

**BULACAN STATE UNIVERSITY-GRADUATE SCHOOL RESEARCH ADVISER/MENTOR and
ADVISEE/MENTEE MEMORANDUM OF UNDERSTANDING**

KNOW ALL MEN BY THESE PRESENTS:

This agreement is made and entered into this day of _____, 2024____, in City of Malolos, Bulacan by and between:

The (adviser/mentor's name), from the (college or department), hereinafter referred to as "Adviser/Mentor" - and The Student Researcher/s (name of student/s) hereinafter referred to as "Advisee/s or Mentee/s".

WITNESSETH:

WHEREAS, the Adviser/Mentor is preferably a full-time/part-time faculty/employee of the Graduate School of Bulacan State University, with a Doctorate academic track or with research experience (evidenced by research outcomes or publications), and an expert in the field of study being conducted by his/her Advisee/s;

WHEREAS, advisee/s/mentee/s is/are student/s enrolled in the Graduate School of Bulacan State University who seek/s advice and guidance in the conduct of a Research Project whose output is the terminal requirement of the Masters/Doctorate degree program/s where the advisee/s/mentee/ is/are enrolled.

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

Adviser/Mentor shall:

1. Assist the advisee/s/Mentee/s in the selection of research topics/titles.
2. Help the advisee/ss/Mentee/s in the proper conduct (through regular and close monitoring) of the research project according to the set timetable to ensure the integrity and high-quality output.
3. Review/check submitted proposals, questionnaires, manuscripts, and other aspects of the research project.
4. Provide not only technical expertise but as well as moral guidance to advisee/s/mentee/s while the latter is/are working on the research project.
5. Conduct mock defense prior to the oral defense, when necessary.
6. Monitor participation or involvement of advisee/s/mentee/s by accomplishing the consultation matrix form.
7. Attend the defense of the advisee/ss/Mentee/s as an observer.
8. Attend orientation set by the Graduate School Research Development Unit.

Advisee/s/Mentee/s shall:

1. Follow the work schedule stipulated in the plan of activities agreed upon with the adviser.
2. Include the adviser as co-author of the research paper as provided in the approved BOR Resolution (BOARD OF REGENTS RESOLUTION #74, series of 2021- A Resolution Approving the Proposed Guidelines on Research Mentoring, Colloquium and Publication for the BulSU Graduate School, Letter A. No. 11). The name of the advisee/s/Mentee/s and adviser should go together in all cases such as presentation and publication.
3. Follow stringent quality assurance measures such as professional editing, plagiarism checking, grammar and readability testing, and reference and intercontinental literature sources checking.

The parties further agree that any financial benefit arising from the study such as grants and awards shall go to the advisee/mentee while the benefit from publication shall go to the rank and promotion of both parties.

The parties further agree that ownership of the output of this collaboration shall belong to both parties.

The parties further agree that the advisee should be the one to present the research work in a research conference with consent from the adviser. For any reason, the adviser should present the research work to a research conference, and a consent form from the advisee/mentee should be acquired. Whoever presents the research work should pay the registration fee.

The parties further agree to pay the submission/publication/subscription fee and other fees required when the research work is submitted and published in a reputable journal.

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

ADVISEE/S/MENTEE/S

ADVISER/MENTOR

Witnesses:

Program Chair

College Secretary

Dean