



*Documented Information:*

## **Policy on Application for Thesis or Dissertation Incentive**

<i>Process Code:</i> <b>FEU/URC.H</b>	<i>Documented Information Code:</i> <b>POL.01</b>	<i>Version Code:</i> <b>VER.01 / EFF.01 AUG 2023</b>	<i>Page:</i> <b>1 of 2</b>
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### **INTRODUCTION / DESCRIPTION**

Faculty members and regular university non-teaching personnel who have successfully completed their thesis/dissertation are given an incentive to acknowledge their accomplishment. The incentive also aims to encourage them to present in a research conference or colloquium and/or publish in a reputable journal.

The purpose of this policy is to clearly establish rules, guidelines, and principles under which thesis or dissertation incentives are provided.

### **DEFINITION OF TERMS**

ATDI – Application for Thesis or Dissertation Incentive

URC – University Research center

VPAD – Vice President for Academic Development

### **SCOPE**

This document defines policies and guidelines for the different programs for research assistance and grant.

### **PROVISIONS**

#### **1.1 Qualifications and Guidelines for Thesis and Dissertation Grant Applicants and Applications**

1.1.2 Full-time (RFT and LFT) faculty members and regular University non-teaching personnel who have successfully defended their thesis/dissertation.

#### **1.2 Application Process for Publication Incentive**

1.2.1 The applicant applies through the ATDI link and submit a soft copy of the approved and signed thesis/dissertation manuscript and accomplishes and print the ATDI form (Related document: FEU.URC.H FRM.01).

1.2.2 Applicant submits the accomplished form of the approved and signed thesis or dissertation manuscript for endorsement to his/her respective Department Chair and Dean.

1.2.3 The URC evaluates the application by validating documents submitted.

1.2.4 The URC Director recommends the application to the VPAD.

1.2.5 The application is approved by the VPAD.

1.2.6 The URC notifies the faculty member on the results of his/her application.

#### **1.3 Guidelines for the formulation and disbursement of the Publication Incentive.**

1.3.1 The URC staff accomplishes the Request for Direct Payment Form upon endorsement.

1.3.2 Upon approval from the Budget and Disbursement Office, the URC Coordinator will notify the researcher on the status of his/her Thesis or Dissertation incentive.

1.3.3 Disbursement of the incentive shall be subject to existing University policies and guidelines.

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