



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED-MEMORANDUM ORDER (CMO)

No. 33

Series of 2004

SUBJECT : GUIDELINES FOR CHED THESIS GRANT

In consonance with Section 8 of Republic Act (R.A.) No. 7722, mandating the Commission on Higher Education (CHED) to enhance the research function of higher education institutions (HEIs) in the Philippines, CHED hereby issues the attached Thesis Grant Guidelines for immediate dissemination and implementation to all concerned.

Pasig City, Philippines October 20, 2004.

FR. ROLANDO V. DE LA ROSA, OP
Chairman

GUIDELINES FOR CHED THESIS GRANT.

The Program

The CHED Thesis Grant Program is a subcomponent of the National Higher Education Research Agenda 1998-2008 which is aimed at upgrading the research manpower capability of higher education institutions (HEIs) while supporting the conduct of research on identified priority areas.

CHED shall provide financial assistance to faculty members who are completing their Master's thesis work in any of the following clusters of discipline:

- Science and Mathematics
- Engineering, Maritime Studies and Architecture
- Humanities, Social Science and Communication
- Agriculture, Fisheries and Forestry
- Health and Health Related Discipline
- Information Technology

Eligibility

The grant shall be open to nominees of HEIs in the Philippines that are offering programs in the disciplines applied for by the candidates who meet the following requirements:

- Not more than 45 years of age
- Full time-regular faculty member of a HEI
- Must have completed the coursework and passed the comprehensive examination in an accredited Level 2 Graduate Program or COE/COD
- Must have an approved thesis proposal on the above priority disciplines
- Must have a general average of at least 1.75 or equivalent in the required courses leading to Master's degree applied for.

Procedure

1. All applications shall be received by the Research Division - Office of Policy, Planning, Research and Information (RD-OPPRI) of CHED before the start of each term in time for successful applicants to avail of the grant at the start of the next term.
2. Applicants shall submit two (2) copies of the following documents:
 - a) Accomplished application form
 - b) The approved thesis proposal including a one-page abstract
 - c) Letter of recommendation from the thesis adviser
 - d) Endorsement letter from the applicant's mother institution
 - e) Photocopy of the enrollment/registration form

3. The OPPRI-Research Division, with the assistance of a Technical Expert if deemed necessary, shall review the applications and thesis proposal to ensure relevance and quality of the study.

Entitlement and Obligations

1. Amount of grant shall not exceed

- P40,000.00 for thesis without laboratory experiment
- P60,000.00 for thesis with laboratory experiment

To cover the following:

- conduct of research – 80%
- preparation/reproduction of manuscript – 20%

and shall be released according to the following schedule:

- 50% upon grantee's acceptance of the terms and conditions of the grant and an approved Work and Financial Plan
 - 40% upon submission of the draft thesis duly attested by grantee's thesis adviser as ready for presentation and defense.
 - 10% upon submission of the bound copy of approved dissertation with proper acknowledgement) and an electronic file
2. Grantees shall sign a Contract with the Commission.
 3. Grantees shall assume all the expenses in excess of the grant.
 4. Grantees shall render return service equivalent to one year in their respective mother institutions.
 5. Grantees are allowed an extension of **only one year** beyond the original project deadline. Non-submission of the final thesis one year beyond the original deadline without approved request (by CHED and the mother institution) for an extension will mean *an automatic reversion of the remaining balance of the grant to the CHED- Higher Education Development Fund (CHED-HEDF)*.
 6. Grantees who are unable to finish their research during the approved period will be obliged to reimburse all expenses incurred by CHED in relation to the grant.
 7. If requested by the Commission, the grantee shall present a paper based on the thesis in a colloquium.

Format
(Please follow this format)

Recent
2 x 2 ID
picture

CHED THESIS GRANT

1. Name/ nominee/applicant _____
(First) (Middle) (Last)
2. Date and place of birth
3. Mailing/Office address and telephone/fax number
4. Residence and telephone number
5. E-mail address
6. Civil status (If married, please indicate spouse and children)
7. Educational background (indicate school/university address, degree and year obtained, inclusive dates of attendance, honors/awards received)
8. Present Position Previous positions in chronological order
9. Title of Thesis Proposal
10. Discipline of study
11. Degree program
12. Name and Address of University/college where the candidate grantee is enrolled
13. Name of Thesis Adviser
14. Work Plan/Time Table

Activities	Expected Date of Completion
Approval of Thesis Proposal	
Data Collection and Encoding	
Data Analysis	
Report Writing	
Expected Date of Defense	
Expected Completion of MS Program	

15. Total Amount and Detailed Budget of Financial Assistance sought from CHED Thesis Grant

Item	Amount

*Purchase of equipment is not allowed