**RESEARCH ADVISER APPOINTMENT FORM**

[Name of the Nominated Adviser]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Position]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[College/Office]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tarlac State University**

Sir/Madam:

You are hereby nominated as the **adviser** of the following research proponents:

|  |  |  |
| --- | --- | --- |
| Proponents | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| Project/Thesis Title |  |

Accepting this appointment entails the following responsibilities stipulated in the Research Operations Manual of this University, including but not limited to:

1. The adviser will have to be involved right from the start of the research. The adviser provides guidance about the nature of research and the standard expected output, including the planning of the research program, literature sources, any relevant health and safety requirements, and relevant ethical issues;
2. Holds regular formal meeting with student/s to take stock of progress;
3. Be available to student/s when the student needs advice;
4. Coordinates the activities of the other members of the advisory committee and ensure that their comments are received and conveyed to the students;
5. Oversee the writing of the research proposal and progress reports;
6. Give detailed advice on the necessary completion dates of successive stages of the work to keep track of agreed timelines;
7. Informs the students as to the adequacy of thesis work and provide advice if and when necessary;
8. Provides formal written reports in the student’s progress; and
9. Encourage the student to submit work for publication and presentation to research conferences/fora.

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| Endorsed: | Recommending Approval: | Approved: |
|  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Faculty-In-Charge | Department Chairperson | College Dean |
|  |  |  |
| **Acceptance Certification** |
| This is to certify that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, concur to be the **adviser** of the group and accept the responsibilities for the completion of the research project. |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  Signature over Printed Name |