



**Central Philippine University
Jaro, Iloilo City**

**Central Philippine University
Policy and Guidelines for Teacher-Student
Research Collaboration**

- For Internally-funded research

Policy and Guidelines of the Faculty-Student Research Collaboration

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ARTICLE 1. General Statement

Central Philippine University is a University committed to Exemplary Christian Education for Life (EXCEL) and responsive to the needs of the total person and the world.

To carry out its mission, CPU promotes itself for the greater welfare of humankind by encouraging a sharing of intellectual assets through the means of a teacher-student collaborative research. The output of these works of intellect and research endeavors to be carried out by the faculty, staff, and students may be published, and protected by IP laws and maybe shared in the community for the greater good of many.

The university further believes that collaboration takes place when members of an inclusive learning community work together as equals to assist students to succeed in the classroom. A final model is that of a “teacher-researcher,” or a person who acts in both the roles of teacher and researcher simultaneously working together with students as a team.

ARTICLE 2. Objectives

1. To improve the quality of researches by leveraging on the combined knowledge and skills of the faculty and students;
2. To increase faculty involvement in research;
3. To provide students an opportunity for research funding which is also a form of University assistance for research.

ARTICLE 3. Guiding Principles

Section 1. The core values of the university serve as the anchor of the Intellectual Property policy and guidelines of Central Philippine University.

Faith. Hebrews 11:1: “Faith is the confidence that what we hope for will actually happen; it gives us assurance about things we cannot see.” CPU defines faith as “the act of believing the things God has revealed about Himself and acting on those beliefs. This includes commitment, cooperation, trust, and confidence.”

Character. The aggregate feature and traits that form the individual’s nature of a person, moral quality, and good report. This includes honesty, integrity, humility, and loyalty.”

Justice. Righteousness or lawfulness and fairness. It is observing due process in administering the deserved punishment or reward. This includes fairness, equality, morality, and peace.

Stewardship. The careful and responsible management of something entrusted to [us].” Theologically, it means that “everything that we have belongs to God. We are to manage it for God’s purpose and glory.”

Excellence. The highly commendable quality or feature of a person’s worth and/or deeds. This includes competence, technology, scholarship, and research.

Section 2. Republic Act 8293. It shall protect and secure the exclusive rights of scientists, inventors, artists and other gifted citizens to their intellectual property and creations, particularly when beneficial to the people, for such periods as provided in this Act. The use of intellectual property bears a social function. Republic Act 10055 Philippine Technology Transfer Act of 2009 (Republic No. 10055). RA 8293 and RA 10055 are anchor laws of this policy.

Section 3. The university’s strengths lie on its faculty, students, staff, administrators, and its Christian core values and laws of the Philippine land to provide a healthy and peaceful atmosphere conducive to research and development through a system of responsibilities, incentives, and rewards for the creation of intellectual property for the benefit of mankind.

Section 4. The university intends to make these intellectual properties available to the public to fulfill its vision and mission in the earliest possible times using the appropriate means in recognizing their ownership and rewarding its creators.

Section 5. The university recognizes students as the key players of the research collaboration since their research work/project is a requirement in fulfillment of their respective courses.

ARTICLE 4. Definition of Terms

Section 1. Operational definition:

Teacher-Student Collaborative Research -- teachers and researchers/students engaging together in theoretical and practical inquiry simultaneously working together as a team.

Faculty as research adviser – a fulltime faculty member employed by the university teaching research or serving as adviser of students' research work. However, part time faculty of the school of Graduate Studies, College of Medicine, and Law are allowed to serve as advisers of graduate students' research work.

Faculty as co-researcher – A co-researcher is a full-time regular faculty, a professional researcher, a research colleague, who is an expert in the subject area. She/He knows the research topic of the students and is responsible to help the students in accomplishing the research project in the best possible manner, and have made a significant contribution to the work reported. That could be in the conception, study design, execution, acquisition of data, and analysis & interpretation, or in all these areas. However, part time faculty members of the school of Graduate Studies, College of Medicine, and College of Law are allowed to serve as co-researchers of graduate students' research work.

Section 2. IP Law Intellectual property refers to creations of the mind. It can be an invention (patent / utility model), a design (industrial design), a brand name (trademark, or a literary and artistic work (copyright).

Section 3. Philippine law protects intellectual property such as copyright, trademark, patent, utility model, industrial designs are protected in the Philippines. The governing law is Republic Act No. 8942, otherwise known as the Intellectual Property Code of the Philippines.

ARTICLE 5. Scope and Policy of Guidelines

Section 1. Who Are Covered.

All regular full time faculty personnel employed by the university, students from the basic education level, undergraduate, graduate school, and persons holding any form of research appointments.

A faculty who would like to join the research team as a co-researcher shall automatically be a research advisor. However, a faculty may opt to be the research adviser only.

A teacher teaching a research course may opt to be a co-researcher of one group only.

Section 2. Roles and Responsibilities of Research Teacher, Research Advisor, and Students

Responsibilities of a research teacher

Research teachers actively share the knowledge and expertise they have gained through research to their classroom; they process knowledge building, inspire personal growth and development in individuals and groups; they build a professional community and shape the minds within that community.

- ✓ Lays down the theoretical and practical concepts of research
- ✓ Discuss the overall design of a research such as formatting, lay outing, and standardization.
- ✓ Recommends research advisors for each research team

- ✓ They serve as the overall coordinator of the research project of their class by monitoring of outputs, creating defense time table, organizing panel of evaluators, computes the assessment and evaluation of the students' research output.
- ✓ They endorse potential research projects for possible collaboration to the University Research Center through channels.

Research teachers should be involved in one research collaboration at a time, but can act as an advisor to one or more than two groups; however, this does not apply to the graduate school research teachers due to the limited number of faculty.

Responsibilities of a research advisor

1. The research advisors develop and formulate research problem and research questions along with the student researchers. An advisor helps the student/s learn how to narrow down a topic to make workable research question. They are expected to manifest good behavior with the students so they should also learn the ethics of working as a researcher. The advisor should not force some decisions on the students especially if the advisor is not involved in the research as an author.
2. In some case, the advisor is conducting research with a student or group of students. In this case, the allocation of credit and authorship among the advisor and the students should be well established from the beginning of the research.
3. The advisor should be available during the times that have been decided to discuss the research. The student on the other hand should make sure to not breach the privacy and peace of the advisor by calling him for not so important questions. There should be a unanimous decision about when to ask for help and what is the best way to reach the advisor: phone, email, one-to-one meeting etc.
4. The advisor should not show prejudice or bias in helping the student due to some previous experiences with the student-advisee. A research requires honesty, and both the advisor and the advisee should remain honest and work collaboratively.

Section 3. Role of Students involved in a Teacher-student research Collaboration

- ✓ Students working with research advisors should respect them, listen to their suggestions, and maintain a good attitude and working relationship with their advisor;
- ✓ In case of conflict of opinion arises, they should ask members of the research committee or another expert in the subject area to resolve the issue;
- ✓ The advisors and the students should have good compatibility, but at least they should maintain a good professional attitude and conduct towards one another.

Section 4. Policies and Guidelines for Research Collaboration

1. At the start of the Research class, students will have to be oriented by the Research teacher on the option of having faculty-student research collaboration. Benefits (research funding, faculty expertise, authorship and

publication, etc.) and requirements (URC report format, budget, ethics review, editing, terms of the contract, etc.) for the collaboration will have to be emphasized.

2. Faculty- student research collaboration will have to be mutually agreed upon by the faculty, co-researcher, and the student.

3. Once a collaboration has been agreed upon, the faculty co-researcher will have to be involved right from the start of the project: from choosing a research topic, scope of research, etc.

4. The faculty co-researcher will have to contribute directly to the research project as a member of the research team and will also be assigned a portion to report on during research presentations.

5. A research collaboration shall be approved by the department head and the principal/dean to avoid research collaboration monopoly;

6. A research proposal shall be evaluated and approved by the panel members endorsed by the dean/principal to the URC for funding and possible publication. Once the research proposal is approved by the university president, a contract will have to be signed by collaborators, and the university indicating their responsibilities, the intellectual property rights, financial accountability to the University provided in the university teacher-student research collaboration and IP guidelines.

7. Sanctions of non-completion of the research within the allotted time will have to be included in the contract as per URC guidelines.

8. Evaluation should be conducted after the proposal and final defense by the URC.

Section 5. Assessment and Evaluation

Assessment is the systematic process of documenting and using empirical data to measure knowledge, skills, attitudes and beliefs.

Evaluation focuses on grades and might reflect classroom components other than course content and mastery level. An evaluation can be used as a final review to gauge the quality of instruction, presentation, or a research work.

- ✓ The panel members together with the researcher collaborating with the students combine the research assessment and evaluation for the final grade;
- ✓ Panel members should be recommended by the unit heads/principals and be approved by the deans to avoid conflict of interest.
- ✓ Teachers involved in research collaboration should not be allowed to join in the panels' deliberation of the students' research evaluation for the research project grade.

Section 6. Research Funding

Research project found to be worth funding shall be endorsed by the research panel, college dean, and be approved by the university president.

Upon the approval of a research work, the research fund shall be released through the research advisor and disburse the same to the team members or to the collaborators according to the university guidelines.

ARTICLE 6. Guidelines for Authorship and Publication

Authorship implies ownership of an idea or product, and confers privileges and responsibilities to the author. Guidelines emphasize the proper assignment of credit to, and the corresponding accountability of those identified as authors of a scientific or creative work.

1. The university follows the guidelines for Authorship and Publication as fulfillment of all four of the following criteria:
 - 1.1. Substantial contribution to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
 - 1.2. Drafting the work or revising it critically for important intellectual content;
 - 1.3. Final approval of the version to be published; and
 - 1.4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In applying the above criteria, all individuals who have participated in criterion 1.1 should be given the opportunity to be part (or to decline to be part) of criteria 1.2, 1.3, and 1.4.

2. The following activities shall not be regarded as sufficient grounds for establishing authorship:
 - 2.1. Acquisition of grant money;
 - 2.2. General supervision;
 - 2.3. Collection of data; and
 - 2.4. Involvement in the technical writing and editing.
3. Authors shall obtain the informed consent of research participants as a condition for the publication of photographs or identifiable information.
4. In submitting articles for publication, the authors shall provide the following information to the editors:
 - 4.1. The specific contribution of each author to the scientific paper;
 - 4.2. An acknowledgment of the contributions made by people other than the authors; and
 - 4.3. A statement that the authors complied with ethical review requirements.
5. The basis for listing of authors shall be transparent, and may follow any of, but not limited to, the following norms depending on prior agreements:
 - 5.1. Alphabetical listing;

- 5.2. Listing based on level of contribution; or
- 5.3. First author is the one who did most of the work, the last author is the most senior in the group.
6. The student shall be listed as principal author of a publication that substantially derives from the student's dissertation or thesis.
7. In collaborative groups, the important consideration shall be the identification of the responsible individual for the integrity of the work and the corresponding author.

** Source: Adapted from the *National Ethical Guidelines for Health and Health Related Researches, 2017*

ARTICLE 7. IP Guidelines

IP Intellectual Property: Expectations about ownership of IP rights and access rights should be discussed from the beginning and reviewed periodically over the project's lifetime. Researchers should be able to exploit the benefits of IP resulting from their individual contributions (or resulting from combined contributions) to the project.

IP GUIDELINES FOR TEACHER-STUDENT RESEARCH COLLABORATIONS

1. In the conduct of a study that will apply for internal funding (CPU Funding), there should be a written agreement between the collaborators (teacher & student) where it stipulates as to the disclosure where the ideas emanate and the percentage of time/effort each collaborator should allocate in the conduct of the proposed study. This document should be duly notarized and the University Research Director or the Chair of University Research Center and the Dean of the College where this student came from will be the witness.
2. Upon completion and submission of the output of the study in the University Research Center, another memorandum of agreement between the University and the Researchers (Student and Teacher) as to the disclosure of the findings and granting the University the authority to process for its IP's.
3. Any scholarly work eligible for patent/utility model/copyright/trademark the name of all the persons involved in the conduct of the said study should be reflected in the application for IPs.
4. The sharing of the incentive and/or royalty derived from the IPs is subject to the approved guidelines of the University for the sharing of such privilege between CPU and the Researcher.
5. For the sharing of incentive and/or royalty allotted for the researchers, the sharing between the teacher and faculty will be 50:50. In the event when there are two teachers collaborators (mentor & mentee), the sharing will be 50% for the student, 25% for the mentor, and 25% for the mentee.
6. In publishing the research findings in ISI Journal/s, the student should be given the priority to be a principal author and the teacher as the corresponding authors; or, any derived agreement between the two parties if who will the principal author and the one who in charge of communication if ever there will be interested parties who would like to communicate with the researchers.

7. If any of the researchers (teacher or student) waive their rights in the IP or Publication, there should be a duly notarized agreement for this purpose.
8. If any of the authors will withdraw from the collaborative studies, all the privileges and rights in IPs will be given to the one who will pursue and complete the conduct of such research undertakings.

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