



LPU
LYCEUM OF THE PHILIPPINES UNIVERSITY
BATANGAS

Center for Research and Innovation

INSTITUTIONAL RESEARCH HANDBOOK

Revised 2024



**INVESTORS
IN PEOPLE** | Gold



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INSTITUTIONAL RESEARCH HANDBOOK
Published by the Lyceum of the Philippines University

Center for Research and Innovation
Administration Building
Lyceum of the Philippines University, Capitol Site, Batangas City

FOREWORD

Welcome to the Center for Research and Innovation Handbook, a vital resource designed to guide and inspire researchers, innovators, and scholars within our academic community. At the Center for Research and Innovation (CRIN), we believe that the pursuit of knowledge and the application of groundbreaking ideas are essential for driving progress and addressing the complex challenges of our time.

The establishment of CRIN is rooted in our commitment to fostering an environment where creativity, critical thinking, and collaboration thrive. This handbook serves as both a practical guide and a source of inspiration for those engaged in research and innovation across diverse disciplines.

Research and innovation are fundamental to our mission at Lyceum of the Philippines University. They underpin our educational programs, inform our teaching, and enhance our contribution to society. CRIN is dedicated to supporting these endeavors by providing the resources, infrastructure, and guidance necessary to transform ideas into impactful outcomes.

This handbook has been meticulously developed to assist researchers at every stage of their research and innovation journey. Whether you are exploring initial ideas, seeking funding, navigating the complexities of project management, or disseminating your findings, this handbook is designed to offer clear, actionable guidance.

CRIN is committed to creating a supportive and inclusive environment where all members of our university community can thrive. This handbook reflects our dedication to providing you with the tools, knowledge, and support necessary to achieve your research and innovation goals. We encourage you to make full use of the resources available and to engage with our team of experts.

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Research Policies and Objectives



VISION

To be a recognized industry-driven university in the Asia Pacific Region by 2026.

MISSION

LPU-B, espousing the ideals of Jose P. Laurel, is dedicated to develop innovative leaders, lifelong learners and globally competitive professionals constantly in pursuit of truth and acts with fortitude (Veritas Et Fortitudo) to serve God and country (Pro Deo Et Patria).

INSTITUTIONAL CORE VALUES

LPU-B aims to develop and strengthen the following core values:

G – GOD CENTEREDNESS

L – LEADERSHIP

I – INTEGRITY

N – NATIONALISM

C – COLLABORATION

S – SERVICE ORIENTATION

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LEADERSHIP BRAND

An LPU leader is:

COMPETENT

1. Has mastery of the conceptual, technical and application skills of the as-signed roles, tasks and responsibilities.
2. Is an outstanding communicator (verbal & written) who is able to communicate to his subordinates the University's vision, mission and objectives, as well as the college/department's objectives.
3. Is able to influence the behavior of his people through regular supervision which includes coaching, mentoring, timely feedback and recognition of good performance and behavior.
4. Inspires and motivates his/her people to perform at a high level.
5. Is a good team player who coordinates with other leaders, peers and superiors whenever necessary.
6. Practices loyalty to the institution and is in support to its leadership and values.
7. Is innovative, dynamic and willing to manage change in the University or his college/department/work unit.
8. Is able to effectively execute plans and systematically evaluate results in a timely fashion.

COMMITTED

1. Willing to put in far greater effort beyond the required standards to help the university to become successful and effective.
2. Displays a passion for execution and a sense of urgency in the accomplishment of tasks.
3. Shows loyalty to the management of which he is a part of and is committed to the goals and objectives of the University and reminds the subordinates to do the same.
4. Takes pride in LPU and shares this with others inside and outside LPU.
5. Has taken personal values that are consistent with the university's values.
6. Lives the vision, mission and goals of LPU day after day.
7. Willing to be involved in various tasked assigned to him and accepts responsibilities outside his present assignment

An LPU leader is:

CARING

1. Ensures feeling of belongingness and fosters the spirit of community and sense of family in the workplace.
2. Provides an environment in which employees are comfortable in sharing their thoughts and feelings with the leader himself, and with their colleagues in the workplace.
3. Provides an environment where employees feel comfortable discussing their suggestions and ideas related to their work.
4. Encourages the values of servant leadership.
5. Facilitates and fosters a sense of meaning and purpose of life among his employees.
6. Reinforces the personal growth and development of employees as future leaders.
7. Engages employees in the activities that are holistic in nature (involving the heart, mind, body and soul).

CREDIBLE

1. Is a model of leadership who follows the policies, rules and regulations of the university, and communicates these to his people.
2. Is trustworthy of small and big responsibilities that are being entrusted to him by the University.
3. Is able to conduct himself professionally. (professional dress, language, behavior)
4. Practices honesty, fairness and transparency in all his/her transactions, does not compromise the school's welfare and reputation for his own personal interest.
5. Possesses courage that compels him to make correct choices that in turn create his character.
6. Encourages and practices the LPU Core values, including the acts of loyalty, professionalism and commitment in the workplace.

QUALITY POLICY

The Lyceum of the Philippines University-Batangas is committed to provide quality education, training, assessment, and services to its learners to achieve optimum learner satisfaction and international recognition.

The educational organization's objectives shall be formulated, implemented, monitored, evaluated, and updated as deemed necessary to support its vision and mission in accordance with this Educational Organizational Policy.

All our instruction, research and community extension activities imbued with relevant educational, scientific, technical, and community development are committed towards attaining academic excellence in compliance with the local and international industry standards, applicable regulatory, statutory, certifying, and accrediting bodies/agencies and in consideration of the needs and expectations of relevant interested parties to make a positive impact on society.

LPU-B is likewise committed to implementing the Educational Organization Management System to continually improve its organizational performance including the management of its intellectual property.

The policy is formulated in consideration of risk management and shall be communicated to, understood, and applied by the LPU-B family

INTRODUCTION

To pursue the university's commitment to quality, the Center for Research and Innovation (CRIN), has become the vital instrument in achieving the mission – vision of the university through institutionalizing research and strengthening the research culture and capability.

The center aims to institutionalize research by doing the following functions:

- a) implement a sustainable research program for the institution as specified in the five-year strategic plan;
- b) continuously serve as the central coordinating body which monitor, supervise, regulates and evaluate the school's researches and recommends for dissemination and utilization;
- c) provide training, seminars and workshops, and exposure for development to enhance research capability of school researchers;
- d) facilitate linkages with other institutions, research funding, and find means to improve research capability, productivity, dissemination and utilization of research outputs;
- e) provide statistical services for student and faculty researchers.

The Center for Research and Innovation therefore supervises the colleges and work units to carry out their research functions as mandated by the Commission on Higher Education and in support to the attainment of the university's vision of being a recognized industry-driven university in the Asia-Pacific Region by year 2026.

MISSION STATEMENT

The Lyceum of the Philippines University Center for Research and Innovation continuously upholds the institution's mission of providing quality education through integrated research. Complementing instruction and community extension programs, it shall ensure the compatibility of the targeted research programs with the vision and mandate of the school. It is committed to improve the institution's research capabilities, enhance research culture and continuously ensure the production of quality research that shall contribute to institutional and community development. For this purpose, a regular budget is appropriated for research. All the research tasks shall comply with the requirements of the institution, Commission on Higher Education and other regulatory standards.

Goals and Objectives

One of the University's goals is to strengthen the culture of research among faculty, staff, students and other key players of the University. Thus, the LPU's Strategic Plan outlines the specific research objectives on which the development of the Research Agenda is anchored. The research objectives are as follows:

1. Conduct high impact researches that will improve the quality of the educational

- system and other disciplines.
2. Develop innovative ideas in different fields of discipline that will give LPU a national international distinction.
 3. Share expertise and competence in education, science and technology and social science researches to the community of learners and scholars.
 4. Set the research directions across different disciplines in the University system.
 5. Provide appropriate allocation of fund and other related resources to ensure efficient and timely implementation of research projects anchored on the LPU Research Agenda specifically the Institution-based researches, discipline based and multi-disciplinary research.
 6. Provide research incentives to faculty whose outstanding research skills and exemplary research outputs provide significant contribution to society discipline and merit to the University

IMPLEMENTING GUIDELINES FOR RESEARCH

In line with the school's thrust to develop a research culture and a strong research program, the following provisions are hereby presented:

1. The Deans and Dept. Heads shall formulate the IRA based on National Higher Education Research Agenda (NHERA) and the university's Strategic Plan which will serve as basis of the Institutional Research Agenda.
2. The Deans/Department Heads shall be responsible in the production of the mandated research output and in the monitoring of the same from their respective college/department. Every work unit other than colleges must have completed Multidisciplinary/Collaborative, Institutional and Discipline based research per school year. Every college must have 60 % full time faculty involvement in Research per school year. They shall implement the guidelines set by the Center for Research and Innovation as approved by the President, thru the Vice President for Academics and Research (VPAR).
3. The members of their respective College Research Committees (CORE) shall be recommended and appointed by the Dean who will automatically serve as the Committee Chair of their respective colleges.
4. The Research Council shall screen and evaluate the research proposals for approval of the President.
5. The CORE shall serve as readers/referees and editors of the research reports.

POLICY FOR RESEARCH WORK OF UNIVERSITY PERSONNEL

1. All school employees who are at least bona fide MA degree holders or higher shall be given the priority to conduct institutional /discipline-based research. However, the rest of the school employees may conduct action researches and other researches as assigned by their respective head.

2. All colleges are required to submit their own college research agenda which will form basis for the development of final Institutional Research Agenda on the date specified by the Center for Research and Innovation. The submitted agenda shall be made as basis of the college/department projects.
3. Qualified school employees shall submit to the Director for thru their Academic Head / Research Committee Chair, their research proposals based on the Institutional Research Agenda.
4. The Research Council shall evaluate, review and endorse the research proposal for the approval of the President. Only the approved research proposal shall be processed by the Center of Research and Innovation. However, college and faculty researches submitted to college/department heads shall form part of the school research and considered as requirements for clearance from their respective college / department heads.
5. Two or more researchers are allowed to do a research project, provided the main author indicates in the percentage of participation in the research project, which shall be finished within the specified time frame indicated in the approved proposal but not to exceed two semesters. However, if the research requires more than one (1) researcher, the research pay / honorarium shall be divided among them based on the degree of authorship as reflected from the signed service agreement. If the researcher is non-teaching personnel, he shall be classified as that of the faculty and be given an equivalent payment due for research.
6. In order to provide a budget for the researches in the multidisciplinary researches, incentives of multidisciplinary researches shall now be 10% less of the faculty rate. Further, the maximum research incentives shall be pegged to P80k both for the Colleges & the graduate school, depending on the faculty academic qualifications.
7. The payment for research work shall be released in three installments: 30% of the 12 units equivalent to research work upon submission of final draft of the first draft (Introduction to Methods); 30% upon submission of the final draft (full paper) of the complete research report (refereed and edited with receipt of payment to the referee, editor and statistician) and 40% upon presentation of the research project to an appropriate forum within the university and in national/international research forum, seminars and conferences with complete documentation to be submitted to the Center for Research and Innovation.
8. The release of research approved budget will be as follows: First budget release – 40% upon approval of the research project by the President; and Second budget release – 60% upon submission of final draft of First Part (Introduction to Methods). Liquidation of the budget (for clearance) shall be duly noted by the Dean/Dept. Head upon submission of the required research output for 40% budget (First Part) and 60% budget (Full Paper).

The Dean shall endorse the submission of the research output to the Center for Research and Innovation.

1. To continuously motivate faculty members to conduct research, discipline based & institutional researches as recommended for payment by the Dean shall be entitled to incentive of P30k for Institutional-Based and 40K for Discipline-Based paper in the College level, and P36k in the Graduate school. These researches shall be directly supervised by the College Research Committee with the Dean as Chair and CRIN
2. Research assistance and incentives shall be made available to all faculty and other office personnel researchers. These shall be, on top of the research honoraria in the form of the following: Assistance of the Research Council and duly appointed CORE; Budget for the conduct of research which includes honoraria for the referee, editor, and statistician (if applicable), budget for external refereeing, budget for trainings and research forums, budget for research seminars and free vehicle for library research.
3. The Dean/Department head with the assistance of the CRIN Director through the research coordinators, shall supervise, control, and monitor the progress of faculty/ school personnel's conduct of research. The VPAR shall help control and monitor the conduct of research, the required output of which shall be disseminated for utilization.
4. The research project shall be evaluated by the Research Council and the assigned referee/editor based on certain criteria set by the Center for Research and Innovation
5. In case the researcher fails to submit the required research output within the time frame as specified, his research will be deemed "terminated" at the end of the school year and the Accounting Office shall apply an appropriate action on the payments for research work made. If he/she still wants to pursue the said research, he/she shall write letter of recommendation to reenter the same proposal on the next semester following the new scheme as provided for.
6. Research work shall be given equivalent points in the faculty performance evaluation and can be considered as basis for promotion of the researcher.
7. The Director of Center for Research and Innovation shall provide the Office of the VP for Academics and Research and the Office of the President the report on re-search status and accomplishments on periodic basis and/or as the need arise.

Policy on Faculty Load in Research

Rationale:

To facilitate efficient loading and ensure completion of research output in the time specified.

Policy:

1. The College thru the Dean will facilitate the selection of faculty researcher based on the identified criteria as follows:
 - A faculty member of the college either full-time or part-time
 - Has research capability as evidences by research production and presentation or publication in any research journal
 - Must be at least a Master’s degree holder
2. Once selected, the researcher will sign an agreement pertaining to the completion of the research output.
3. One (1) research is equivalent to 6-unit load. Manual loading will be done by the department secretary.
4. Faculty payment is based on his/her current rate per hour which will be included in the monthly salary.
5. Research load can be as follows:

Course Load	Research Load	No. of Research Output	Total Units
18 units course	6 units research	1 research output	24
12 units course	12 units research	2 research output	24
6 units course	18 units research	3 research output	24
*0-unit course	24 units research	4 research output	24

NB: *Part time faculty without course load

6. Type of research can be any of the following:
 - Institutional – 6 units (1 research output)
 - Discipline based – 6 units (1 research output)
 - Multidisciplinary - 12 units (1research output of 1 year completion)
(Loaded as 6 units per semester)
7. A Gantt chart will be prepared including details on reporting to school. Monitoring will be done by the respective Deans.
8. The actual conduct of research will follow the usual process. The research council shall approve the proposal based on the priority areas.
9. There should be a utilization of findings submitted at the end of the semester.
10. In case the faculty will not be able to complete the research on a specified time:
11. In case the faculty researcher completed the research ahead of time, on or before Midterm, he/she is eligible to propose for another one.
12. There researcher has the responsibility to submit the completed research in a Scopus indexed journal.

Policy on Ethical Guidelines on Research Involving Human Participants

I. Policy Statement

Lyceum of the Philippines Batangas upholds the national and international ethical standards to protect the rights, integrity and confidentiality of human participants involved in research. The university recognizes the significance of human participants in research that can generate valuable information.

In cognizant of the value of human participants, the university advocates for research that must enhance knowledge, have informed and voluntary participation, be scientifically valid as not to waste the time of the participants subject selection free from biases, potential benefits outweigh the risks, and respect of participants' privacy, right to withdraw and their well-being.

To ensure adheres to ethical guidelines, values and principles on all research involving human participants, the university established an independent Ethics Review Committee (ERC), under the aegis of the Philippine Health Ethics Board (PHREB), has the responsibility to review and authority to approve, reject, modify, or stop studies that do not conform to the accepted standards.

II. Rationale

This policy on ethical guidelines on research involving human participants aims to safeguard the safety and well-being of human participants. This intends to ensure that research is performed in a responsible way to allay public concern about the conduct of research. This also addresses the international publication requirements of accepting research that is only ethical and scientifically valid. Lastly, this also upholds that all research involving human participants leads to beneficial outcomes.

III. Implementing Guidelines

1. All research involving human participants conducted by students, faculty, and non-teaching personnel, collectively pertained to as university researchers (URs), shall adhere to the ethical standards stipulated in the Ethical Considerations part of the proposal.
2. The URs, through their research professors, thesis/dissertation advisers, and the researcher themselves, shall take responsibility to know and comply with the requirements of the Ethics Review Committee (ERC).
3. The University researchers shall submit the proposal along with the complete requirements to ERC for the approval of their research proposal.
4. The URs shall consider the lead time to review the proposal in the conduct of the study
5. The ERC shall categorize the submitted proposal whether Expedited or Full-Review.
6. The ERC approval letter to conduct the research shall be a requirement before the data collection procedure commence.
7. The URs shall incorporate and implement in their study the recommendations stipulated in the Initial Evaluation of the ERC
8. The URs shall comply with the requirements in ERC Approval Letter such as study updates and the reporting of Serious Adverse Event (SAE) or Suspected, Unsuspected, Serious Adverse Reactions, as deemed applicable to the study.
9. The URs shall submit a final report of the study after the completion of the research.
10. All queries and clarifications regarding adherence to the Ethical Standards of research involving human participants shall be directed to and decided upon by the Ethics Review Committee.

Policy on Plagiarism Test for Student, Faculty Members, and Admin Personnel

Rationale

Lyceum of the Philippines University-Batangas upholds the value of professional integrity which follows the national and international standards of education in producing scholarly works. Plagiarism is a serious offense that undermines the integrity of academic work and violates the principles of honesty, fairness, and scholarly ethics.

This policy outlines the expectations and consequences related to plagiarism for students, teachers, and administrative personnel within the university community.

Definition

Plagiarism is the act of presenting someone else's ideas, words, or work as one's own without proper acknowledgment or citation. This includes, but is not limited to, copying verbatim from a source without quotation marks, paraphrasing without proper attribution, and submitting work obtained from another person or source without acknowledgment.

Responsibilities of Students

1. Students are expected to always conduct themselves with academic integrity.
2. All submitted work must be original and properly cited.
3. Students must accurately acknowledge all sources used in their work according to the appropriate citation style specified by the instructor.
4. Collaboration with others should be clearly stated and acknowledged in assignments where permitted.
5. Students are responsible for familiarizing themselves with the university's policies on academic integrity and plagiarism.

Responsibilities of Teachers

1. Teachers must educate students about plagiarism and academic integrity expectations.
2. Teachers should clearly outline expectations for citing sources and penalties for plagiarism in course syllabi.
3. All instances of suspected plagiarism must be addressed promptly and fairly.
4. Teachers are responsible for using tools and methods to detect plagiarism, such as plagiarism detection software, when necessary.
5. Teachers should provide guidance and resources to help students understand how to properly cite sources and avoid plagiarism.

Plagiarism undermines the academic mission of the university and is not tolerated. All members of the university community must uphold the highest standards of academic integrity and take responsibility for their actions. By adhering to this policy, we demonstrate our commitment to honesty, fairness, and excellence in education and research.

Implementing Guidelines for Research Undertaking

1. Student Research (Undergraduate and Graduate)

- 1.1 All graduate and undergraduate student papers will undergo the Plagiarism test using Turnitin with an allowable similarity index of less than or equal to 20%.
- 1.2 The Thesis/Dissertation adviser is responsible to run the Turnitin test for the paper submitted by the students/researchers.
- 1.3 For the preliminary test, if the result exceeds 20%, the researcher should address the limit of the similarity index before the final defense.
- 1.4 Nobody will be allowed to proceed in the final defense without subjecting the paper to a plagiarism test and complying with the required similarity index of less than or equal to 20%.
- 1.5 Payment for Turnitin Test has already been included in the Tuition Fee of the Student/s.

2. Faculty and Admin Personnel Research

- 2.1 All faculty and admin personnel researcher/s will undergo the plagiarism test using Turnitin with an allowable similarity index of less than or equal to 20%.
- 2.2 The Center for Research and Innovation (CRIN) is responsible to run the Turnitin test.
- 2.3 For the preliminary test, if the result exceeds 20%, the researcher should address the limit of similarity index before CRIN submits it to the Grammarian.
- 2.4 The Grammarian will be given a copy of the result for reference.
- 2.5 No research paper will be allowed to proceed to grammarian checking, research presentation and publication without subjecting the paper to a plagiarism test and complying with the required similarity index of less than or equal to 20%.
- 2.6 Payment for Turnitin Test has already been appropriated with a budget.

Consequences of Plagiarism

Consequences for plagiarism may vary depending on the severity of the offense and the discretion of the instructor or the college. Possible consequences may include, but are not limited to, the following:

1. Reduction of grade for the assignment.
2. Failure of the assignment.
3. Failure of the course.
4. Academic probation.
5. Suspension or expulsion from the university.

Appeal Process

Students have the right to appeal decisions related to plagiarism. The appeal process is clearly outlined in the university's policies on academic integrity.

POLICY ON RATIONALIZATION OF RESEARCH INCENTIVES

- I. Policy Title: Rationalization of research incentives
- II. Rationale: In line with its mission of providing quality education, LPU is committed to fulfill faithfully its trifold functions of instruction, research and community extension. Alongside this commitment & in consonance with the thrust of CHED, LPU as autonomous university will continuously motivate its faculty members to be engaged into productive, relevant and meaningful scholarly works or research activities.
- III. Implementing Guidelines
 1. The Deans of Colleges shall require 60% of its full-time faculty to be engaged in scholarly works or research activities, such as production of research/books/patents, research/book/patents presentation in national and international forums, or publication of research/books/patents in local, national, or international refereed research journals/reputable presses.
 2. The Dean of the Graduate School shall require to be engaged in research activities as mentioned in number 1.
 3. Research of faculty members shall be classified as:
 - 3.1. Institutional Research** – A research study is considered institutional if the researcher/s utilized the institutional data of the university which are limited in scope involving the institutional and departmental processes.
 - 3.2. Multidisciplinary Collaborative Research based on NHERA/ NUHRA** – A research study is considered multidisciplinary if the researcher/s investigated some aspects of the subject under study applying the concepts and principles from two or more disciplines. It provides opportunity for research collaboration involving various disciplines redefining problems and offering solutions based on new understanding. The objective of this research is wider in scope and impact involving provincial, regional, national, and international data and participants.
 - 3.3. Discipline Based Research** – A research study is considered discipline- based if the researcher/s explored on testing empirical data grounded on the concepts, principles and theories of the specific disciplines or field of the study. The scope might have provincial and national/international impact utilizing interdisciplinary approach in offering solutions to academic related issues on the field of study.
 4. Rationalization of Research
 - 4.1 To continuously motivate faculty members to conduct research, discipline-based and institutional research recommended for payment by the Dean shall be entitled to

incentive of P40k for Discipline Based, 30k for Institutional in the college level and P36k in the Graduate school. These researches shall be directly supervised by the College Research Committee with the Dean as Chair.

- 4.2 In order to provide a budget for the research in the multidisciplinary/collaborative, incentives of multidisciplinary/collaborative shall be 10% less of the faculty rate. Further, the maximum research incentives shall be pegged to P80k both for the Colleges & the graduate school, depending on the faculty academic qualifications.

Examples: 1. Faculty Rate is P500.00/hr
 P500 less 10% = 450/hr
 P450 x 216 hrs = 97,200
 Research Incentive is maximum of P80,000.00

1. Faculty Rate is P250/hr
 P250 less 10% = P225/hr
 P225 x 216 hrs. = P48,600
 Research Incentives is P48,600

5. All research shall be subjected to review/refereeing by the Dean and the designated college research editorial board in case of discipline/action research and the research council in case of institutional research. The process of review will be based on what is stipulated in our research manual. Further, this research shall be considered as intellectual properties of LPU-B, and which should be registered accordingly at the Center for Research and Innovation.
6. Other research activity incentives, such as financial assistance to local/international presentations, rewards for national/international publications will remain the same.
7. Cash incentive reward for research publication is classified according to the following:
- 7.1. if the paper was published in Scopus/ISI indexed journal either in national or international, the author will receive P25,000.00 if sole authorship.
 - 7.2. if published in non-Scopus/non-ISI international journal, the author will receive P5,000.00 if sole authorship;
 - 7.3. if published in non-Scopus/non-ISI national journal, the author will receive P3,000.00 if sole authorship;
 - 7.4. In case of multiple authorships, the main author will identify the percentage of incentive to be given to the co-authors either 50%, 25% or might not be given any for whatever valid reason raised by the main author.
8. Implementation: This policy shall be implemented effective June 2016.

INTELLECTUAL PROPERTY POLICIES

1. Introduction

Intellectual Property ("IP") is an area of very substantial importance in the academic environment of the Lyceum of the Philippines University-Batangas. As Higher Education Institution, LPU-B is committed to provide an atmosphere that supports the research and scholarly works of its faculty, students and staff. This IP Policy is intended to provide support and guidance regarding commercial exploitation, ownership and income from IP and the use of institutions facilities and resources to ensure that the development of IP is mutually beneficial for personnel and LPU-B.

The University recognizes and encourages the principle that IP developed at LPU-B should be used for the greatest public benefit. This document sets out the principles and rules that govern the creation, ownership and commercialization of IP developed by personnel participating in programs carried out using LPU-B facilities, know-how, confidential information and/or LPU-B IP. LPU-B has strong interest in promoting the generation of IP in the context of the Government's drive to create a knowledge-based economy, to increase the number of patents coming out of third level Institutions and to transfer that technology into viable commercial entities.

2. Purpose

This IP Policy aims to establish a structure for ownership, reporting, identification, management and commercialization of Intellectual Property.

3. Scope

This policy applies to:

- All professional and academic employees whether full-time, part-time, contractual or fixed term.
- Visiting and adjunct academics
- Students of the University

4. Definition of Terms

Unless otherwise specified, the following terms shall have the meaning provided in these policies:

- 4.1 "*Author*" means the natural person who originates, gives existence to or expresses an idea an idea transforms it into some tangible form under copyright law.
- 4.2 "*Commissioned Work*" means a work specially ordered or commissioned and which the University and the inventor, author or third party expressly agree in a written instrument that it be considered as such. The party who commissioned the work shall own the intellectual property, unless otherwise provided in the contract.
- 4.3 "*Copyrightable Work*" means any literary or artistic work, whether original or derivate, which has been expressed or done in some tangible

form as enumerated under Sections 172 and 173 of intellectual Property Code of the Philippines.

- 4.4 “*IP Policies*” means THE Policies on Intellectual Property of Lyceum of the Philippines University-Batangas.
- 4.5 “*Intellectual Property*” means any property defined as such by the Intellectual Property Code of the Philippines (RA 8293) such as, but not limited to, patents, patentable inventions, utility models, industrial designs, layout designs of integrated circuits, marks, copyright, computer software, technical know-how and plant varieties.
- 4.6 “*Inventor*” means a person who creates or discovers a new method, form, device process or composition of matter which is patentable under the law.
- 4.7 “*Invention*” means a novel creation, discovery, idea, or device that may be patented under the law.
- 4.8 “*patent*” is a statutory monopoly which protects the owner against unlicensed use of the patented product or process or any improvement thereof.
- 1.9 “*Regularly-assigned duties*” means the work, duty or responsibility of the university employee as enumerated in the job description or employee/faculty manual, or the regular duties assigned by a superior as part of his/her regular workload. Works submitted to the university as a requirement for continued employment, promotion, research incentive and the like shall be considered as work done according to the regularly assigned duties of the university employee. This is subject to the provision on copyright under section 6.1 of these policies.
- 4.10 “*Substantial Use of the facilities and/ or resources of the University*” means either that
- a.) University funds were used to specifically support the development of the intellectual property
 - b.) The work could not have been developed or created without using the facilities or resources of the University; or
 - c.) There is use of resources of the University that are not ordinarily available to most university employees and students. However, the use of office, library, computers, and servers of the university shall not constitute substantial use of university facilities and resources.
- 4.11 “*Trademark*” means a distinctive word, design, symbol, logo or any combination of word and design that identifies and distinguishes the goods or services of one from that of another.
- 4.12 “*University employee*” refer to teaching and or research faculty, academic service. Faculty, academic service personnel and co-academic personnel whether part-time. Full-time, contractual, or casual employees of LPU-B.
- 4.13 “*Works*” shall mean any kind of intellectual property.

5. Coverage of these Policies

- 5.1 These policies apply to university employees, students and such other persons who participate in research and other scholarly projects at the University. The policies cover all kinds of intellectual properties under the Intellectual Property Code of the Philippines (RA 8293).

6. Prior Disclosure Requirement

- 6.1 All persons subject to these policies are required to promptly disclose to the Chair of the University Research Council all inventions and other scholarly projects in which the university has or may have an ownership interest under Section 7.2 and 8.2 of these policies, or for which disclosure is required by contract or law. Disclosure shall be made in writing by submitting a Disclosure Form to the Vice President for Academics and Research and copy furnished the Director of the Center for Research and Innovation.
- 6.2 All contracted works by university employees from third parties must have the express written approval of the University. Where the work was developed through an agreement between the University and the third party, the ownership of intellectual property shall be subject to the terms of the contract.

7. Ownership of Patent

7.1 Owned by Inventor

Rights to patents shall belong to the inventor except in the instances stated in section 5.2 of these policies.

7.2. Owned by the University Rights to Patent shall belong to the University if any one of the following circumstances exist:

- (a) The Invention was developed as part of the regularly assigned duties of the inventor.
- (b) The invention was developed using funds administered by or through the University.
- (c) The invention was developed making substantial use of the facilities or resources of the University.
- (d) The work is commissioned by the University
- (e) The invention was assigned by the inventor to the university; and
- (f) In case of students, the invention or work was developed when he/she received financial support from the University in the form of tuition waiver, scholarship, stipend or allowance regardless of the amount.

7.3 Externally Funded or Sponsored

If the patentable invention arose or was related to an undertaking covered by distinct agreement of the inventor and a third-party using funds not administered by or through the University, the terms of the agreement will prevail over these policies. In the absence of any contrary provision in the agreement, these policies shall apply to externally funded or sponsored research.

7.4 Student Works

In the case of student works produced and submitted as class assignments or as course requirements, these works are owned by students, unless it falls under the instances Stated in section 7.2 except paragraph (a). The University may claim rights over the patent over works contributed by university employees in the course of their mentoring assignment. In cases not falling under section 7.2, the faculty member/s and the student/s concerned shall enter into an agreement prior to the mentoring engagement specifying, among others, the ownership of the intellectual property and the sharing of royalties. Notwithstanding ownership by students of their works, the university or any member of the academic community is allowed, without infringing any intellectual property right, free access to and use of the student works to pursue or developed them for academic purposes.

7.5 Reversion of Ownership

In the event that the University decides not to file a patent application or claim Ownership of patent under paragraph 7.2 within one hundred (100) days from disclosure of the invention, ownership of the invention or the work shall revert to the inventor subject to the agreement, if any, entered into by the University with a funding or sponsoring agency prior to the research.

7.6 Assignment of Royalty

In cases where the patent rights belong to the University under section 7.2, it may at its own discretion, assign royalty shares to the inventor. The royalty sharing shall be determined by agreement of the parties.

7.7 Assignment of Patent

7.7.1 In cases covered by section 7.2 the inventor shall execute a deed of assignment of patent together with the disclosure form required under paragraph 4.1 of these policies in favor of the University.

7.7.2 In cases where the inventor assigns the patent rights to the University, the University shall take care of the filling of the patent and the payment of the filing and maintenance fees.

7.8 Outside Consultants and Independent Contractors

7.8.1 The University shall own the patent of any work produced by non-university employees who are contracted to perform certain work for the university as consultants or independent contractors, unless specified otherwise in a written agreement between parties.

7.8.2 The University shall own the patent of any work produced by university employees under the instances mentioned in section 5.2 of these policies who are acting as consultants or

independent contractors of third parties, unless a.) it is commissioned by a third party; or b.) unless there is a stipulation to the contrary.

8. Ownership of Copyright

8.1 Owned by Author

Rights to copyright shall belong to the author for as long as the work was not funded by the University, whether or not it is part of the regular duties of the author, subject to exceptions stated in section 6.2 of these policies.

8.2 Owned by the University

Rights to Copyright shall belong to the University if any one of the following circumstances exist:

- (a) the work was done using funds provided by or through the University.
- (b) the work was done making substantial use of the facilities or resources of the University;
- (c) work commissioned by the University.
- (d) the work is a computer program;
- (e) the work assigned by the author to the university; and
- (f) In case of students, the work was developed or created when he/she received financial support from the University in the form of tuition waiver, scholarship, stipend or allowance regardless of the amount

8.3 Externally Funded or Sponsored Work

If the work arose or was related to an undertaking covered by distinct agreement of the author and third-party using funds not administered by or through the University, the terms of the agreement will prevail over these policies. In the absence of any contrary provision in the agreement, these policies shall apply to externally funded or sponsored research. In the absence of an agreement, the ownership shall be governed by the rules in paragraph 8.1 and 8.2.

8.4 Student Works

In the case of student work produced and submitted as class assignments or as course requirements, these works are owned by students, unless it falls under the instances stated in section 6.2. The University may claim rights over the copyright over works contributed by university employees in the course of their mentoring assignment. In cases not falling under section 8.2, the faculty member/s and the student/s concerned shall enter into an agreement prior to the mentoring engagement specifying, among others, the ownership of the intellectual property and the sharing royalties.

Notwithstanding ownership by students of their works, the university or any member of the academic community is allowed, without infringing any intellectual property right, free access to and use of the student works to pursue or develop them for academic purposes.

8.5 Reversion of Ownership

In the event that the University decides not to claim ownership over the work under paragraph 8.2 within one hundred (100) days from disclosure of the work, ownership of the copyright shall revert to the author subject to the agreement, if any, entered into by the University with a funding or sponsoring agency prior to the research.

8.6 Assignment of Royalty

In cases where the copyright belongs to the University under section 8.2, it may, at its own discretion, assign royalty shares to the inventor. The royalty sharing shall be determined by agreement of the parties.

8.7 Assignment of Copyright

8.7.1 In cases covered by section 6.2 the author shall execute a deed of assignment of copyright together with the disclosure form required under paragraph 4.1 of these policies in favor of the University.

8.7.2 The University shall be responsible for submitting copies of the work to the National Library and Supreme Court Library or to the appropriate government agency.

8.8 Outside Consultants and Independent Contractors

8.8.1 The University shall own the copyright of any works produced by non-university employees who are contracted to perform work for the university as consultants or independent contractors, unless specified otherwise in a written agreement between parties.

8.8.2 The University shall own the copyright of any work produced by university employees under the instances mentioned in section 8.2 of these policies who are acting as consultants or independent contractors of third parties, unless a.) it is commissioned by a third party or b.) unless there is a stipulation to the contrary.

9. Ownership of Trademark

The University exclusively owns the trademarks, service marks, emblem, logos, symbols and other marks that it uses and distributes in relation to its good or services. The rules on the use, exploitation and distribution of these marks, logos and symbols are contained in specific University policy and guidelines on the use of trademarks now existing or to be adopted in the future.

10. Establishment of the University Committee on Intellectual Property (UCIP)

The University Committee on Intellectual Property (UCIP) shall be constituted for the following purposes:

- a.) To administer and interpret these IP Policies

- b.) To determine the rights of parties to the intellectual property for the purpose of settling disputes limited to the ownership of intellectual property and sharing royalties
- c.) To adjudicate disputes concerning implementation and interpretation of these IP policies.
- d.) To approve or give clearance to research proposals involving issues such as, but not limited to, biological, social and environmental ethics.
- e.) To recommend changes to these IP policies.

The UCIP shall be headed by the Vice President for Academics and Research (VPAR) and will be composed of the Director of Center for Research and Innovation (CRIN), The University Legal Counsel and retired Research Director, The UCIP shall invite the following sectoral representatives if the issue in dispute involves their sector:

- (1) Student Representative (for issues concerning students);
- (2) Faculty Representative (for issues concerning teaching and/or research faculty members); and
- (3) Staff Representative (for issues concerning academic service faculty/personnel and co-academic personnel).

11. Penalties

Any person found to have violated any of the provisions of this policy shall be dealt with in accordance with the provisions of the faculty, staff, administrative or applicable employment manual. Any violation of these policies shall be considered as disciplinary offense.

12. Waiver of IP Policy

The University President, in his own initiative or through the recommendation of the University Committee on Intellectual Property (UCIP), shall have the sole discretion to waive or vary any or all of those provisions of these policies on a case-to-case basis if a strict application of these policies shall not result in fairness and equity in a particular case. A waiver or variance of the intellectual property policies made in one case shall not serve as a precedent to any future or subsequent case.

13. Repealing Clause

All University policies inconsistent with these policies are repealed accordingly.

14. Effectivity Clause

These IP Policies shall take effect immediately upon its approval on April 18,2018.

Policy on Publication Ethics

Purpose. Lyceum of the Philippines University (LPU)- Batangas aims to disseminate latest research findings and innovation in multidisciplinary field of studies through online and print journal. It ensures the quality of manuscript for publication through confirming and verifying its academic integrity and adherence to the standards and policies of responsible conduct of research. This policy is also established to emphasize the importance of meeting and maintaining the highest quality of ethical standards and scientific validity. It encourages authors to commit themselves with competence in practicing credibility and professionalism gearing towards the culture of excellence through collaboration with the international research community in publication.

Publication Practice. Authors should submit their research articles in accordance with the author guidelines as prescribed by the journal. Research articles to be submitted for publication should not be previously published nor considered to another publication elsewhere. The author should clearly declare the originality of the research work which had never been accepted for other journals. If modifications had been made already on the research article with enhancement on the synthesis and analysis of findings, an overlap of about 10 per cent is considered acceptable between such journals.

Authorship Practice. Authorship credit must be based on the major contribution of each author on the conceptualization and design of the study: revision of the paper that provides substantial insights and implications to findings, collection, analysis, and interpretation of data until the completion of research in drawing conclusions and recommendations with action plan or program. No one among the primary authors who met these criteria would be omitted from the authorship. People without any considerable involvement or substantial intellectual participation in the research process would not be considered as one of the authors like those who obtain funds for the research, collect important data and materials, or coordinate with the publication are considered significant but do not qualify for authorship as well as the inclusion of 'ghost author' is highly discouraged. The source of funding may be included in the acknowledgement as well as those people who became part either directly or indirectly in the completion of the research paper.

The corresponding author shall be responsible in communicating with the Editor to accomplish the copyright form and inform the co-authors regarding the status of the research article submitted and accepted for publication to avoid multiple submission of paper to other journals at the same time. If the paper is rejected for publication, that is the right time to submit the research article to other journals. The corresponding author is also responsible in the accuracy of the content of the paper particularly the complete list of the names of the co-authors, updated affiliations, and email addresses.

Policy on Student and Adviser Co-Authorship

Rationale:

Lyceum of the Philippines University-Batangas protects the individual rights of the students as authors of scholarly works which are outputs from undergraduate/master's thesis and dissertations as well as research projects and other forms of research collaboration between students and faculty researchers. This policy on co-authorship recognizes the importance of the intellectual contributions of the student/s and the research adviser from the conception of the problem up to the final version of the paper for presentation and publication. Therefore, harmonizing the privileges and entitlements of students as authors and their advisers as co-authors would bring clarity, transparency, and integrity to the authorship of the scholarly works of this University.

Purpose:

1. Clarify criteria for attribution of co-authorship of all research outputs from thesis and dissertation as well as research projects as course requirements contributed to by the teaching, non-teaching staff and students in LPU Batangas.
2. Develop clear and specific rules on ethical procedures of co-authorship; and
3. Ensure that appropriate steps to confirm co-authorship are taken prior to submission for publication and presentation.

Policy Statement:

1. Authorship must be based on making a substantial intellectual contribution to the work described and taking sole or joint responsibility for that contribution. The adviser as co-author must have at least 50% contribution in the following
 - a. conceptualization and design of the research project.
 - b. Data collection, analysis, and interpretation of data.
 - c. Drafting or revising the manuscript critically
 - d. final approval of the version to be published
2. All student authors shall sign an agreement form for the adviser as co-author.
3. All student authors shall sign the Consent to Publish/Present form granting permission to the research adviser as co-author.
4. Where there is more than one author of a research output, at least one co-author by agreement amongst the authors should be nominated as the corresponding author usually the group leader who will be responsible for communication between the publishers and managing communication between the co-authors.
5. The authors should discuss and reach an agreement on the order in which the names of the authors appear in the publication based on their intellectual contributions.
6. Other contributions to the research output that do not meet the authorship criteria described in Policy Statement #1 must be properly recognized in the acknowledgment section. Contributions made solely through the provision of funding, the provision of technical support, technical advice or technical assistance, their position in the department or institution, the provision of materials, infrastructure, or access to equipment, are generally not considered to meet the criteria for authorship.

Consent to Publish/ Present Form

Research

Title: _____

Authors: _____

Adviser: _____

The Authors(s) Warrants:

- 2. All authors are properly credited
- 3. The Scholarly work does not infringe on or violate any intellectual property rights of another party, including copyrights and patents.
- 4. The author(s) possesses, or has legally authorized, exclusive ownership and copyright of the work.
- 5. The author(s) has full power and legal right to execute and perform this agreement.

Consent to Publish/Present:

- 1. This signed consent form grants the permission of the author/s to publish their work in any appropriate reputable referred journals or as book chapter (online and print) Identified by the Center for Research and Innovation (CRIN), as well as to present the findings of the study to any national and international, research forums and conferences.
- 2. The authors agree to transfer unlimited non-executive rights to present, publish, print, reproduce, distribute, and translate throughout all forms of media that are now known and later developed.
- 3. The author(s) grants the LPU-Batangas the right to use their name in association with the work in published form and in promotional materials; and
- 4. The student(s) agrees to publish their work with the research adviser as co-author.
- 5. This also provides permission to research adviser to present the findings of their study in any appropriate venue with the approval of the CRIN Director and Vice President for Academics and Research.

By signing this agreement, all authors (including) adviser as co-author agree to the terms specified above. In addition, the authors agree to cooperate with CRIN and to respond promptly to all queries in the process of preparing the manuscript for final publishing.

Author (s)'Signature:

Adviser's Signature: _____

Co-authorship Agreement Form

College: _____
Academic Year: _____
Semester: _____
Research Title: _____

I. Adviser's contribution to the research paper:

- a. Conceptualization and designing of the research project.

- b. Data collection, analysis, and interpretation of data.

- c. Drafting or revising the manuscript critically.

- d. Final approval of the version to be published.

II. Agreement

The undersigned agreed on the co-authorship with the research adviser.

Name/s of the Author	Signature

All researchers who have contributed significantly to the research project are appropriately recognized as co-authors in any publications that result from the work conducted.

Validated by:

Program Coordinator/Department Chair

Approved by:

Dean

Date: _____

Policy on the Awarding of Cash Incentive for Research Publication

Rationale

In line with the vision of becoming “an internationally accredited university dedicated to Innovation and Excellence in the service of God and Country”, one of the major thrusts of LPU-B is to elevate its performance in terms of research function. As an autonomous University, we aim that the scholarly papers of our researchers will land publications and citations in the Scopus and Google Scholar-indexed research journals.

The objective of this policy is to encourage and reward high-quality research publications by providing cash incentives to researchers. This initiative aims to promote a culture of excellence in research and innovation within LPU-B.

Implementing Guidelines:

1. Eligibility

- a. Researchers, including faculty members and administrative personnel are eligible to receive cash incentives for their research publications.
- b. Publications must be authored or co-authored by researchers affiliated with LPU-B should acknowledge the institution/organization's support.
- c. Published research papers in a refereed journal or part of the chapter in a book which might be in any form such as original research paper, literature review, case study and short communication without students as co-authors can be considered in the cash incentive.
- d. Published thesis or dissertation papers may also be given incentive provided that the name of LPU-Batangas appears in the published paper/article and will also undergo proper evaluation by the Research Council.
- e. Research papers or abstracts published in conference proceedings will not be considered for the cash incentive unless it is Scopus-indexed.
- f. Scopus-indexed journals will be identified based on the latest available release copy.

2. Criteria for Awarding Cash Incentives

- a. Publications must demonstrate high-quality research, significance, originality, and impact within their respective fields.
- b. Publications in journals with higher impact factors or conferences with significant recognition will be given preference.
- c. The published research papers from the completed institutional, discipline-based, or multidisciplinary research should go through the research process monitored by Research and Innovation (CRIN) and funded by the university.
- d. If in case the published paper was completed on the initiative of the researcher/s without any source of funding from the LPU-Batangas or agency, this must be submitted to CRIN for proper evaluation to examine the quality of the published paper. The

standard set by the university is at least 4.00 mean score evaluation (in the 5-point Likert scale) before recommending for incentive.

- e. Publication needs to have journal indexing such as but not limited to high-impact journals in social sciences, arts, and humanities (Web of Science, Clarivate Analytics; Scopus (Elsevier) free research engine accessing MEDLINE database of references on life sciences and biomedical topics (PubMed); High-Quality Open Access Peer-reviewed Journals in various disciplines (Directory of Open Access Journals-DOAJ); Academic Data Bases (EBSCO Host); Digital Library for research articles in Engineering (IEEE Xplore); Scholarly journal articles, books and dissertations in Psychology (PsycINFO) and related discipline; ASEAN Citation index.

3. Cash Incentive Structure

Cash incentive reward is classified according to the following:

- 3.1 if the paper was published in Scopus/ISI indexed journal either in national or international, the author will receive P25,000.00 if sole authorship.
- 3.2 if published in non-Scopus/non-ISI international journal, the author will receive P5,000.00 if sole authorship;
- 3.3 If published in non-Scopus/non-ISI national journal, the author will receive P3,000.00 if sole authorship;
- 3.4 In case of multiple authorships, the main author will identify the percentage of incentive to be given to the co-authors either 50%, 25% or might not be given any for whatever valid reason raised by the main author.

4. Application and Review Process:

- a. Researchers must apply for consideration of cash incentives upon publication of their research.
- b. The application should include the hard copy of published article, details of the publication, such as the title, authors and name of LPU-B, publication venue, impact factor, and journal indexing.
- c. The Research Council will review the applications and determine the eligibility and amount of cash incentives to be awarded based on the criteria outlined in this policy.
- d. Decisions regarding cash incentives will be communicated to the researchers in a timely manner.

5. Disbursement of Cash Incentives

- a. Cash incentives will be disbursed to eligible researchers through the finance department/cashier.
- b. Disbursement will be made in accordance with the university's financial policies and procedures.

6. Transparency and Accountability

- a. The process of awarding cash incentives will be transparent, and all eligible researchers will be treated fairly and equitably.
- b. Researchers receiving cash incentives are expected to comply with all relevant university policies and guidelines regarding research

- conduct and integrity.
- c. Records of cash incentives awarded, including the details of the publications and the amount awarded, will be maintained by the CRIN for accountability and reporting purposes.
 - d. Non-compliance with the provisions of this policy may result in the revocation of cash incentives and other disciplinary actions as deemed appropriate by the university.

Academic Integrity Policy

Introduction: Lyceum of the Philippines University is committed to the principles of academic integrity in the realization of its vision and mission. LPU promotes independent and original study to ensure that LPU community gains the most from their educational experience and their pursuit of knowledge. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the achievements of the entire University. Academic integrity policy ensures that students possess the responsibility to acquire skills honestly in the classroom that aids them in the workforce. This policy also guarantees students a quality learning experience in which work is evaluated fairly and hard work is recognized and valued.

Rationale: LPU upholds that core values associated with academic honesty such as God-Centeredness, leadership, integrity, and nationalism are an essential component of teaching and learning environment. Students being members of the academic community must become familiar with their rights and responsibilities. They are responsible for knowing the requirements and restrictions regarding research writing, examinations, collaborative work, the use of study materials, and other issues pertaining to their program of studies. LPU expects students to complete all examinations, assessment, research papers, creative projects, and assignments of any kind according to the highest ethical standards as set forth in the student manual.

The following is a broad overview, but not all-encompassing definition, of what constitutes a violation of academic integrity.

Cheating: defined as using or attempting to use unauthorized, materials, information, or study aids in any academic exercise that includes examination (written or practical) written reports such as reaction paper, case analysis, experiment or assignment required, or any form of examination.

The act of cheating includes, but is not limited to:

- Unauthorized possession of aids such as but not limited to notes, text, the Internet, cellphones, relative to examination.
- Storing notes in portable electronic device for use during examination.
- Copying or allowing to copy from another student's academic work and examination paper.
- Unauthorized communication during an examination. Glancing or looking at another students' examination paper.
- Having somebody else take an examination on behalf of the other
- Intentionally viewing a test before it is administered.

Fabrication: defined as falsification, misinterpretation, or invention of any information, data, or citation in an academic exercise.

Examples include, but are not limited to:

- Inventing data, facts, or sources for an academic assignment.
- Altering the results of a lab experiment or survey
- Citing a source in bibliography that was not used.

- Stating an opinion as scientifically proven fact.

Plagiarism: defined as violation of copyright laws using as one's own the words, ideas, data, or other original academic material of another without providing proper citation or attribution. Plagiarism can apply to any assignment, either final or drafted copies, and it can occur either accidentally or deliberately.

The following sources require citation:

- Word-for-word quotations from a source, including another student's work
- Paraphrasing (using the ideas of others in your own words)
- Unusual or controversial facts not widely recognized.
- Audio, video, digital, or live exchanges of ideas, dialogue, or information.

Unauthorized Collaboration: defined as unauthorized collaboration as instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual's independent work unless the instructor has explicitly granted permission for group work.

Examples include, but are not limited to:

- Submitting work that closely matches that of another student, even when the work is to be original to the student handling in the assignment.
- Sharing a take-home examination, case write-up, lab report, or any other assignment with a peer without express permission from the instructor.

Participation in Academically Dishonest Activities: defined as participation in academically dishonest activities as any action taken by student with the intention of gaining an unfair advantage over other students.

Examples include, but not limited to:

- Stealing an examination.
- Purchasing a pre-written paper.
- Selling, loaning, or otherwise distributing materials intended for the purpose of cheating.
- Plagiarism, or other academically dishonest acts.
- Destroying, altering, stealing, or forging another student's work, library materials, laboratory materials, academic records, course syllabi, or examination/ course grades.
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.
- Forging information or signatures on official University documents.
- Doing academic work for another student.
- Making available previously used academic work for another individual who intends to resubmit the work for credit.

Obligation to Uphold Academic Integrity: All members of LPU community have a role in upholding the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or the Office of Student Affairs (OOSA).

Sanctions: The Discipline Committee shall have discretion to impose sanctions for a responsible finding of an Academic Integrity violation that range in severity from a written warning to expulsion and include an action taken by the student to help rebuild trust within the community.

Effectivity: This Academic Integrity Policy shall take effect on June 2013.

Center for Research and Innovation

BUDGET

The LPU Center for Research and Innovation (CRIN) is well supported by the management in terms of financial resources. In line with the mission of the Center to ensure the compatibility of the targeted research programs, commitment to improve the institution's research capability, enhance research culture and continuously ensure the production of quality research, a policy on Research budgeting was rationalized for equal distribution and management of a sound research budget.

Budget hearing and research budget allocation is being conducted every school year to determine the needs of the different colleges to be able to attain the research goals and objectives set forth in the research plan. Each of the colleges including the non- academic department is provided with a definite budget allocation for the whole school year. The research budget is allocated to research production, and dissemination through local and international presentation, and publication in refereed journals preferably Scopus and ISI indexed journal. Capacity building and membership to different professional research organization is also included in the budget.

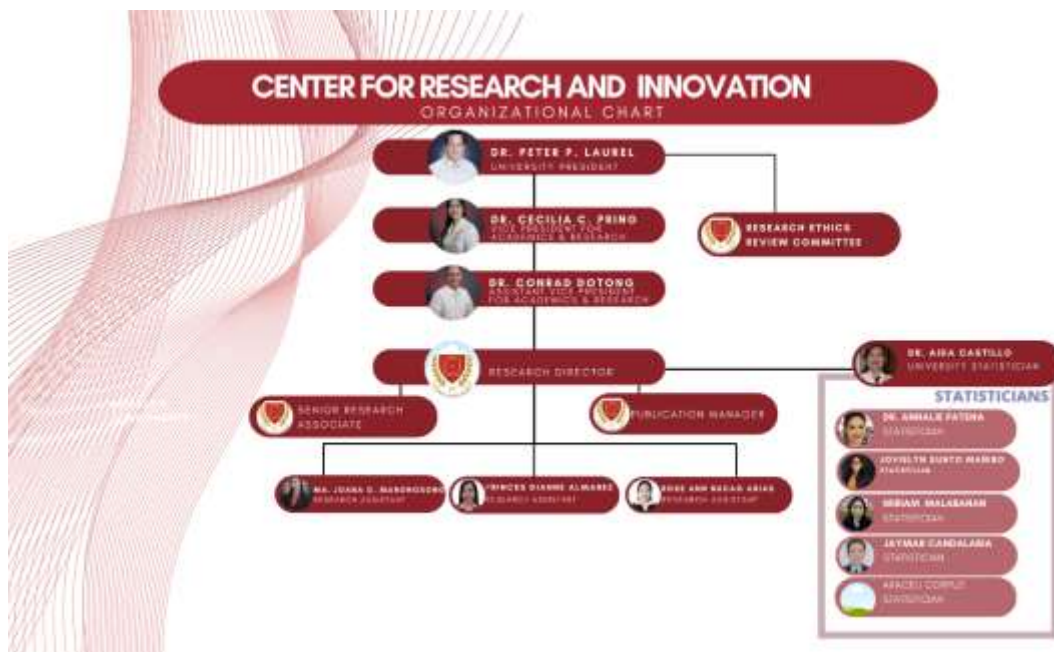
There is a very competitive research budget of P80, 000 per paper excluding expenses on Statistical services (P1, 000) and Grammarian/ Readers fee(P1,000) respectively. For institutional/disciplined based research, there is a budget of P30,000/P40,000 and P36,000 for Graduate School faculty with inclusive payment of P500.00 for Reader's Fee, Grammarian and Statistical Services. Incentives are also given to researchers; for publication, a cash incentive of P5,000 – P25,000. Research presentation (local and international) P18,000- P25,000

DEFINITION OF TERMS:

- 1.1 **Institutional Research** – A research study is considered institutional if the researcher/s utilized the institutional data of the university which are limited in scope involving the institutional and departmental processes.
- 1.2 **Multidisciplinary Collaborative Research based on NHERA/ NUHRA** - A research study is considered multidisciplinary if the researcher/s investigated some aspects of the subject under study applying the concepts and principles from two or more disciplines. It provides opportunity for research collaboration involving various disciplines redefining problems and offering solutions based on new understanding. The objective of this research is wider in scope and impact involving provincial, regional, national and international data and participants.
- 1.3 **Discipline Based Researches** – A research study is considered discipline- based if the researcher/s explored on testing empirical data grounded on the concepts, principles and theories of the specific disciplines or field of the study. The scope might have provincial and national/international impact utilizing interdisciplinary approach in offering solutions to academic related issues on the field of study.

Organization & Composition of the Center for Research and Innovation





The Center for Research and Innovation is directly under the Vice President for Academics and Research which likewise is directly under the Office of the President.

The Center for Research and Innovation is headed by a director. Directly under the Director are the Senior Research Associate, Journal Manager, & Research Assistants, with University Statistician & CLAM head, on-call Statisticians/Grammarians and chairman of the different Research Committees.

DUTIES & RESPONSIBILITIES OF THE PERSONNEL

VICE PRESIDENT FOR ACADEMICS AND RESEARCH

BASIC DUTIES AND RESPONSIBILITIES:

Responsible for the implementation of policies and standards of all the academic programs as well as the performance of both faculty and students. Organizes, coordinates and supervises activities to academics, research, community extension and academic support services of the school.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Provide leadership to all College Deans, and the Director of Center for Research and Innovation in the establishment, implementation and monitoring of academic support programs and research programs and services of the school.
2. Designs and recommends for approval quality procedures, quality objectives and quality plans on matters involving the quality management system of the academic affairs, and research programs of the school.

Does other functions as may be assigned by the President from time to time, as the exigency of the situation dictates.

ASSISTANT VICE PRESIDENT FOR ACADEMICS AND RESEARCH

BASIC DUTIES AND RESPONSIBILITIES:

Assist the Vice President for Academics and Research in the implementation of the strategic plans and the overall directions of the academic affairs division of the University, particularly in the trifocal functions of instructions, research and community extension including the activities and programs of the student services, particularly those that affect the holistic developments of the students.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Supports the Community Extension Activities of the University.
2. Implement the research program of the University
3. Deputy of the VPAR in all continuous/innovation project meetings and involvement, such as: online enrollment; CLAM, Academic Linkages, industry boards, Research, etc.

DIRECTOR OF Center for Research and Innovation

BASIC DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs, controls, and coordinates all research activities and statistical services of the Center for Research and Innovation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Coordinates closely with the College Deans/ Research Committees in the preparation of their respective research agenda.
2. Participates in the planning, implementation, and evaluation of the research programs.
3. Supervises the Research Staff in their respective work assignments.
4. Supervises the preparation of research proposals and makes recommendations for improvement.
5. Monitors and supervises the conduct of researches.
6. Facilitates periodic meetings with the college research committees and with the school's over-all research committee.
7. Submits progress reports on researches undertaken by each college.
8. Makes himself/ herself available for consultation with faculty researches.
9. Provides assistance in the preparation of research-related publications.
10. Helps colleges / departments establish linkages with outside institutions for

research – related activities.

11. Initiates and institutes programs for the professional development of the research staff.
12. Recommends the improvement of facilities and areas of concern of the Research Center.
13. Performs such other duties that may be assigned by the Vice-Presidents for Academics and Research (VPAR), from time to time, as they exigency of the service dictates.

RESEARCH PUBLICATION MANAGER

BASIC DUTIES AND RESPONSIBILITIES:

Assist the Director of Center for Research and Innovation to publish all the research output of the institution in a reputable international/national and SCOPUS indexed research journal and ensure the quality of the paper format before publishing. Sustain and release the international refereed journals of the institution in there scheduled specific time frames. Follow international standard especially the college journals for wider dissemination of the journal publication of the university.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Manages the local and international research journal publication owned by the institution.
2. Assist the faculty members on the publication of their research papers.

RESEARCH ASSOCIATE

BASIC DUTIES AND RESPONSIBILITIES:

Assists the Research Director in research program development, implementation and evaluation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assists the Director of Center for Research and Innovation in monitoring the progress of the various research projects of the different departments and establishing linkages with other institutions for research-related activities.
2. Participates in planning and evaluation sessions conducted by the Center of Research and Innovation.
3. Prepares project proposals for the Center for Research and Innovation.
4. Conducts researches/surveys for the CRIN i.e., gathers needed data, prepares communications, projects or activity reports, etc.

5. Assists the Director of Center for Research and Innovation in monitoring and supervisions of papers/articles submitted for publication in the Research Center's Academic Journal/s and other publications.
6. Assist in doing/processing research related publications and linkages.
7. Assists the Director of Center for Research and Innovation in supervising the Research Assistants and Student Assistant.
8. Keeps and maintains the records/documents of the Center for Research and Innovation.
9. Assists the Director of Center for Research and Innovation in the preparation of the Research Center accomplishment reports and other records/documents
10. Performs such other duties that may be assigned by the Director of Center for Research and Innovation, from time to time, as the exigency of the service dictates.
11. Provides full support to the organization of LPU community.

RESEARCH ASSISTANT

BASIC DUTIES AND RESPONSIBILITIES:

Assists in the conduct of researches for the institution.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assists in research project development such as preparation of research project proposals, concept papers, etc.
2. Assists in monitoring the progress of various research projects of different colleges/departments.
3. Gathers data needed by the office for its research projects.
4. Assists in data collection, consolidation, analysis, documentation and preparation of research and other office reports.
5. Assists in doing/processing research-related publications and linkages.
6. Coordinates with other offices or agencies as may be needed in the conduct of researches.
7. Encodes research data.
8. Assists in the preparation of the minutes of office meetings, communications, and records/documents.
9. Performs such other duties that may be assigned by the Research Director, from time to time, as the exigency of the service dictates.

10. Provides full support to the organization of LPU community.

UNIVERSITY STATISTICIAN

BASIC DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs, controls and coordinates all statistical services being rendered by the Center of Research and Innovation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Leads the statistics functions/operations required in the graduate and under-graduate researches, institutional researches and outside researches including incorporation of appropriate, advanced and state-of-the-art statistical techniques /resources into research development.
2. Assesses the researcher's study and identifies the statistical tests needed.
3. Prepares/Instructs the coding of research data
4. Runs the computation of statistical data by using the necessary software.
5. Evaluates, interprets, and analyzes data the Sends results to the researcher.
6. Develops and maintains a strong network or pool of Statistical resources.
7. Maintains effective operations of the Statistics Center to ensure that it is an income generating office.
8. Assists the Research Staff in conducting research/surveys as assigned by the school.
9. Performs such other duties that may be assigned by the Director for Center for Research and Innovation, from time to time, as the exigency of the service dictates.
10. Prepare necessary forms/documents for statistical services.
11. Provides full support to the organization of LPU community.

ON CALL STATISTICIANS

BASIC DUTIES AND RESPONSIBILITIES:

Processes data gathered by the Center of Research and Innovation assists in the Annual Customer Satisfaction Measurement (CSM) Survey and other researches/studies as may be required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Encodes studies conducted by the Center of Research and Innovation.
2. Conducts the appropriate statistical processing and analysis of the data

gathered.

3. Assists in the interpretation of the results of the studies conducted by the researchers.
- 4.
5. Recommends the appropriate statistical treatment and/or analysis to be applied for the research projects being conducted by the different colleges/departments.
6. Performs such other duties that may be assigned by the CRIN Director, from time to time, as the exigency of the service dictates.
7. Prepare necessary forms for the statistical services rendered
8. Provides full support on statistical needs to the organization of LPU community.

RESEARCH COUNCIL

The Research Council takes in the review process of all institutional researches to verify if:

- a) The researchers follow internationally acceptable standards and the scientific research process;
- b) They adhere to the institutional research agenda and thrusts; and
- c) Researchers conform to ethics in research writing in accordance with the policies and guidelines adopted by the school to safeguard intellectual property rights and discourage plagiarism and other similar offences.

The composition of the said committee is as follows:

1. Vice President for Academics and Research (VPAR)
2. Assistant Vice President for Academics and Research (AVPAR)
3. Director of Center for Research and Innovation.
4. Dean of the College/Department Head

Note: Appointments of the committee shall be done by the AVPAR.

RESEARCH COMMITTEES

The Research Committees shall be headed by the Deans of the following Colleges/Departments:

- College of Computing, Arts and Sciences
- College of Criminal Justice
- College of Engineering
- College of International Tourism and Hospitality Management
- College of Business Administration
- College of Dentistry
- College of Nursing
- College of Allied Medical Professions
- Lyceum International Maritime Academy

Note: Members of the College Research Committee shall be approved by the Dean.

COUNCIL OF REFEREES AND EVALUATORS (CORE)

BASIC DUTIES AND RESPONSIBILITIES

Coordinate, supervise, evaluate the research productions of the institution and coordinate with research director

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Assist in the evaluation of university research as Multidisciplinary/Collaborative and Institutional/Discipline-based researches
2. Supervise the improvement of the research paper as to comments and suggestions.
3. Coordinate with the Research Director in the progress of assigned papers.
4. Prepare necessary forms for evaluation services rendered.
5. Attend seminars /trainings spearheaded by the CRIN on the learning and development for University CORE.

GRAMMARIAN/EDITOR

BASIC DUTIES AND RESPONSIBILITIES

Coordinate with the OIC of CLAM for the use of GRAMMARLY software and to Research Assistant to inform the researcher/s regarding the result of the Grammarly.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Supervises the centralized grammar editing services for undergraduate and graduate students enrolled in Research and Thesis and Dissertation writing and Capstone project.
2. Participate in the conduct of Multidisciplinary/Collaborative and Multidisciplinary/Discipline-based research.
3. Supervises the 36rammarly editing of the research of the University conducted by the Faculty.
4. Prepares necessary forms for editorial services rendered.

Development of the Research Agenda



DEVELOPMENT OF THE RESEARCH AGENDA

The Center for Research and Innovation is supported by the President, Vice President for Research and Assistant Vice President for Research in terms of financial resources. There is a well- installed ISO policies and processes in the Preparation of Institutional Research Agenda, Processing of Institutional / College and Disciplined based research proposals, Conduct of Institutional/ College Research, Dissemination of Research Reports and providing Statistical Services.

LPU- CRIN ensures that its Institutional Research Agenda (IRA) is drawn from Commission on Higher Education (CHED) National Higher Education Research Agenda -2 (NHHERA2- 2009-2018) and from the priority areas of the National Unified Health Research Agenda (NHURA 2011-2016). There is regular review of the IRA by the various colleges through evaluation on the priority areas that College Research agenda was formulated. This Research Development Plan is part of the Annual Operation Plan (AOP) anchored on WIG 1- Supremacy in Instruction, Research and Community Extension. The AOP is submitted to the President and presented during the annual planning of the University officials every April or May.

With the Approval of the President, The Center for Research and Innovation, has set the Institutional Research Agenda which will serve as basis in the formulation of the College Research Agenda. The college research agenda will form part of the final and complete Institutional Research Agenda (IRA) to be submitted to the President through the Vice President for Academics and Research with the approval of the Assistant Vice President for Research.

The Institutional Research Agenda is being prepared by the Research Council in coordination with Deans of different colleges. The bases of the IRA are the vision, mission, goals of the university, the Commission on Higher Education Memorandums Orders (CHED CMO's), National Higher Education Research Agenda (NHHERA), college goals and objectives and other institutional and global concerns.

INSTITUTIONAL RESEARCH AGENDA for Academic Year 2022-2025

I. Societal Development Goals

A. Sustainable Development Goals
1. Good Health and Well-being
2. Quality Education
3. Gender Equality
4. Sustainable Cities and Communities
5. Decent Work and Economic Growth
6. Peace, Justice, and Strong Institutions
B. ASEAN Economic Pillars
1. Sociocultural and Economic Community
2. Political Security and Socio-Cultural Community
3. Innovation, Migration
C. About AmBisyon Natin 2040
1. Connectivity
2. Health and Wellness Services

D. National Research and Development Agenda (HNRDA) 2022-2028
1. Natural Resources and Environment, Climate Change, Adaptation and Mitigation and Disaster Risk Reduction
2. Socio Economic, Policy Research and Governance
3. Disaster Risk Reduction and Climate Change
4. Healthcare Practices

II. Discipline-Based

A. Specific Discipline
A1. Allied Health
1. Staffing pattern of Health Workers
2. Experimental/Clinical Studies
3. Innovation and Product Development
4. Virtual Technology and Training in Class
A2. Business
1. Business Communication and Digital Marketing
2. Innovation and Product Development
3. Virtual Technology and Training in Class
4. International Trade & Modern Trends of Customs Administration
5. Organizational Management and Practices & Sustainable Human Resource Management
6. E-business and New Trends in Marketing
A3. Computer Studies
1. Innovation and Product Development
2. Virtual Technology and Training in the Class
A4. Criminal Justice
1. Crime Causation, Prevention, & Control
2. Criminal Justice Pillar and Issues
3. Forensic Practice and Issues
A5. Education, Arts and Sciences
1. Experimental/Clinical Studies
2. Public Administration and Governance
3. Language, Communication and Media
4. Humanities and Education
5. Mental Health Awareness and Management
A6. Tourism & Hospitality Management
1. Staffing Pattern of Tourism and Hospitality Professionals
2. Public Administration and Governance
3. Innovation and Product Development
4. Virtual Technology and Training in Class
5. Communication, Language and Humanities, Mental Health Awareness and Management

A7. Engineering

1. Innovation and Product Development
2. Virtual Technology and Training in Class
3. Industry Based Projects

A8. Nursing

1. Staffing Pattern of Health Workers
2. Language, Communication and Media
3. Innovation and Product Development
4. Virtual Technology and Training in Class
5. Work Conditions and Challenges

A9. Dentistry

1. Experimental/Clinical Studies
2. Innovation and Product Development
3. Virtual Technology and Training in Class

A10. Maritime

1. Environmental Impact of Maritime Activities
2. Maritime Safety, Onboard Work Conditions and Challenges
3. Maritime Energy Management
4. Language and Communication
5. Innovation and Product Development
6. Virtual Technology and Training in Class

A11. High School

1. Experimental Studies
2. Language, Communication and Media
3. Innovation and Product Development
4. Virtual Technology and Training in Class

B. Scopus-indexed Discipline Focused Journal's Scope

1. Global Health
2. Criminal Justice
3. Product development and innovation

C. Research Agenda of Discipline-Related Governmental Agencies & Professional Organization

1. Food Safety/Advanced Directives/ Care of Older persons
2. Nation's Branches and Issues (Judiciary, Legislative and Executive)
3. Healthcare Practices and Healthcare Technology
4. Easier Access to Needed Requirements for Seafarers

D. Novel Ideas/Practice that Advances the Field Of Discipline

1. Telehealth
2. Telecounseling
3. ICT for Criminal Justice and Investigation Support
4. Information and Document Database of Seafarers

E. Emerging Trends That Address Industry And Society Needs

1. Health Management and Interventions to Emerging Infectious Diseases
2. Accessibility of Mental Health Services and Accessibility of Education
3. Forensic Practice and issues
4. Virtual technology and Artificial Intelligence
5. Marine Technology and Innovation

6. Maritime Economics and Business

III. Institutional-Based

1. Risk Management Practices

2. Linkages and Industry Partners Effectivity

3. Lean Six sigma

A. Industry-driven research to support new LPUB vision

1. Collaboration on The Development of Protocols for Students and Graduates

2. Impact of Internship/Training on The Competencies; Industry Preparedness of Students

3. Admin Personnel Research Engagement

B. Research as Basis for Policymaking, Informed Decision-Making, Continuous Improvement, Customer Satisfaction of the Institutions Novel Ideas/Practice That Advances the Field of Discipline

1. Curriculum Enhancement and Reforms,

2. Organizational Management and Practices

3. Healthcare Practices

4. Attitude of students

C. Accreditation/Certifying Body required research (Correlational study, Graduate Tracer study, Student-Outcomes, Promoting Moral Values, Advocating the Socio- Economic Upliftment of The People, Enriching Filipino Culture, Environmental Sustainability, Safety & Security, Inclusive Education

1. Analysis of Board Exam Performance

2. Graduate Tracer Study

3. PEO and SO Assessment

4. Academic Performance Correlation studies; awareness on GAD

5. Behavior and motivation of young Filipino seafarers onboard

IV. Invention & Innovation for Intellectual Property

A. Intellectual Property Generation (Patents, Copyrights, Trademark, Industrial Designs, Geographic Indications, Trade Secrets)

1. Technology development for health management

2. Product Development

3. Forensic Tool and Equipment Patents and Development

B. Emerging Topics - Artificial Intelligence, Data Analytics, Robotics, Internet of things

1. Telemedicine

2. 21st Century Technological Challenges

V. Entrepreneurship/Employability (across all disciplines)

A. Business on across discipline

B. Employability of graduating students

C. Business Model

D. Skills Development

1. Skills Matrix Development for Industry needs

2. Soft Skills for Labor Market

PREPARATION OF THE RESEARCH PROPOSALS

The preparation of the research proposals must be limited to those projects that are identified within the research agenda except for highly meritorious and urgent cases.

The preparation of research proposals involves two phases:

- a. Approval of Research Title for initial evaluation of Research Coordinator and Dean
- b. Preparation of detailed research proposals for review and evaluation by the Research Council for final fund allocation by the school. Only those studies that have been previously reviewed in capsule form will be considered for the preparation in detailed format.

PROCESSING OF THE RESEARCH PROPOSALS

The research proposal for institutional research must be submitted in two (2) copies to the Center for Research and Innovation for the review of Research Council. Researchers whose proposal are approved are allocated with the appropriate budget upon approval of the President.

The Capsule Summary shall include the following:

- I. Introduction
- II. Objectives of the Research
- III. Literature Review
- IV. Method/s
 - Research design
 - Respondents of the study
 - Data gathering Instrument
 - Data gathering procedure
 - Data analysis
- V. Ethical/Biosafety Clearance
- VI. Expected Output/End Users/Target Beneficiaries
- VII. Intended Research Utilization
- VIII. References (APA Style)
Appendix: Questionnaire

(See Appendix A for format of the capsule summary)

THE RESEARCH REPORT

- I. The research report marks the completion of a research project; it is composed of the following essential parts:

ABSTRACT

Maximum of 250 words and must briefly mention the objective, methodology, results, significant findings and conclusion(s). It should be computerized single spaced with font size of 12 pt.

FIRST PART

A. INTRODUCTION AND A REVIEW OF RELATED LITERATURE

Contains the Introduction, Review of Related Literature and Objectives.

NOTE: Before the Review of Literature there is a brief introduction (which is composed of 10 pages), where the following are mentioned: rationale, variables to be used and the setting of the study).

B. METHODOLOGY

This includes the Research Design, Participants, Instrument/s, Procedures, Data Analysis, and Ethical Consideration

SECOND PART

A. RESULTS & DISCUSSION

Voluminous data must be tabulated, summarized in figures, and analyzed and interpreted. The discussion should also include the implication of the findings to the current pool of knowledge on the subject.

B. SUMMARY, CONCLUSIONS & RECOMMENDATIONS REFERENCES

References from (books, periodicals, unpublished theses, online journals, etc.) and are arranged alphabetically.

PROTOCOLS OF RESEARCH FORMAT

1. Research format of Institutional and Graduate School researches shall use the APA style in publishable format which has the following parts:

Preliminaries:

- Title
 - Authorship and Affiliation
 - Abstract
- 1.1 Introduction (Contextual background Research gap/Rationale Objectives of the study)
 - 1.2 Literature Review
 - 1.3 Method
 - 1.3.1 Research Design
 - 1.3.2 Participant / Subject (if applicable)
 - 1.3.3 Instruments / Measures or Materials
 - 1.3.4 Procedures
 - 1.3.5 Analysis

1.3.6 Ethical Considerations (if applicable)

- 1.4 Results and Discussion
- 1.5 Conclusion
- 1.6 Recommendation
- 1.7 References

2. Institutional Format of Experimental Research

- 2.1 Introduction
- 2.2 Method
 - 2.2.1 Research Design
 - 2.2.2 Participants
 - 2.3.3 Measures
 - 2.4.4 Procedures
 - 2.4.5 Analysis
 - 2.4.6. Ethical Consideration
- 2.3 Results & Discussion
- 2.4 Conclusion & Recommendation
- 2.5 Limitation of the Study
- 2.6 References

GUIDELINES FOR ENCODING THE MULTIDISCIPLINARY RESEARCH

II. PRELIMINARY PAGES

- 1. Title Page
Page should contain the title of the paper; college/department, author (s), year of completion.
- 2. Abstract with Keywords
Maximum of 250 words and must briefly mention the objective, methodology, results, significant findings and conclusions. Single spaced with font size 12pt.
Keyword – 3-5 words
- 3. Table of contents
This represents the contents of the thesis by section and corresponding page numbers. Single spaced with font size 12 pt.
- 4. List of tables
This part includes a list of tables in the thesis, together with the corresponding table nos. and titles. Single spaced with font size 12 pt.
- 5. List of figures
Refers to a list of the diagrams, graphs and/or illustrations included in the thesis, together with the figure nos., titles and corresponding page numbers. Single spaced with font size 12 pt.

III. BODY

- 1.1 The BODY is 12 pt. Arial, Justified Alignment, Single space (for final copy; double space for draft for clarity in ending)
- 1.2 Spaces between sections – double spaced
- 1.3 Spaces among paragraphs – double spaced
- 1.4 Minimum of 25 but should not exceed 50 pages
- 1.5 Black ink, in short clean bond paper
- 1.6 Margins
 - 1.5" left margin (to allow space for binding) 1.0" right margin 1.0" top margin 1.0" bottom margin
- 1.7 Paging
The page number should be placed on the upper right-hand corner of the page.

IV. REFERENCES

References should use the APA style; single spaced with hanging indentation of 0.5 size is 12. Do not categorize according to books, periodicals, etc., and should be arranged alphabetically. There should be a minimum of thirty (30) references, majority of which should come from journals.

V. APPENDICES

Refers to a list of other papers or documents that serve as attachments to the thesis, (i.e., a sample of the letter to the respondents, a copy of the survey forms or questionnaires used in the study, etc.)

RESPONSIBILITIES AND OBLIGATIONS OF THE RESEARCH GRANTEES

Upon approval of the research project by the President, the proponents shall enter into a contract or Memorandum of Agreement with the school. Such Memorandum of Agreement shall detail the rights and the corresponding obligations and responsibilities of both parties.

Noncompliance with any of the provisions in the agreement shall be grounds for:

5. Modification or termination of the research subsidy;

Suspension of the research project; If warranted, after investigation, the researcher/s may be required to reimburse any honorarium/research budget that has already been granted.

Monitoring and Evaluation of Researches



MONITORING OF RESEARCH PROGRESS

Researchers will be sent reminders in the form of letters to monitor the progress of their respective research through the Conduct of Research Monitoring.

CONDUCT OF RESEARCH TIMELINES / MONITORING OF ACTION PLAN

AY _____

as of _____

Name of Researcher: _____ Approval Date of Research: _____ Expected Date of Completion: _____

Title of Research: _____

No.	Planned Activities	Person Responsible	1st Semester					2nd Semester					Term Break		Status/Remarks	
			Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
1	Conduct initial literature review to look for gaps/problems to be addressed, variables/phenomenon to be studied, theoretical frameworks, and ideas for the methods.	Researcher														
2	Submit proposed title aligned with the IRA/CRA for Research Coordinator's and Dean's Approval	Researcher														
3	Submit research proposal to College /Dept for 1st phase evaluation	Researcher														
4	Review submitted research proposal	Research Coordinator/Dean/ Department Head														
5	Revise and submit research proposal to CRID for 2nd phase evaluation	Researcher														
6	Review submitted research proposal	Statistician and CRID Director														
7	Revise and submit research proposal to CRID for Budget Allocation	Researcher														
8	Endorse evaluated research proposal to the VPAR	CRID Director/Staff														
9	Endorse evaluated research proposal to the President for approval thru Accounting Office	CRID Director/Staff														
10	Approve Research Proposal	Accounting & President														
11	Return Approved proposal to CRID	Accounting & President Office Staff														
12	Inform the Researcher of the approved budget	CRID Director/Staff														
13	Conduct data gathering	Researcher														
14	Retrieve data	Researcher														
15	Tabulate and submit data for stat analysis (quantitative) /Categorization (qualitative)	Researcher														
16	Render Statistical Treatment/service	Statistician														
17	Perform Data Analysis - Results and Discussion	Researcher														
18	Submit complete manuscript to CRID for Technical Review	Researcher														
19	Review the full paper (1st, 2nd, 3rd Tech Review)	CORE, Statistician & Research Director														
20	Return reviewed manuscript to the author for revision	CRID Staff														
21	Revise the paper	Researcher														
22	Submit final revised manuscript to CRID	Researcher														
23	Conduct plagiarism test	CRID Staff														
24	Revise to attain the acceptable Similarity Index	Researcher														
25	Submit to Grammarian for editing	CRID Staff														
26	Revise according to Grammarian's comment	Researcher														
27	Conduct research dissemination/presentation	Researcher														
28	Submit final requirements & proof of dissemination	Researcher														
29	Submit narrative report of utilization to CRID	Researcher														
30	Endorsed the Research Proposal to the Accounting for the Full Payment	CRID Staff														

Legend:

Activities in bold letter with red -letter Researcher have corresponding points Research Performance Evaluation.

Prepared by:

Reviewed by:

Approved by:

Researcher

Research Coordinator

Dean

EVALUATION AND EDITING OF FINAL RESEARCH OUTPUTS

The mechanics for Refereeing, Editing and Doing Statistics for Institutional Researches are as follows:

1. The research proponent shall submit to the Center for Research and Innovation the Preliminaries and the improved draft of First Part of his/her research paper (based on the suggestions of the Research Council).
2. Center for Research and Innovation Staff shall coordinate periodically with the Accounting Office to ensure that researchers are given their research budget and honorarium.
2. The Center for Research and Innovation Office, thru the Research staff or assistance with the approval of the Director, will endorse the copy of the research to the assigned Referee.
3. The referee shall coordinate with the Director of Center for Research and Innovation / Senior Research Associate as to these mechanics/procedures if there are points of clarification.
4. The referee may coordinate with and advise the researcher as to the content, format and mechanics of the paper. Format shall follow the prescribed institutional format; however, if the research project requires another format, approval of the Center for Research and Innovation must be sought. The researcher is required to incorporate the necessary comments and suggestions by the referee
5. When the research report has been done, the proponent shall submit within the set time frame the improved draft of First Part to the Center for Research and Innovation (with a list of the improvements that have been suggested to the proponent).
6. Upon certification of the Referee, the Center for Research and Innovation shall recommend to the research proponent the first 35% honorarium and the last 60% budget to the referee using a Research form which is duly signed by the Director of Center for Research and Innovation. Two copies of standard receipts (one for the Accounting Office and one for the Center for Research and Innovation) will be issued by the Center for Research and Innovation. This will form part of the liquidation of the budget to be duly signed by the Dean/Department Head.
7. The draft will be then given to the editor who will be assigned by CLAM coordinator as requested by the Center for Research and Innovation for checking of grammar, structure and other mechanics. Other relevant details maybe entertained by the proponent.
8. The proponent shall improve the research paper and return to the editor for final editing.

9. When the final editing is done and upon submission of the utilization report, the editor shall submit the edited research paper to the Center for Research and Innovation for endorsement of the remaining honorarium.
10. The same mechanics/procedure shall apply to the reading and editing of Second Part of the paper (Results – References) and other attachments and documentation.
11. The proponent may have the option for a statistician but payment for such must be within the approved budget; otherwise, he/she will shoulder the excess.
12. Payment for statistical services will follow the same process as in no. 6.

PUBLICATION OF FACULTY RESEARCHES

Research outputs shall be published as featured researches and abstracts in the LPU Research Journal such as and the official research technical bulletin of LPU, The Questors and their respective college research journals, as maybe deemed appropriate. These shall be circulated to the academic community and concerned agencies.

Research reports to be published shall be edited in consultation with the proponents.

PUBLICATION RIGHTS

It is the responsibility of the proponent/s to ensure the quality of writing of the research report. Should the submitted report warrant some editing as determined by the Research Publication Manager, it will be returned to the proponent/s for editing.

Final research outputs are considered property of the school and are kept in the Center for Research and Innovation. The name of Lyceum of the Philippines University and the proponents should always appear in all forms of publication of the institutional/ faculty researches. The Center for Research and Innovation Office, after duly notifying the author, has the right to disseminate the research output in its own publication/production.

CONDUCT OF INSTITUTIONAL RESEARCH FORUM

The Center for Research and Innovation, in its continuing effort to attain the institution's corporate objective in research and to become a vital part of the institution's development may continuously hold the institutional research forum. This will serve not only as faculty/researchers' colloquium and research paper presentation but also as a means of recognizing quality and excellence in research.

Objectives:

This activity of the Center for Research and Innovation aims to present, examine, and disseminate to the academic community and other sectors useful research findings. This also intends to give recognition to the institutional researchers who have completed their researches during the school year. Specifically, this activity aims to:

1. disseminate results of institutional researches that have been completed by the school researchers during the school year;
2. analyze the studies presented according to the criteria set by the CRIN
3. give recognition to excellence in research by granting of institutional awards.

Implementing Guidelines

1. The institutional research forum maybe held biannually or annually or when exigency arises upon approval of the President.
2. All entries for the institutional forum shall be selected from the college/department's submitted researches. The rest of the research which may not be chosen for presentation shall be presented during the college research forum which shall be initiated by the Dean/Department head upon coordination with the Center for Research and Innovation, Office of VPAR.
3. All entries shall be screened and chosen for presentation by the Research Council or by any committee of research experts that maybe assigned by the Research Council. To ensure objectivity of results, the dean or the college head will not sit as member of the committee.
4. The research for presentation in the institutional research forum shall be chosen according to a set criterion set by the CRIN.
5. Institutional evaluation of researches and surveys and the commissioned researches maybe included in the presentation but not in the contest for best paper presentation (if there is a contest).
6. The institutional forum may be held thru presentation of selected college/department's best papers only.
7. This may also be held in the form of presentation of the best research papers and best paper competition (if agreed upon by the majority). The best paper presenters shall be given awards and certificates of recognition as recommended by the CRIN thru the VPAR, for approval of the President. A set of internal or external research evaluators shall sit as panel of judges/referees who shall evaluate the quality of research work by using set of criteria provided by CRIN. Results of the competition is irrevocable.
8. Implementation of the said guidelines shall take effect on June 7, 2011.

GUIDELINES FOR EXTERNAL REFEREEING OF INSTITUTIONAL RESEARCHES

1. Institutional research shall be subject to refereeing by internal/external research evaluators. Internal evaluators shall be composed of the Research Council or faculty or department head who is an authority in the field of research. External evaluators shall be composed of a committee of research experts that may be recommended by the research council.
2. Refereeing of the institutional researches maybe done during the college institutional forum or colloquium or by review of qualified research referees may be given an honorarium for the assigned work.
3. Refereed researches shall be given to the research proponents for improvement as indicated in the Research quality procedures. Last payment of the research proponents' honorarium for research work shall be recommended only by the Center for Research and Innovation upon completion and submission of the revised research paper. Abstracts of the revised refereed research shall be published in the institution's refereed research journal.
4. All institutional researches shall become the property of the school and shall bear the name of the school in whatever publications these maybe included.
5. All research proponents for publication shall ask the permission of the VPAR through the Center for Research and Innovation for publication in any local, national or international refereed research journals (see guidelines for incentives).
6. The Center for Research and Innovation shall have the right to recommend /endorse the publication of the institutional research in any local/national international refereed research journal or publications that shall be duly recognized by the institution.

GUIDELINES IN RESEARCH AWARDS

1. **The Multidisciplinary/Collaborative Award in Research** shall be conferred to the Lyceum of the Philippines University researchers in recognition of their outstanding and valuable contribution to the attainment of the corporate quality objective in research and the school's mission of academic excellence through their active participation in the Research program of the university.
 - The institutional awardee / s in research shall be bona fide employee of the university who is referred to as researcher/s.
 - He shall have conformed to the standards and policies set by the University Center for Research and Innovation.

- He is able to meet the following criteria for Institutional Award in Research:

- a. Finished at least two (2) Multidisciplinary/Collaborative research (if sole authorship) equivalent to 200 pts. In case of multiple authorship, the basis will be the author's percentage of participation in the conduct of research that should be equivalent also to two (2) completed Multidisciplinary/Collaborative research. (200 pts)

FINISHED WITH IN TWO YEARS TIME ONLY

Or

- a. Two (2) research (sole authorship) = 200 pts.
- b. Three (3) research with (2) 75% and (1) 50% participation = 200 pts
- c. Four (4) research with 50% participation = 200 pts
- d. Eight (8) research with 25% participation = 200 pts.

FINISHED WITH IN TWO YEARS TIME ONLY

- 2. The Discipline Based or Institutional** shall be given to the researchers (Admin/faculty) who have finished at least four (4) Discipline based or Institutional research (if sole authorship) equivalent to 200 pts. In case of multiple authorship, one (1) completed research is equivalent to 50 points. In case of multiple authorship, the basis will be the author's percentage of participation in the conduct of research that should be equivalent also to 200pts

Or

Four (4) college researches with 50% participation = 200

Or

Combination of percentage of participation with 25%, 50% and 75% = 200

FINISHED WITHIN ONE YEAR TIME ONLY

Proof of authorship must be based on the Service Agreement for Research Work and Certificate of Work Progress duly signed and submitted to the Center for Research and Innovation / VPAR office by all parties concerned right from the start of the research process. In case of co-authorship, the main author and the co-author must accomplish an Agreement of Co- authorship to determine the level of research involvement in the research project.

- Presented these papers in the college research forum (with necessary documentation – certificate of participation or attendance, narrative report with pictures)
- Presented any one of these papers in the national or international forum (with necessary documentation – certificate of participation or attendance, narrative report with pictures)

- Research findings have been published either in the local (college or university), regional, national, international refereed journal with ISSN / ISBN / ISI no.
 - Director for Center for Research and Innovation, thru the VPAR, shall recommend the award based on the approved criteria and the documents submitted by the researcher /s on the set date.
- Awardees shall be given the award in any form as maybe approved by the President) during the university Awards Convocation or in any occasion / venue as maybe deemed proper.
- Previous awardee may be given another institutional award provided he is qualified anew based on the approved criteria (researches that have been considered in the past awarding will no longer be counted).

III. **The Special Award of Recognition in Research** shall be conferred to the university researchers in recognition of the researcher's active participation in the attainment of the university's mission of achieving excellence in research.

The university researcher/s shall be recommended for the Special Award of Recognition in Research either by the Center for Research and Innovation (for institutional research) or by the Dean, Department head (for other forms of research aside from institutional), if he/ they meet any of the following criteria and has/have submitted the necessary documents (i.e. certificate of attendance/participation, narrative report with pictures, etc.) to the Center for Research and Innovation / VPAR / Deans / Department Heads for reference and final deliberation of the awards committee on or before set dead-line.

1. **Special Award for National Presentation of Research.** As the main or co-proponents of institutional / college research (as specified in the Service Agreement for Research Work), the researcher shall have presented at least two different multidisciplinary/collaborative researches in the national research forum, with proper documentation on or before set deadline. Presentation must be oral / virtual.

2. **Special Award for International Presentation of Research.** As the main or co-proponents of institutional / college research (as specified in the Service Agreement for Research Work), the researcher shall have presented at least one multidisciplinary/collaborative research in the international research forum, with proper documentation. The research must not be the same as the one presented during the national forum which was al-ready considered for the special award for national presentation. Presentation must be oral / virtual.

3. Special Award for Presentation of Research Paper / Articles. The recipient of the award should have completed and presented at least two (2) research papers/articles (not thesis or dissertation abstract) as approved and screened by the Dean / VPAR, with the necessary documentation. Presentation must be oral or virtual. The award shall be given to awardee / s during the University Awards Convocation if the presentation is international; and during the college recognition day if the presentation is regional / national.

- Presenter, but not an author of any research, shall not be entitled to an institutional research award.

- The Dean must screen the research paper / article of college/ institutional researchers for national or international presentations.

IV. Award of Recognition in Research Advocacy

The award shall be conferred through the college / Center for Research and Innovation to any of the following:

Researcher who has gained regional, national and international awards of recognition (from the organizing research organization/ university) for his valuable contribution in research, thus bringing honors to the university (with proper documentation

– certificate of recognition/participation, narrative report with pictures, etc.) submitted to the VPAR / Center for Research and Innovation on or before set deadline.

V. Research Award for Publication

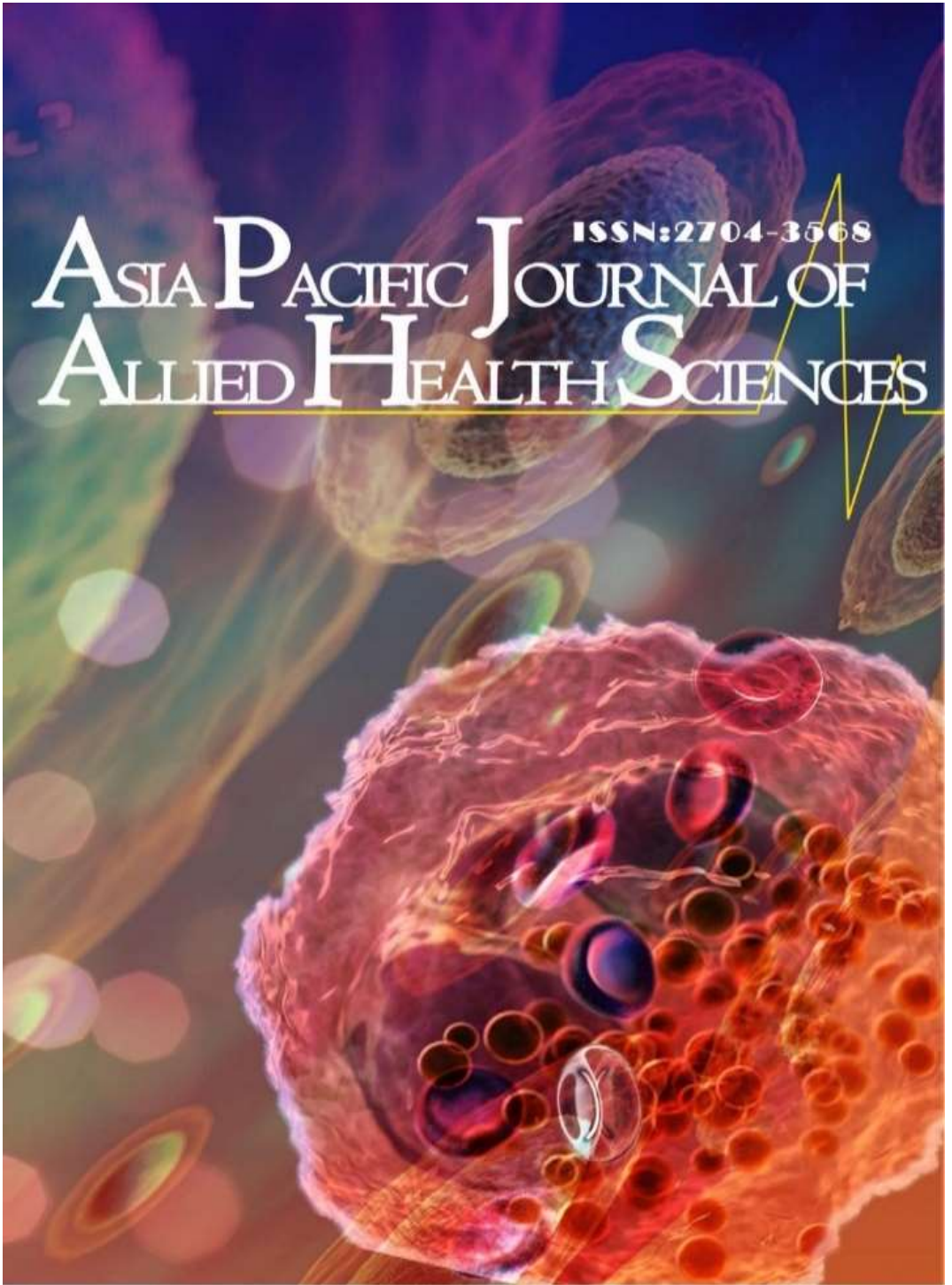
Researcher whose paper has/have been published in a national / international refereed journal (recognized by DTI, CHED, ISI Scopus and other distinguished research refereeing associations with proper documentation / submission of proof of refereeing as maybe required by the accrediting agencies, and the original copy of refereed journal (not only a souvenir program) submitted to the Dean / Research Center as required.

Awardees shall be given the award (in any form as maybe approved by the President) during the university Awards Convocation or in any occasion / venue as maybe deemed proper.

Note: These guidelines shall take effect July 2016.

Research Journals





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Research Linkages





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Philippine Association of Institutions for Research, Inc.



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CALABARZON Research Council



Research and Educational Development Training Institute



Philippine Society for Educational Research & Evaluation



Philippine Social Science Council

ASSOCIATION OF UNIVERSITIES OF ASIA AND THE PACIFIC (AUAP)



The Association of Universities of Asia and the Pacific (AUAP) was formally established with the signing of the Memorandum of Agreement and the holding of the Founding Conference on 28 July 1995 at Suranaree University of Technology (SUT), Nakhon Ratchasima, Thailand.

It aims to provide means wherein universities from the Asia and the Pacific region can work together in providing quality higher education through student and faculty exchanges as well as sharing of information and other resources: strengthening of institutional capacity to serve society; cooperating with other international organizations such as the IAU, UNESCO, ASAIHL and SEAMEO, in promoting national higher education institutions and complementing programs which will assist in the development of member institutions.

Lumina Foundation for Integral Human Development



Lumina Foundation for Integral Human Development promotes the holistic development of the human person through education and research. Its main advocacy is continuous learning for educators and researchers. It also caters to Inclusive Education.

Network of Professional Researchers and Educators (NPRE)



Network of Professional Researchers and Educators (NPRE), is a non-stock, non-profit organization committed to the professional growth of professional researchers and educators in the ASEAN region

PURPOSE OF NPRE

- To support researchers and educators in their endeavor of disseminating knowledge to the ASEAN and worldwide audience;
- To assist researchers and educators in responding to the many challenges that they face in teaching the youth of today;
- To share the latest academic research and best teaching practices in the ASEAN region.

Appendices

Appendix A: Capsule Summary Format



CENTER FOR RESEARCH AND INNOVATION RESEARCH PROPOSAL

- Multidisciplinary/Collaborative
- Discipline based Research
- Institutional Research

Title of the Study:

Author/s:

Department/ Work Unit/s:

Date submitted:

College Research Agenda:

Institutional Research Agenda:

I. Introduction

> This Section contains a brief summary of the background information why this problem is important. Such may include description of the variables understudy and present knowledge of the subject matter of the research. This information is necessary in order to understand the rationale for the study.

II. Objectives of the Research

> Enumerate the goals that the paper would attempt to achieve. If possible, Delineate the general from the specific objectives. Research objective should : Specific, Measurable, Attainable, Relevant and Time- bound. It Should state what the study intends to describe, find out, discover or Evaluate. Specific objectives should be in declarative form.

III. Literature Review

> This section should discuss literatures relevant and specific to the topic of the research proposal. It should be complete enough so the reader can be convinced that the research proposal being presented is built upon sound information base, addresses current country priorities and will contribute something new to the discipline.

III. Method/s

- **Research design** – this section indicates how the study objectives will be achieved. It includes a description of the type of study design for the intended research.
- **Respondents of the study** – this is required for studies as to who were the participants, how they will be selected. Demographics and other characteristics.
- **Data gathering Instrument** – this refers to the instrument to be used in answering research objectives.
- **Data gathering procedure** – this is the systematic discussion on how the instrument is validated internally/externally, how to distribute and retrieved the data subject to analysis.
- **Data analysis** – **this section requires mentioning the statistical tests to be used in interpreting data**

IV. Ethical/Biosafety Clearance

- Ethical clearance from the LPU institutional Ethics Review Committee (IERC) is required for researches involving the use of human subjects.

V. Expected Output/End Users/Target Beneficiaries

- This refers to the end results (e.g. production technology or knowledge)

Expected upon completion of the research. The output (s) needs to be identified to highlight impact/importance of the research. The probable end-users or beneficiaries of the research output and the number and locality of beneficiaries, if applicable.

VI. Intended Research Utilization

- This section should indicate the strategies to be used in disseminating and ensuring utilization of the expected research results. For product- based researches, proposal should include the prospective technology user, as well as plans for technology transfer.

VII. References (APA Style)

- An alphabetical, numerical list referencing or of source of relevant information or literature as used in referred journals or other international journals, should be follow

