



MEMORANDUM

FOR : All DOST Undergraduate S&T Scholars

FROM : **ALBERT G. MARIÑO**
Deputy Director and
Officer-in-Charge, SEI

SUBJECT : **Guidelines on the Processing of Undergraduate Thesis Allowance**

DATE : 20 November 2019

Effective the First Semester of AY 2019-2020, SEI shall provide thesis allowance to all DOST-SEI undergraduate scholars with approved thesis proposals. With this initiative, it is hoped that scholars will be able to produce quality researches and/or prototypes that meet the national standard and are aligned with the research agenda of the national government and the DOST; and to complete their degrees within the scholarship period.

Disbursement of thesis allowance to the scholars shall be governed by the following guidelines:

1. A scholar who is due to conduct thesis/ capstone project/ enterprise development/ plant design or similar undertakings that will lead to the completion of his/her degree, as reflected in his/her Program of Study, is eligible for the thesis allowance amounting to P10,000.
2. A scholar shall receive 90% of the thesis allowance, i.e., P9,000 upon submission to SEI or DOST Regional Office (RO) or University Core Group (UCG) a one-page abstract of thesis proposal using the attached template and approval sheet duly signed by school authorities. The abstract must contain the title of thesis, rationale, objectives, and methodology.
3. A scholar shall receive the remaining 10% of his/her thesis allowance, i.e., P1,000 upon submission to SEI or DOST RO or UCG the soft (PDF format) copy of the abstract of his/her thesis after completion of the same.
4. A scholar who is in good academic standing but is already on extension of period of study, i.e., not to exceed one year of the expected completion of degree, is still entitled to receive thesis allowance if not yet provided earlier. On the other hand, a scholar whose scholarship is already terminated is no longer entitled to thesis allowance.
5. The scholar must acknowledge the DOST-SEI and/or DOST RO in all reports (including oral and poster presentation in conferences) and publications of the thesis.

Please be guided accordingly.

Name: _____
Course: _____
Year of Award: _____

Scholarship Program: _____
School: _____

Title of Thesis

Brief Rationale

Objectives

Methodology

Noted by:

Signature of Scholar

Date

Printed Name and Signature of Thesis Adviser

Date