI REPRESENTATIVE

*(SIGNATURE OVER PRINTED NAME)*

NOTED BY:

VPRI

*(SIGNATURE OVER PRINTED NAME)*