



BUKIDNON STATE UNIVERSITY

Malaybalay City, Bukidnon 8700

Tel (088) 813-5661 to 5663; TeleFax (088) 813-2717, www.buksu.edu.ph

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College of Technologies

RESEARCH ADVISER and ADVISEE MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered into this ____ day of _____, 20__, in Malaybalay City by and between:

The _____ (adviser's name), from the _____ (college or department), hereinafter referred as "Adviser"

- and -

The Student Researcher/s _____,
_____, _____, hereinafter referred
as "Advisee/s"

WITNESSETH:

WHEREAS, the Adviser is a faculty of the institution, with preferably Master's degree of Thesis track or with research experience (evidenced by research outcomes or publications) in lieu of a thesis, and an expert in the field of study conducted by her/his Advisees;

WHEREAS, advisees are students enrolled in research class as terminal requirement of a college degree program who seeks advice and guidance in the conduct of a Research Project.

NOW, THEREFORE, the two parties hereby agree to enter into this Agreement under the following terms and conditions:

Academic Adviser shall:

1. Ensures that the study proposed by the students conforms to the standard of the department and has immediate or potential impact on the research thrust of the University.
2. Guides the research/project students in the following tasks while in the proposal stage:
 - Defining the research problems/objectives in clear and specific terms
 - Building a working bibliography for the research
 - Determining research design, population to be studied, research environment, instruments to be used and the data collection procedures
3. Meets the student regularly (at least once a month) to answer questions and help resolve impasses and conflicts.
4. Points out errors in the development work, in the analysis, or in the documentation. The adviser must remind the proponent to do his work properly.
5. Reviews thoroughly all deliverables at every stage of the project, to ensure that they meet the department's standards. The adviser may also require his/her project proponent to submit progress reports regularly.
6. Recommends the proponent for proposal hearing and oral defense. The project adviser should not sign the Hearing Notice (for Proposal Hearing and Oral Defense) if he/she believes that the proponent is not



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yet ready for proposal hearing and/or oral defense. Thus, if the proponent fails in the defense, it is partially the adviser's fault.

7. Clarifies points during the proposal hearing and oral defense.
8. Ensures that all required revisions are incorporated in the appropriate documents and/or software.
9. Keeps informed of the schedule of project activities, required deliverables and deadlines based on Gantt Chart.
10. Recommends to the project defense panel the nomination of his/her project for an award.

Proponent/Researcher shall:

1. Keep informed of the Capstone Project Guidelines and Policies.
2. Keep informed of the schedule of project deliverables, requirements and deadlines posted by Subject Adviser/Teacher and Dean.
3. Submit on time all deliverables specified in this document as well as those to be specified by the Subject Adviser/Teacher, Program Head of BSIT, and ITD Chairperson.
4. Submit on time all requirements identified by the capstone defense panel during the defense.
5. Submit on time the requirements identified by the academic adviser throughout the duration of the capstone.
6. Conduct the study ethically and with due diligence
7. Schedule regular consultation with the adviser throughout the duration of the capstone project.
8. Each proponent must keep a **Consultation Journal** signed by the Academic Adviser in order to trace series of consultation including the issues and concerns raised and the possible solutions. Each journal entry must reflect the following contents:
 - Date and Time
 - Name of Proponent(s) and Signature
 - Issues and Concerns
 - Adviser's Remarks
9. Ensure that the Academic Adviser and the Subject Adviser/Teacher has signed the Consultation Journal in every consultation period.

The parties further agree that any financial benefit arising from the study such as grants and awards shall go to the advisee while benefit from publication shall go to the rank and promotion of the adviser. The parties further agree that any Copyright of the output of this collaboration shall belong to the advisee/s subject to terms and agreements with the School or any external parties.

In WITNESS WHEREOF, the parties have hereunto set their hands on the date and place above-written.

ADVISEES

ADVISER

Witnesses:

Research Teacher

Chair

Dean