WORK INSTRUCTION

APPROVAL AND IMPLEMENTATION OF STUDENT RESEARCHES

Process Flow	Responsible Person	Details
START ↓ **Conceptualization of Research Study**	- Student Researcher/s - Research Professor	1. The student researcher/s will formulate feasible study with supervision of the research professor. Request for thesis/ technical/content adviser also shall be done.
Title Approval ↓ **Approved** (No / Yes)	- Research Professor - Thesis Adviser - Dept. Chairman - Research Coordinator - Dean	2. Responsible persons evaluate the title. If approved, the student researcher/s requests thesis evaluator/panelist and schedule for oral defense. If did not approve, student researcher/s formulates another feasible study/project.
Proposal Defense	- Student Researcher/s - Thesis Adviser - Technical/Content Adviser - Thesis Evaluators	3. Researcher/s presents the research proposal to be evaluated by the responsible persons.

Revisions	- Student Researcher/s - Thesis Adviser	4. Researcher/s revised the thesis proposal based from the comments and suggestions stated by the evaluators during the proposal defense.
Approval of Research Proposal	- Thesis Adviser - Technical/Content Adviser - Thesis Evaluators - Dept. Chairman - Dean	5. Revised proposal shall be approved by the responsible persons to start the data gathering.
Data Gathering	- Student Researcher/s - Thesis Adviser - Technical/ Content Adviser	6. Student researcher/s gathers data through the use of different instruments and research methods.
Documentation of Research Results	- Student Researcher/s - Thesis Adviser	7. Collected data will be presented narrative/ graphical representation such as tables and graphs for convenient analysis of the made by the study. Afterwards, an oral defense shall be scheduled.
Final Defense	- Student Researcher/s - Thesis Adviser - Technical/Content Adviser - Technical Evaluators	8. Panelist conducts technical evaluation based from the results that had been established.

Revisions & Editing	- Student Researcher/s - Thesis Adviser	9. Research results and documentation will be revised based from the comments given by the evaluators. Then, the editor will fix the errors in grammars and spelling.
Approval of the Manuscripts	- Thesis Adviser - Technical/ Content Adviser - Thesis Evaluators - Dept. Chairman - Dean	10. Responsible persons will approve the manuscripts before it will be submitted for bookbinding.
Completion	- Student Researcher/s - Research Professor - Research Coordinator	11. Student Researcher/s shall submit three (3) hard copies and one (1) electronic copy of their bounded thesis to the research professor and later submitted to the research coordinator.
Dissemination Publication IP Application	- Student Researcher/s - Research Coordinator - Intellectual Property Office	12. Students should participate in fora/conferences as a form of research results dissemination. Likewise, it should be published in journals. Research outputs shall be applied for intellectual property.
END		