

THESIS/DISSERTATION ADVISING CONTRACT**KNOW ALL MEN BY THESE PRESENTS:**

This agreement is made and entered into this _____ day of _____, 20____, in Manila, Philippines by and between:

_____ (Name of Faculty Member), from the _____
(College/Department/Program), hereinafter referred to as “**Adviser**”

- and -

_____ (Name of Student/Researcher), a bonafide student of the _____
_____ program (Name of Program) of the _____ (College),
hereinafter referred to as “**Advisee**”

WITNESSETH:

WHEREAS, the Adviser is preferably a faculty/employee of the Polytechnic University of the Philippines, with a masters/doctorate degree in the field relevant to the topic or program specialization of the thesis/dissertation, with research experience (evidenced by research publications), and an expert in the field of study conducted by her/his Advisee;

WHEREAS, the Advisee is a bonafide student in the University who is writing his/her thesis/dissertation in partial fulfillment of the degree he/she is enrolled in;

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

Adviser shall:

1. Help the student in the proper conduct (through regular and close monitoring) of research work according to the set timetable to ensure integrity and high-quality output.
2. Review/check submitted proposal, questionnaires, and other chapters/aspects of the research paper.
3. Provide not only technical expertise but moral guidance as well to students while the latter is working on his/her research project.
4. Conduct mock defense prior to the oral defense, when necessary.
5. Monitor the research progress by accomplishing the thesis/dissertation consultation form and submit the same to the Program Chairperson prior to the schedule of defense.
6. Provide expert support during the defense of his/her Advisee.

Advisee shall:

1. Fulfill the requirements of the thesis/dissertation writing under the supervision of his/her Adviser;

2. Satisfy the expectations of the Adviser and follow the work schedule stipulated in the plan of activities as agreed upon with the Adviser.
3. Meet regularly with the Adviser and provide him/her with updates on the progress of the research activities and writing.
4. Follow stringent quality assurance measures such as professional editing, plagiarism check, grammar and readability tests, reference, and literature sources checking;
5. Pay appropriate honoraria during the proposal, pre-final, and final oral defense stages through the University.

The Advisee and Adviser shall agree to discuss in advance issues of authorship and intellectual property related to the thesis/dissertation of the Advisee being supervised by the Adviser, in accordance with the University Policy on Co-authorship in Paper Presentation and Publication, and other relevant Intellectual Property policies of the University;

The Advisee and Adviser commit to openly and honestly communicate in connection with the thesis/dissertation project and will attempt to resolve any conflict that may arise.

If any of the Advisee or Adviser needs to terminate this Advising Contract for any justifiable reason, he/she shall write a letter addressed to the Dean/OU Executive Director, through the Program Chairperson, to formally express and explain his/her request to terminate the Advisee-Adviser relationship. The Dean/Executive Director, together with the Program Chairperson, shall carefully peruse and evaluate the petition and may decide to approve the request and grant a No-Fault Termination of the Contract. Both parties agree to abide by the decision of the Office of the Dean/Executive Director. The Program Chair will work with the Advisee to identify another Adviser.

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

Advisee

Adviser

Witnesses:

Program Chair

Graduate School Secretary