

**GRADUATE STUDIES**  
Xavier University – Ateneo de Cagayan



**REQUEST FOR APPROVAL OF RESEARCH PROBLEM & MENTOR**  
*(Accomplish the form with your proposed mentor for signatures.)*

PROPOSED TOPIC: \_\_\_\_\_

Briefly discuss the following: (USE ADDITIONAL SHEETS IF NECESSARY. See Dean's Memo No. *DM02S09-10*)

- 1) Statement of the Problem and Relevance (Why should other people or certain groups of people be interested in the study? The Mission Statement says that "Xavier is committed to the appreciation, preservation and enrichment of Filipino culture and heritage as well as the welfare and sustainable development of the Filipino people".)

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\_\_\_\_\_  
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- 2) Timeliness (How could the issue/problem be considered contemporary? The Mission Statement says that "Xavier...is concerned with contemporary problems.")

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\_\_\_\_\_  
\_\_\_\_\_

- 3) Novelty (How could the study contribute or add new perspective to an existing body of knowledge, or solve/resolve current problems/issues? How is it different from other studies? The Mission Statement says that Xavier... is rooted in an educational tradition of liberal education which today includes technology and the various professions...")

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- 4) In particular, how does the study address the objectives of your graduate course?

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**TIMETABLE OF COMPLETION**  
(Thesis/Dissertation/Special Problem/Practicum)

- A. PROPOSAL (consultations/in-house/proposal defense): \_\_\_\_\_
- B. DATA-GATHERING AND DATA ANALYSIS (data gathering/processing/interpretation): \_\_\_\_\_
- C. PREPARATION OF THE RESEARCH REPORT (writing/consultations): \_\_\_\_\_
- D. ORAL DEFENSE (requirements/submission for oral defense): \_\_\_\_\_
- E. POST ORAL DEFENSE (consultations/submission of final draft): \_\_\_\_\_

\_\_\_\_\_  
(STUDENTS' SIGNATURE OVER PRINTED NAME)

Course: Doctor in Business Management

Date: \_\_\_\_\_

TOPIC APPROVED (Timetable Noted): \_\_\_\_\_

DEAN / DATE

PROPOSED MENTOR \_\_\_\_\_

- A. MENTOR'S RESPONSIBILITIES PROPOSAL STAGE:
1. Assist advisee in the improvement of proposal;
  2. Judicious criticism in proposals; and
  3. Assist advisee in clarifying points/issues raised by panel during proposal defense.
- B. DATA-GATHERING STAGE AND DATA ANALYSIS:
1. Monitoring and supervise data-gathering procedure following approved proposals;
  2. Guidance in editing, coding and collating data gathered; and
  3. Help in treatment of data gathered and mechanics of interpretation.
- C. PREPARATIONS OF REASEARCH REPORTS:
1. Help advisee in the use of proper approved style and format;
  2. Periodic follow-up on advisee's progress; and
  3. Encourage advisee to be original and scholarly in writing report.
- D. ORAL DEFENSE:
1. Orient advisee on school requirements, i.e., enrolment, clearance etc. prior to defense;
  2. Appraise advisee on procedure, data and schedule of defense;
  3. Clarify questions of the panel; and
  4. Plead the case of advisee when necessary.
- E. POST ORAL DEFENSE:
1. Clarify the minutes. Salient points raised by the panel;
  2. Assistance in incorporating panel's suggestions, recommendations;
  3. Certify final corrected draft to the panel and Dean of the Graduate School

Conformed: \_\_\_\_\_  
(SIGNATURE OVER

PRINTED NAME)

MENTOR

Noted by: **DR TONI ROSE T TAHIL**  
DIRECTOR, GRADUATE SCHOOL

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For Office Use only: LATEST ENROLMENT: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
SUBJECT SEM/SUM DATE  
PASSED COMPREHENSIVE EXAM

Reviewed by: \_\_\_\_\_  
GRADUATE SCHOOL

STAFF

Approved by: **DR RUTH LOVE V RUSSELL**  
DEAN, SCHOOL OF BUSINESS & MANAGEMENT

*Distribution: (1) GS Dean (2) Mentor (3) Advisee 3) Dept Chair/Program Coordinator*