FACULTY DEVELOPMENT PROGRAM
2012-2015
Message of the President and Chancellor

The University’s vision-mission to be “a leading learner-centered research university, bridging faith and scholarship in the service of society, especially the poor,” relies upon excellent and highly trained faculty members in teaching and research. The Faculty Development Program, 2012-2015 aims precisely to develop this kind of faculty. It is an integral part of the key strategies to realize our vision-mission. The programs include support for graduate studies, publication in high-impact journals, presentation in high-impact conferences, post-doctoral training abroad, advanced short-term courses, conduct of high quality research, networking with local and international institutions, among others.

I strongly encourage our faculty members to avail of the programs and be part of a dynamic academic community that nurtures excellence in delivering Lasallian education.

This Faculty Development Program supersedes all other documents on faculty development.

Live Jesus in our Hearts!

Br. Narciso S. Erquiza, Jr. FSC
President and Chancellor
University Faculty Development Committee

Myrna S. Austria
Vice-Chancellor for Academics

Dante Leoncini
President, Faculty Association

Brian C. Gozun
Dean, RVR College of Business

Rachel Edita O. Roxas
Dean, College of Computer Studies

Rochelle Irene G. Lucas
OIC, College of Education

Pag-asa D. Gaspillo
Dean, Gokongwei College of Engineering

Jose Manuel I. Diokno
Dean, College of Law

Dominador F. Bombongan, Jr.
Dean, College of Liberal Arts

Gerardo C. Janairo
Dean, College of Science

Winfred M. Villamil
Dean, School of Economics

Evelyn Lopez-Esparrago
ASF Representative

Ma. Jesusa M. Marco
Director, HRDMO

Harvey T. Ong
College Representative, RVR COB

Teresita C. Limanco
College Representative, CCS

John Addy S. Garcia
College Representative, CED

Susan M. Gallardo
College Representative, GCOE

Rosario Olivas Gallo
College Representative, COL

Feorillo Petronillo G. Demétrio III
College Representative, CLA

Nelson B. Arboleda, Jr.
College Representative, COS

Mitzie Irene P. Conchada
School Representative, SOE
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DLSU VISION-MISSION

PREAMBLE

De La Salle University is an internationally recognized Catholic university established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St John Baptist de La Salle, the University community, together and by association, provides quality human and Christian education by teaching minds, touching hearts and transforming lives.

VISION-MISSION

A leading learner-centered research university, bridging faith and scholarship in the service of society, especially the poor

CORE-VALUES

Faith (religio)
DLSU is committed to nurturing a community of distinguished and morally upright scholars that harmonizes faith and life with contemporary knowledge in order to generate and propagate new knowledge for human development and social transformation.

Service (mores)
DLSU is committed to being a resource for Church and Nation and being socially responsible in building a just, peaceful, stable and progressive Filipino nation.

Communion (cultura)
DLSU is committed to building a community of leaders, competent professionals, scholars, researchers and entrepreneurs, who will participate actively in improving the quality of life in Philippine society within the perspective of Christian ideals and values.
The DLSU Faculty Development Program

Aligned with its vision-mission as a leading learner-centered research university, the DLSU Faculty Development Program provides appropriate and relevant educational experiences to DLSU faculty members who are at the forefront of teaching, research and community engagement in their specific disciplines. Challenged by globalization and the increasing demands of industry, DLSU is committed to develop, nourish and support a pool of faculty who are academic frontrunners — abreast with cutting-edge development and innovation in their fields of specialization and pursue holistic growth as persons, learners, and scholars. While the Faculty Development Program has the faculty member’s integral growth as its immediate end, ultimately it is the students who will benefit from the presence of highly trained faculty members whose pursuit for excellence is at the heart of the Program. Likewise, high quality research and publications can only come from faculty with PhD degrees and post doctoral training. Thus, this is the raison d’etre of DLSU’s Faculty Development Program.

This Program is only one of DLSU’s continuing efforts that seek to ensure the vitality, relevance and effectiveness of its educational mission. Similar projects that likewise aim to enhance faculty are the ASIST- led seminars on learning and pedagogy, the Learning Leaders Program, the Professional Learning Communities between and among colleges, to mention a few. The Faculty Development Program, along with these efforts, is anchored on an over-arching principle of Lasallian education, i.e., to develop and sustain quality faculty committed to life-long personal and professional improvement and service.

Philosophy

In its quest as a research university, DLSU views its mission as aligned with other developing higher educational institutions in “transcending the boundaries of the nation-state, educating for global perspective and advancing the frontiers of knowledge worldwide” (Emerging Global Model of Research University, Mohrman, et al, 2008, p.7). With accelerating globalization, borderless education has produced numerous and diverse avenues for knowledge sharing and creativity to make individuals locally and globally
competitive. The DLSU’s Faculty Development Program, thus, provides a variety of training opportunities that are premised on the following:

1. Training develops and empowers the individual.
2. Training is a learning (not only a teaching) mode.
3. Training focuses on the needs of faculty.
4. Training, both formal and on the job, is continuous.
5. Training is an investment in human capital that integrates appropriate incentives individuals (i.e., the faculty) perceive beneficial; thus, motivates them.
6. Training benefits the institution as a whole.

The DLSU Faculty Development Program is an integral part of the Faculty Manual. Cognizant of the changing needs of faculty members and the imperative to cope with the trends and demands of education in general and faculty development in particular, the program shall be reviewed every three (3) years.

Framework

The DLSU Faculty Development Program was designed to assist individuals and departments in the area of human resource development. The Program aims to facilitate the University’s goal of academic excellence through the development of the competencies and professionalism of its faculty. Hence, efforts directed towards the quality of training shall be sustained at a high level and training relevancy shall be valued increasingly in accordance with the broad range of current and emerging needs of faculty, both for today and in the future. Furthermore, the DLSU Faculty Development Program is grounded on the principles that:

1. The individual’s professional competence is integral to the University’s overall human resources.
2. One way to achieve academic excellence is to integrate the desires of individuals in the community for growth and development aligned with the University’s goals.
3. The University, as an educational institution, is a learning organization where expansion, production, and nurturance of knowledge remain a fundamental priority.
4. In today’s knowledge-based society, training is imperative for faculty to be producers of new knowledge that can be best attained with opportunities that expose them to global perspectives, approaches, international collaborations and linkages (as against the tendency for academic inbreeding).²

Built on the aforementioned principles, DLSU is committed to sustain a dynamic academic community where members share collective aspirations that are mutually beneficial and the drive and need to learn together is primordial.

How to Avail of the Program

Application forms for Faculty Development Program grants can be accessed from the intranet site under the Office of the Vice-Chancellor for Academics (VCA), http://intranet.dlsu.edu.ph/downloads/forms/pdf/vca.

² Academic inbreeding is a practice that perpetuates the parochialism of ideas since the academic experience is limited to the same established knowledge and long held ideas and beliefs. This runs contrary to the demands of today’s knowledge-based societies.
Incentive for Publication in Pre-selected High-Impact Journals

Objectives

- To encourage faculty members to publish in pre-selected high impact journals.
- To expose faculty members to international norms, standards and socio-academic culture with regard publication.
- To allow faculty members to network with international circles of researchers and university professors for possible collaborations for themselves, for their departments or laboratories/institutes, or for the entire university.

Strategy

Support faculty members, who publish in high impact journals, in their paper presentation or keynote address/invited talk in international conferences, workshops, symposia and similar fora.

Eligibility

Permanent full time faculty members who meet the following criteria may apply for the incentive.

1. Must have a paper published in pre-selected high impact journals.
2. Must have served the University for at least 5 years.
3. Must have an average teaching performance rating of at least “Very Satisfactory” for the past 3 years.
4. Must present a paper in a conference or invited as a keynote speaker

Benefits

1. Plane fare, economy class, to be booked by the University, at a maximum of US$1,000.00. Additional funds for more expensive plane fare will need to be sourced from other funds, such as the interest income of the College Endowment Fund.
2. Pre-departure expenses to include passport application/renewal fee, visa application fee, airport terminal fee, travel tax and insurance.

3. Airport transfer by most reasonable means at a maximum of US$100.00 to be paid on reimbursement basis.

4. Conference registration fee at a maximum of US$500.00 per faculty per year to be financed by the Science Foundation.

5. Hotel accommodation based on the recommendation of the forum organizer at a maximum of US$80.00/night, to be paid by credit card and through reimbursement basis. The number of days is based on the duration of the conference plus one day before the commencement of the activity.

6. Per diem of US$25.00 per day appropriated for food, local transportation and communications expenses and to cover for inadequate funds for hotel expenses. The number of days is based on the duration of the conference, plus one day before and one day after the conference.

Policies

1. The pre-selected journals are chosen for their reputation as high-impact journals, low (strict) acceptance rate, and a distinguished editorial board. An additional indicator of high quality journal is the regular presence of publications from faculty members of prestigious universities in Asia, North America, and Europe.

2. The list of pre-selected journals will be submitted by each department through the Deans to the Vice-Chancellor for Academics (VCA) for final approval.

3. At the discretion of the VCA and if he/she finds the need for it, he/she may refer the list for review to partners from universities abroad. The initial list will be reviewed after one (1) year and every two (2) years thereafter but the reckoning of the incentive will be based on the article’s submission date.

4. The list of pre-selected high impact journals can be accessed from http://intranet.dlsu.edu.ph/downloads/documents/pdf/vca_high-impact-journals_list.pdf. While the journals are listed by college,
faculty members can publish not only in the journals listed under their college but in other colleges as well.

5. One journal publication merits one conference participation anytime within 3 years from the date of the journal paper’s acceptance. If there are multiple authors, they would need to agree among themselves as to who would avail of the incentive.

6. A faculty member may avail of this incentive at most once every two years.

7. In exceptional cases, full-time faculty members who have rendered less than 5 years of service to the University but have garnered a “Very Satisfactory” teaching performance rating may also avail of this incentive.

8. Exceptions are treated on a case to case basis, and will be at the discretion and sole prerogative of the VCA, in consultation with the Dean. Faculty members are allowed to avail of the incentive as an exception only once.

9. The VCA will equitably distribute the full utilization of the fund/incentive among the different colleges of the University.

10. Regulations on disbursement, liquidation, and oversight shall follow relevant DLSU accounting procedures.

11. The EVP for External Relations and Internationalization will monitor the usage of the fund.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean. Endorsement and approval process shall follow the university’s organizational structure.

2. The application should be accompanied by the following:

   a. Application form

   b. Copy of the journal paper
c. Proof of acceptance from the journal editor

d. Call for Papers of conference/symposium

e. Proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.
Support for Paper Presentations in Pre-Selected High-Impact Conferences

Objectives

- To raise the standards of research methodologies in the University by encouraging faculty members to choose international conferences based on the quality of the paper acceptance process.
- To provide opportunities for faculty members to network with top researchers in their field.

Strategy

Support faculty members when they present papers or deliver keynote presentations or as invited speakers in prestigious, high quality international conferences, workshops, symposia and similar fora.

Eligibility

Permanent full time faculty members who meet the following criteria may apply for the incentive.

1. Must present a paper in a pre-selected conference or invited as a keynote speaker.
2. Must have served the University for at least 5 years.
3. Must have an average teaching performance rating of at least “very satisfactory” for the past 3 years.

Benefits

1. Plane fare, economy class, to be booked by the University, at a maximum of US$1,000.00. Additional funds for more expensive plane fare will need to be sourced from other funds, such as the interest income of the College Endowment Fund.
2. Pre-departure expenses to include passport application/renewal fee, visa application fee, airport terminal fee, travel tax and insurance.
3. Airport transfer by most reasonable means at a maximum of US$100.00 to be paid on reimbursement basis.
4. Conference registration fee at a maximum of US$500.00 per faculty per year to be financed by the Science Foundation.

5. Hotel accommodation based on the recommendation of the forum organizer at a maximum of US$80.00/night, to be paid by credit card and through reimbursement basis. The number of days is based on the duration of the conference plus one day before the commencement of the activity.

6. Per diem of US$25.00 per day appropriated for food, local transportation and communications expenses and to cover for inadequate funds for hotel expenses. The number of days is based on the duration of the conference, plus one day before and one day after the conference.

Policies

1. The pre-selected conferences are chosen for their reputation as high-impact conferences, low (strict) acceptance rate, and distinguished technical committee. An additional indicator of high quality conferences is the dominant presence of paper presenters (not invited speakers) from prestigious universities in Asia, North America and Europe.

2. The list of pre-selected conferences will be submitted by each department through the Deans to the Vice-Chancellor for Academics (VCA) for final approval.

3. The Vice-Chancellor for Academics (VCA), at his/her discretion and if he/she finds the need for it, may refer the list for review to partners from universities abroad. The list may be revised at the start of each academic year.

4. The list of pre-selected high impact conferences can be accessed from http://intranet.dlsu.edu.ph/policies/evp_manila/vp_ar/_pdf/list-high-impact-conferences.pdf.

5. A faculty member may avail of the grant at most once a year only, even if several of his/her papers have been accepted to different high-quality conferences.

6. In exceptional cases, full-time faculty members who have rendered less than 5 years of service to the University but have garnered a
“Very Satisfactory” teaching performance rating may also avail of the grant.

7. In exceptional cases where the conference or keynote presentation and invited talk does not figure in the list of the pre-selected conferences but is otherwise accepted to be a high-impact and relevant conference, partial support may be granted of up to 80% of the total actual cost of travel and accommodation, subject to a maximum of US$800 for airfare and US$60/night for hotel accommodation, and 100% of conference fees. No per diem will be provided for the faculty member.

To assist the VCA in deciding on such exception cases, Departments may supplement their list of pre-selected high impact conferences with a list of second-tier conferences.

8. Exceptions are treated on a case to case basis, and will be at the discretion and sole prerogative of the VCA, in consultation with the Dean. Faculty members are allowed to avail of the incentive as an exception only once.

9. The VCA will equitably distribute the use of the fund/incentive among the different colleges and units of the University.

10. Regulations on disbursement, liquidation, and oversight shall follow relevant DLSU accounting procedures.

11. The EVP for External Relations and Internationalization will monitor the usage of the fund.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean. Endorsement and approval process shall follow the university’s organizational structure.

2. The application should be accompanied by the following:
   a. Application form
   b. Call for Papers of conference/symposium
c. Copy of conference paper

d. Proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.
Support for Paper Presentations in Conferences

Objectives

- To encourage faculty members to engage in high quality research that would result in journal publications.
- To provide opportunities for faculty members to network with international and local researchers for possible collaboration in research and other academic pursuits.

Strategy

Support for faculty members who present papers in international and local conferences.

Eligibility

Faculty members who meet the following criteria may apply for the incentive.

1. Must be a full-time (permanent or probationary), or part-time faculty member, or ASF (permanent or probationary).
2. If he/she is a part-time faculty member, he/she must have taught at least 36 units.
3. Must present a paper in a conference.

Benefits

For International Conference

1. Travel allowance equivalent to PhP20,000.00 to be provided once every academic year
2. Pre-departure expenses to include passport and visa application fees, travel tax, airport terminal fees and insurance coverage.
3. Registration fees to be financed through the Science Foundation once a year.


For Local Conference

Travel and conference subsidy:

1. PhP 5,000.00 for National Capital Region to cover registration fee only

2. PhP 7,000.00 for Luzon to cover transportation, accommodation and registration fee.

3. PhP 10,000.00 for Mindanao, Visayas, Palawan to cover transportation, accommodation and registration fee.

Policies

1. Except for travel allowance and registration fee for international conference, a full time-faculty member may avail of this incentive as often as there are conferences for paper presentations.

2. A part-time faculty member may avail of the incentive once a year at the most, either local or international.

3. The paper to be presented should be in line with the faculty member’s area of discipline or a product of interdisciplinary or multidisciplinary research as defined by the University Research Coordination Office (URCO).

4. Funds for the program will be administered by the Vice Chancellor for Academics (VCA) for international conferences and the Deans for local conferences. The VCA and the Deans will equitably distribute the full utilization of the funds among the different colleges/departments and units of the University.

5. The faculty member shall submit post-conference report/summary of activities and liquidate financial obligations within two (2) weeks after returning from the conference.

6. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.

7. Faculty absence while on official business shall be covered by existing University rules on faculty attendance.
Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean/Unit Head. Endorsement and approval process shall follow the university’s organizational structure.

2. The application must be submitted to the VCA Office at least two (2) weeks prior to the conference.

3. Application should be accompanied by the following:

   a. Application form

   b. A copy of the abstract, the program or Call for Papers of the conference/symposium to be participated in, and proof of paper acceptance or copy of invitation to deliver the keynote presentation or as an invited speaker.

   c. An itinerary or outline of conference activities, including arrival and departure dates, and as well as when the faculty member expects to return to his/her work in the University.

   d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.
Support for Participation in Local Conferences

Objectives

● To upgrade the knowledge and skills of faculty members in their area of discipline.

● To provide opportunities for faculty members to network with local researchers.

Strategy

Support for faculty members for their participation in conferences.

Eligibility

Full-time (permanent or probationary) faculty members and ASF (permanent or probationary) may be eligible for this incentive.

Benefits

Travel and conference subsidy:

1. Maximum of PhP5,000.00 for National Capital Region to cover registration fee only.

2. PhP7,000.00 for Luzon to cover transportation, accommodation and registration fee.

3. PhP10,000.00 for Mindanao, Visayas and Palawan to cover transportation, accommodation and registration fee.

Policies

1. The incentive may be availed of at most twice a year.

2. The theme of the conference must be in line with the faculty member’s area of discipline.

3. Faculty absence while on official business shall be covered by existing University rules on faculty attendance.
4. The faculty member shall submit post-conference report/summary of activities to the VCA Office within two (2) weeks upon return from the conference.

5. Regulations on disbursements, liquidation, and oversight shall follow relevant University accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean/Unit Head. Endorsement and approval process shall follow the university’s organizational structure.

2. The application must be submitted to the VCA Office at least one (1) month before the conference.

3. Application should be accompanied by the following:
   a. Application form
   b. A copy of the invitation and program of the conference.
   c. A brief description of how the faculty member plans to manage the classes to be missed while on official business.
   d. For conferences outside of Metro Manila, an itinerary which includes the program of activities, arrival and departure dates, and when the faculty member expects to return to his/her work in the University.
Mme. Maillefer Study Program

Objectives
- To minimize inbreeding and raise the quality of faculty members.
- To increase the number of faculty members with graduate degrees earned from top-rate foreign universities.

Strategy
Support for faculty members who are pursuing graduate studies in top-rate universities abroad through grants from external funding sources.

Eligibility
Full-time (permanent or probationary) and part-time faculty members who meet the following criteria may apply for the program.

1. At least three (3) years of service or its full-time equivalent if applicant is a part-time faculty member.
2. Must not be more than 40 years old at the start of the study program.
3. Must be in good health as attested to by the university physician.
4. Must have been admitted in the program of study as shown by the letter of admission from the university where the faculty will enroll.
5. Must have been awarded a scholarship as shown by the letter from the funding agency.

Benefits
1. Reimbursement of application fee.
2. Reimbursement of fees for TOEFL, GMAT, GRE if required by the university.
3. Pre-departure expenses to include passport application/renewal fee, visa application fee, terminal fee, travel tax.
4. Regular salary for the duration of the study based on last rank for full-time faculty or equivalent full-time rank for part-time faculty.

5. For permanent faculty members, the period of study leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.

6. For part-time or probationary faculty members, the number of years of teaching at DLSU prior to the start of the study will be counted as part of the probationary period upon their return.

Policies

1. Faculty members must be recommended by the Department Chair and Dean, and approved by the VCA based on their academic performance, teaching and research potential, and other related criteria.

2. Program of study must be within the priority areas of the college as certified by the Department Chair, Director for Research and Advanced Studies and the Dean.

3. The faculty member will continue to receive his/her salary for the period of study prescribed by the department/institution where he/she is enrolled. Salary will be disbursed monthly following the salary schedule of DLSU for an initial period of one year. Renewal of the benefit is contingent upon the faculty member’s successful completion of the academic requirements for the preceding year based on a progress report as certified by his/her academic adviser and endorsed by the Department Chair and Dean.

4. The faculty member is expected to complete his/her studies within the period prescribed by the department/institution where he/she is enrolled. Beyond this period, benefits will not be provided except in cases where an extension is approved by the VCA due to circumstances beyond the control of the faculty member.

5. Part-time faculty member shall sign a contract indicating his/her commitment to join the university full-time upon completion of the study.
6. Upon completion of the study, faculty member shall render one (1) year of service to the university for every year of study leave.

   a. In the event that the faculty member fails to return to the university or is unable to fulfill the required service payback, he/she shall be required to pay the University all the financial benefits received plus prevailing interest. The total amount will become due within thirty (30) days after the faculty member’s scheduled return.

   b. In case the faculty member is unable to complete the required years of return service, he/she must pay the proportionate balance of the total amount.

7. The study leave shall be covered by a contract between the faculty member and the University represented by the Vice-Chancellor for Academics (VCA).

Selection Process

1. A Selection Committee composed of the following shall evaluate the applications and make recommendations to the President and Chancellor:

   Chair — President of the Society of University Fellows

   Members: Two (2) University Fellows designated by the President & Chancellor

     Vice Chancellor for Academics

     Vice-Chancellor for Research

     Director, Human Resource Development and Management Office

   The Selection Committee shall submit their recommendations to the President and Chancellor before the end of each academic year.

2. Selection Criteria

   Three (3) faculty members per academic year will be chosen for the program. The criteria for selection are:

   a. The program of study must be relevant to the development thrusts of the university.
b. Probability of returning to the university upon completion of study

c. School/university is well-known in the program of study of the faculty

d. Endorsement by the Department Chair and Dean

e. Priority will be given to applicants whose scholarships require the scholars to return to their country of origin after completion of study.

**Procedures**

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair, Director for Research and Advanced Studies and the Dean.

2. All applications must be submitted to the VCA Office not later than March 30 of each year.

3. Application should be accompanied by the following:

   a. Application form

   b. Letter of admission from the university where faculty member will study

   c. Letter from funding institution providing scholarship

   d. Certificate of good health from the University physician

4. The VCA shall inform all applicants in writing the decision of the President and Chancellor regarding the result of their application.
Support for Graduate Studies

Objectives

- To minimize inbreeding and improve the quality of faculty members.
- To increase the number of faculty members with graduate degrees earned from top-rate foreign and local universities.

Strategy

Support for faculty members who are pursuing graduate studies in top-rate universities through grants from external funding sources

Eligibility

Full-time (permanent or probationary) faculty members and ASF (permanent or probationary) who meet the following criteria may apply for the program.

1. Must not be more than 35 years old at the start of the study program for a Masters degree and 40 years old for a doctoral degree.
2. Must be in good health as attested to by the university physician.
3. Must have been admitted in the program of study as shown by the letter of admission from the university where the faculty will enrol.
4. Must have been awarded a scholarship as shown by the letter from the funding agency.

Benefits

1. Reimbursement of application fee
2. Regular salary only for the first three (3) months of study leave.
3. For permanent faculty members, the period of study leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.
4. For probationary faculty members, the number of years of teaching at DLSU prior to the start of the study leave will be counted as part of the probationary period upon their return.

   If studying in universities abroad, additional benefits shall include:

5. Reimbursement of fees for TOEFL, GMAT, GRE if required by the university

6. Pre-departure expenses to include passport application/renewal fee, visa application fee, terminal fee, travel tax.

**Policies**

1. The study leave is without pay, except for the first three (3) months of study leave.

2. Program of study must be within the priority areas of the college/unit as certified by the Department Chair, Director for Research and Advanced Studies and the Dean/Unit Head.

3. The faculty member is expected to complete his/her studies within the period prescribed by the department/institution where he/she is enrolled.

**Procedures**

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair, Director for Research and Advanced Studies and the Dean/Unit Head.

2. Application should be accompanied by the following:
   a. Application form
   b. Letter of admission from the university where faculty member will study
   c. Letter from funding institution providing scholarship
   d. Certificate of good health from the University physician
Study Grant Leading Towards a Master’s Degree

Objective
To raise the quality of faculty members and increase the number with graduate degrees.

Strategy
Support for faculty members who intend to earn a master’s degree on part-time basis while they continue to teach with the University.

Eligibility
Faculty members who meet the following criteria may apply for the study grant.

1. Must be a full-time (permanent or probationary), or part-time faculty member, or ASF (permanent or probationary).
2. Must not be more than 35 years old at the start of the study program.
3. Must have regular teaching load.
4. Must be in good health as attested to by the University physician.

Benefits
A. Tuition and fee subsidy for DLSU degree programs
   1. Full tuition and fee subsidy for full-time faculty members.
   2. For part-time faculty members, the following shall apply:
      - Fifty percent (50%) discount in tuition and fees for those with 6 units of teaching and thirty percent (30%) discount in tuition and fees for those with 3 units of teaching for the first 3 trimesters of teaching in the University.
      - Seventy-five percent (75%) discount in tuition and fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the University.
• One hundred percent (100%) tuition and fees coverage for those who have accumulated at least 6 trimesters of teaching in the University.

B. *Tuition and fee subsidy for other local universities*

1. Full tuition and fee subsidy for full-time faculty members.

2. For part-time faculty members, the following shall apply:

   • Twenty percent (20%) discount in tuition and fees for the first 3 trimesters of teaching in the University.

   • Thirty percent (30%) discount in tuition and fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the University.

   • Fifty percent (50%) tuition and fees coverage for those who have accumulated at least 6 trimesters of teaching in the University.

C. An incentive reward of PhP30,000.00 will be given to a faculty grantee who completes his/her Master’s degree on time or earlier.

**Policies**

1. A faculty member shall enrol in a master’s degree program identified as a priority area (addressing the needs of the department/unit) determined by the head of the department, and endorsed by the Dean/Unit Head.

2. Qualifications and potential of the faculty member should be consistent with the plans/thrusts of the college/department.

3. The master’s degree program selected for the study grant should be offered by a reputable (autonomous and accredited) academic institution.

4. If he/she is full time, faculty member should not carry an overload. If he/she is part-time, faculty member must be teaching not more than 6 units at DLSU.
5. The maximum study load shall be nine (9) units per term for teaching faculty and six (6) units for ASF.

6. ASFs who enrol six (6) to nine (9) units during summer should file for a vacation leave.

7. The following are not allowed:
   a. Shifting to another degree program.
   b. Enrolment in two graduate programs simultaneously.
   c. Enrolment in a second master’s degree.

8. The following are not covered by the study grant.
   a. Additional courses enrolled that are not part of the curriculum.
   b. Refresher courses taken when the faculty has exceeded the duration of the program.
   c. Enrolment in audit subjects.

9. The study grant shall be for a period of three (3) academic years. Any request for extension should be justified and only for a period of one (1) year.

10. Faculty member who withdraw/drop subject/s or incur failing grades will be made to pay for the re-enrolment of said subject/s.

11. The study grant shall be temporarily suspended if the faculty member incurs two incomplete grades at any given time. It will only be reinstated after the grantee earns the completion of grades for the incomplete courses.

12. For full-time faculty, additional policies shall apply.
   a. A faculty member who resigns or is dismissed for cause from employment prior to the completion of the degree shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to probationary faculty members whose contracts
are not renewed or are allowed to expire by the University for failure to meet the standards for permanency.

b. Upon completion of the degree, faculty member shall serve the university for one (1) year for every three (3) trimesters of scholarship and any fraction thereof.

c. Faculty member who fails to render the required service payback shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to faculty members whose contracts are not renewed or are allowed to expire by the University for failure to meet the standards for permanency.

In case the faculty member is unable to complete the required year of return service, he/she must pay the proportionate balance of the total amount.

d. The study grant shall be covered by a contract between the faculty member and the University represented by the Vice-Chancellor for Academics (VCA). The contract must be signed prior to enrolment in the masteral program.

13. For part-time faculty members, additional policies shall apply.

a. A part-time faculty member who is not qualified for a 100% study grant under the Faculty Development Program may avail of additional study grant from the SFA Office following the latter’s policies and guidelines.

b. Part-time faculty members who opt not to finish their teaching load for the full term shall be required to pay back the tuition and fees granted to them during the said term.

c. The study grant shall not be covered by a contract. However, it is renewable every term subject to a teaching performance of Very Satisfactory (VS).

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department
Chair, Director for Research and Advanced Studies and the Dean/Unit Head.

2. The application must be submitted to the VCA Office at least one (1) month prior to enrolment to the masteral program.

3. Application should be accompanied by the following:
   
   a. Application form
   
   b. Certification from the Department Chair or Unit Head that (i) the faculty applicant possesses the qualifications and potentials consistent with the plans/thrusts of the department and the college or unit; and (ii) the chosen degree program for the study grant is a priority area of the department/unit.
   
   c. If studying in a local university other than DLSU, documentary support (from CHED, PAASCU, etc.) indicating that the academic institution chosen by the faculty is autonomous and accredited.

4. For the continuous coverage of the study grant, a written recommendation by the Department Chair and endorsed by the Dean/Unit Head must be submitted to the VCA Office every term.

5. The faculty member shall furnish the VCA Office a copy of his/her grades for courses enrolled in the preceding term prior to approval of the study grant for the current term.
Study Grant Leading Towards a Doctoral Degree

Objective
To raise the quality and number of faculty members with doctoral degrees.

Strategy
Support for faculty members who intend to earn a doctoral degree on a part-time basis while they continue to teach with the University.

Eligibility
Faculty members who meet the following criteria may apply for the study grant.

1. Must be a full-time (permanent or probationary), or part-time faculty member
2. Must not be more than 40 years old at the start of the study program.
3. Must have regular teaching load.
4. Must be in good health as attested to by the University physician.

Benefits
A. Tuition and fee subsidy for DLSU degree programs
1. Full tuition and fee subsidy for full-time faculty members.
2. For part-time faculty members, the following shall apply:
   - Fifty percent (50%) discount in tuition and fees for those with 6 units of teaching and thirty percent (30%) discount in tuition and fees for those with 3 units of teaching for the first 3 trimesters of teaching in the University.
   - Seventy-five percent (75%) discount in tuition and fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the University.

3 If faculty member was hired before AY 2012-2013, he/she must not be more than 45 years old at the start of the program.
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- One hundred percent (100%) tuition and fees coverage for those who have accumulated at least 6 trimesters of teaching in the University.

B. Tuition and fee subsidy for other local universities

1. Full tuition and fee subsidy for full-time faculty members.

2. For part-time faculty members, the following shall apply:
   - Twenty percent (20%) discount in tuition and fees for the first 3 trimesters of teaching in the University.
   - Thirty percent (30%) discount in tuition and fees for those who have accumulated at least 3 but less than 6 trimesters of teaching in the University.
   - Fifty percent (50%) tuition and fees coverage for those who have accumulated at least 6 trimesters of teaching in the University.

C. An incentive reward of PhP50,000.00 will be given to a faculty grantee who completes his/her PhD on time or earlier.

Policies

1. A faculty member shall enrol in a doctoral program identified as a priority area (addressing the needs of the department/unit) as determined by the head of the department, and endorsed by the Dean.

2. Qualifications and potential of the faculty member should be consistent with the plans/thrusts of the college/department.

3. The doctoral program selected for the study grant should be offered by a reputable (autonomous and accredited) academic institution.

4. If he/she is full time, faculty member should not carry an overload. If he/she is part-time, faculty member must be teaching not more than 6 units.
5. The maximum study load shall be nine (9) units per term for teaching faculty.

6. The following are not allowed:
   a. Shifting to another degree program.
   b. Enrolment in two graduate programs simultaneously.
   c. Enrolment in a second doctoral degree.

7. The following are not covered by the study grant.
   a. Additional courses enrolled that are not part of the curriculum.
   b. Refresher courses taken when the faculty has exceeded the duration of the program.
   c. Enrolment in audit subjects.

8. The study grant shall be for a period of six (6) academic years. Any request for extension should be justified and only for a period of one (1) year.

9. Faculty member who withdraw/drop subject/s or incur failing grades will be made to pay for the re-enrolment of said subject/s.

10. The study grant shall be temporarily suspended if the faculty member incurs two incomplete grades at any given time. It will only be reinstated after the grantee earns the completion of grades for the incomplete courses.

11. For full-time faculty, additional policies shall apply.
   a. A faculty member who resigns or is dismissed for cause from employment prior to the completion of the degree shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to probationary faculty members whose contracts are not renewed or are allowed to expire by the University for failure to meet the standards for permanency.
b. Upon completion of the degree, faculty member shall serve the university for one (1) year for every three (3) trimesters of scholarship and any fraction thereof.

c. Faculty member who fails to render the required service payback shall pay back all the tuition and fees granted to him/her plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months. This provision does not apply to faculty members whose contracts are not renewed or are allowed to expire by the University for failure to meet the standards for permanency.

In case the faculty member is unable to complete the required year of return service, he/she must pay the proportionate balance of the total amount.

d. The study grant shall be covered by a contract between the faculty member and the University represented by the Vice-Chancellor for Academics (VCA). The contract must be signed prior to enrolment in the doctoral program.

11. For part-time faculty, additional policies shall apply.

a. A part-time faculty member who is not qualified for a 100% study grant under the Faculty Development Program may avail of additional study grant from the SFA Office subject to the latter’s policies and guidelines.

b. Part-time faculty who opt not to finish their teaching load for the full term shall be required to pay back the tuition and fees granted to them during the said term.

c. The study grant shall not be covered by a contract. However, it is renewable every term subject to a teaching performance of Very Satisfactory (VS).

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair, Director for Research and Advanced Studies and the Dean.
2. The application be submitted to the VCA Office at least one (1) month prior to enrolment to the PhD program.

3. Application should be accompanied by the following:

   a. Application form

   b. Certification from the Department Chair that (i) the faculty applicant possesses the qualifications and potentials consistent with the plans/thrusts of the department and the college; and (ii) the chosen degree program for the study grant is a priority area of the department

   c. If studying in a local university other than DLSU, documentary support (from CHED, PAASCU, etc) indicating that the academic institution chosen by the faculty is autonomous and accredited

4. For the continuous coverage of the study grant, a written recommendation by the Department Chair and endorsed by the Dean must be submitted to the VCA Office every term.

5. The faculty member shall furnish the VCA Office a copy of his/her grades for courses enrolled in the preceding term prior to approval of the study grant for the current term.
Support for PhD Sandwich Program Abroad

Objectives

- To expose faculty members to international research standards and socio-academic culture.

- To ensure high quality and innovative doctoral thesis that would result in publications in reputable refereed journals.

- To enable doctoral students to conduct research in areas that is yet to be developed and to solve problems of practical importance which will produce high-value added activities.

- To minimize inbreeding among faculty members.

Strategy

Support for faculty members who are working on their dissertation through joint supervision by local and international advisors.

Eligibility

Full time faculty members, preferably permanent, who meet the following criteria may apply for the program.

1. Must not be more than 40 years old at the start of the study program.

2. Must be in good health and fit to do research abroad as attested to by the University physician.

3. Must be enrolled in the doctoral program within three (3) straight years.

4. Must have completed and passed all academic courses required for the PhD program.

5. Must have passed the comprehensive examination program (where appropriate).

6. Must have successfully defended his/her Ph.D. dissertation proposal.
7. Must have been accepted in a foreign university as a Research Fellow or Visiting Researcher with a faculty member in said University willing to act as his/her supervisor/co-advisor while doing the research abroad.

Benefits

1. Regular salary for the duration of the study based on the faculty member’s last rank.

2. Pre-departure expenses to include passport application/renewal fee, visa application fee, travel tax, and airport terminal fee.

3. If the faculty member does not have a scholarship or fellowship from external funding sources, he/she will be given a study grant of US$25,000.00 for one (1) year if host university is located in the USA or Europe or US$18,000.00 if located in Asia. It will be pro-rated if duration of the program is less than one (1) year. It shall be used for airfare, accommodation, living allowance and miscellaneous research expense.

In case the amount of scholarship or fellowship is less than the DLSU study grant, the difference shall be given as subsidy.

4. The entire research leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.

Policies

1. The research leave shall be for a maximum of one (1) year. For meritorious cases (factors beyond the control of grantee), extension beyond one (1) year may be allowed but not the benefits listed above.

2. A maximum of three (3) faculty members per academic year may avail of the program.

3. The research topic must be within the priority research areas/thrusts of the College as certified by the Department Chair, Director for Research and Advanced Studies and the Dean.

4. Faculty grantee shall submit to the VCA Office quarterly progress report in accordance with the approved program of research duly
certified by the foreign faculty research supervisor/adviser and the local adviser.

5. Upon return to the university, the faculty grantee shall submit to the VCA Office a copy of the expected outputs in accordance with the approved program of research duly certified by the foreign faculty research supervisor/adviser and local adviser.

6. The faculty grantee should not seek employment of any form during the research leave. He/she is expected to devote full time on the research study during the entire duration of the program.

7. In the event that there will be changes in the approved research proposal, the faculty grantee shall put in writing his/her request to do so. The request should be approved by both the local and foreign dissertation advisers and panel members and certified by the faculty grantee’s Research and Advanced Studies Director, Department Chair and Graduate Program Coordinator.

8. The selection process (Committee and criteria) of the Mme. Maillefer Study Program shall be followed.

9. The faculty grantee shall render one (1) year of service to the university for every year of fellowship or a fraction thereof.

10. In the event that the faculty grantee fails to return to the University or unable to fulfil the required service payback, he/she shall be required to pay the University all the financial benefits received plus prevailing interest within thirty (30) days after he/she is scheduled to return.

In case the faculty is unable to complete the service payback due to resignation or is dismissed for cause from employment, he/she must pay the proportionate balance of the total amount.

11. Faculty grantee shall sign a contract indicating the terms of the grant and his/her commitment to return to the University upon completion of the course.

12. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.
Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair, Director for Research and Advanced Studies and the Dean.

2. All applications must be submitted to the VCA Office not later than March 30 of each year.

3. Application should be accompanied by the following:
   a. Application form
   b. Certification by the Director for Research and Advanced Studies that the applicant passed and received approval of his dissertation proposal
   c. Copy of approval sheet for proposal defense duly signed by all members of the panel and the local adviser
   d. Letter of recommendation for the Grant from the local adviser and endorsed by the Department Chair and the Dean
   e. Copy of the comprehensive examination results (when applicable).
   f. Copy of approved dissertation proposal
   g. Certification from the host University abroad on acceptance as a research fellow or visiting researcher
   h. Letter from prospective foreign faculty adviser/supervisor on willingness to supervise the Grantee in his department/laboratory
   i. Certificate of good health from University physician
   j. Program of study indicating milestones

4. The VCA shall inform all applicants in writing the decision of the President and Chancellor regarding the result of their applications.
Thesis and Dissertation Grants

Objectives

- To raise the quality of faculty members and increase the number with graduate degrees.
- To ensure that faculty members complete their graduate studies within the prescribed period of time.

Strategy

Support for faculty members who are working on their thesis and dissertation in terms of teaching deloading and financial assistance for research preparation.

Eligibility

Faculty members who meet the following criteria may avail of the grant.

1. For thesis grant, applicant must be a full time (permanent or probationary) faculty member or ASF (permanent or probationary); for dissertation grant, applicant must a full time (permanent or probationary) faculty member.

2. Must not be more than 35 years old at the time of application for a thesis grant and 40 years old for a dissertation grant.

3. Must be in good health as attested to by the University physician.

4. Must have finished the academic requirements within the first two (2) years of enrolment in the Master’s program, or three (3) years in the PhD program.

Benefits

For Master’s Thesis

1. A total of 9 units deloading for full time faculty members broken down as follows: (i) 3 units for thesis proposal writing; and (ii) 6 units for thesis writing.

For dissertation grant, if faculty member was hired before AY 2012-2013, he/she must not be more than 45 years old.
2. Financial assistance in the amount of PhP7,000.00 for thesis preparation (documentation, production, photocopying, CD reproduction) to be reimbursed based on actual expenses.

For Doctoral Dissertation

1. A total of 18 units deloading broken down as follows: (i) 6 units for dissertation proposal writing; and (ii) 12 units for dissertation writing.

2. Financial assistance in the amount of PhP15,000.00 for dissertation writing (documentation, production, photocopying, CD reproduction) to be reimbursed based on actual expenses.

Policies

1. The implementation of the thesis/dissertation deloading shall be based on the progress of the faculty in his/her work program. The deloading units will be allocated across the various stages of thesis/dissertation according to the work plan approved by the Chair or Unit Head and the Adviser/s to ensure that the thesis/dissertation is complete after the total deloading has been availed of. Failure to deliver the required output/s will not merit the deloading for the next phase.

2. The deloading for thesis/dissertation proposal writing can be availed of during the term when the faculty member writes the proposal. For dissertation proposal writing, deloading may be spread over two (2) consecutive terms based on the approved work plan of the faculty member.

3. Approval of the deloading for thesis/dissertation writing will be subject to the progress report of the faculty as certified by the adviser.

4. The research topic must be within the priority research areas/thrust of the College/Unit as certified by the Department Chair, Director for Research and Advanced Studies and the Dean/Unit Head.

5. A dissertation grantee needs to complete his/her degree within one (1) year from the start of dissertation writing. A Master’s thesis grantee needs to finish his/her degree within two (2) terms from the start of thesis writing.
If the grantee fails to finish within the prescribed period, he/she is made to payback the deloading in terms of 3 units overload without pay per term.

6. The faculty member shall not hold administrative position; he/she must not have teaching overload or special classes over and above the allowed teaching loads; he/she must not be allowed consultancy work.

7. Upon completion of the degree, faculty member shall serve the university for one (1) year for a thesis grant and two (2) years for a dissertation grant. The year/s of service is in addition to the years of service required for study grant leading to Master’s and PhD degrees (Refer to the guidelines for the study grant leading towards a master’s degree and PhD degree).

8. A faculty member who fails to render the required service payback due to resignation or is dismissed for cause from employment shall pay back the amount of total deloading and the financial assistance granted plus interest at the prevailing interest rates computed from the actual date of deloading, the whole amount being due within 2 months.

In case the faculty member is unable to complete the required year of return service due to resignation or is dismissed for cause from employment, he/she must pay the proportionate balance of the total amount.

9. A faculty member who resigns or is dismissed for cause from employment prior to the completion of the thesis or dissertation shall pay back the amount of total deloading and financial assistance granted plus interest at the prevailing rates computed from the actual date of disbursement, the whole amount being due within 2 months.

10. The thesis/dissertation grant shall be covered by a contract between the faculty member and the University represented by the Vice-Chancellor for Academics (VCA). The contract must be signed prior to the start of the implementation of the deloading.

11. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.
Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair, Director for Research and Advanced Studies and the Dean/Unit Head.

2. The application must be submitted to the VCA Office one (1) term prior to the start of the program.


4. For thesis/dissertation proposal writing, application must be accompanied by the following documents:
   a. Application form
   b. Copy of the comprehensive examination results (when applicable).
   c. Work plan indicating milestones duly approved by the Chair/Unit Head and adviser.

5. For thesis/dissertation writing, application must be accompanied by the following documents:
   a. Application form
   b. Certification by the Director for Research and Advanced Studies that the applicant passed and received approval of his thesis/dissertation proposal.
   c. Copy of approval sheet for proposal defense duly signed by all members of the panel and adviser.
   d. Work plan indicating milestones and corresponding deloading duly approved by the Chair/Unit Head and adviser.
Support for Graduate School Application Abroad

Objective

To increase the number of faculty members with graduate degrees earned from top ranking international Universities.

Strategy

Encourage junior faculty members, as well as DLSU undergraduate and graduate students who have the potential of joining the faculty ranks, to apply for admission and graduate assistantship in top Universities abroad by subsidizing the cost of graduate application.

Eligibility

1. Junior full-time (permanent or probationary, with a rank of Instructor or Assistant Professor) faculty members who have an excellent undergraduate academic record, i.e. CGPA of 3.4 or higher.

2. Graduate students (who may be part-time junior faculty members) who are expected to finish their Master’s degree within the year and have excellent undergraduate academic record, i.e. CGPA of 3.4 or higher.

3. Undergraduate students at the senior year who have excellent undergraduate academic record, i.e. CGPA of 3.4 or higher.

Policies for Junior Faculty Members

1. Priority will be given to those with a strong potential for research and teaching, as attested to by high teaching evaluation scores and number of publications.

2. The amount of US$175.00 for IELTS/TOEFL; and US$180.00 for GMAT/GRE will be appropriated for these international examinations.

3. Those who scored at least 600 in TOEFL and a total of at least 2,100 in the General Test of the GRE (or its equivalent in GMAT) will get an additional subsidy of US$100.00 for the admission fees of the three top universities (as determined by the College of Department).
4. Those admitted to good European universities through Erasmus Mundus, DAAD, or other forms of scholarships, and who have not enjoyed any subsidy for TOEFL/IELTS nor GRE/GMAT, may avail of graduate admission subsidy of up to US$200.00 to cover for various official fees related to graduate admission.

Procedure for Junior Faculty Members

1. At the start of the academic year, qualified full-time junior faculty members will write a request to the Vice-Chancellor for Academics (VCA), duly endorsed by a senior Faculty Member (mentor), the Department Chair, and Dean. If there are unutilized funds, additional requests from other faculty applicants will be accommodated during the rest of the academic year.

2. Faculty applicants are required to send a copy of the IELTS/TOEFL, and GMAT/GRE results to the Office of the VCA for reimbursement of the testing fees.

Policies for Non-Faculty Members

1. Priority will be given to those with a strong potential for research and teaching.

2. The cost of US$200.00 to be used for IELTS/TOEFL and/or GRE/GMAT examinations will be provided for an interested graduate school applicant.

3. Non-faculty members who scored at least 600 in TOEFL and a total of at least 2,100 General Test of the GRE (or its equivalent in GMAT) will get an additional subsidy of US$100 for the admission fees of the three top-rate universities (as determined by the College of Department).

4. Those admitted to good European universities through Erasmus Mundus, DAAD, or other funding agencies, and who have not enjoyed any subsidy for TOEFL/IELTS nor GRE/GMAT examinations, may avail of the graduate admission subsidy for up to US$100 to cover for various official fees related to graduate admission.
Procedure for Non-Faculty Members

1. At the start of the academic year, graduate students (who may be part-time junior faculty members), and undergraduate students at the senior year will write a request to the Vice-Chancellor for Academics (VCA), duly endorsed by a senior Faculty Member (mentor), Department Chair and Dean.

2. The applicant is required to submit a copy of the IELTS/TOEFL and GRE/GMAT results to the SFA office for reimbursement of the examination fees.
Support for Post-doctoral Fellowship Abroad

Objectives

● To expose faculty members to international norms, standards and socio-academic culture with regard to research and publication.

● To encourage faculty members to engage in high quality research that would result in top rate journal publications.

● To encourage faculty members to network with top researchers in their field.

Strategy

Support for faculty members in their post doctoral training.

Eligibility

Permanent full-time faculty members who meet the following criteria may apply for the program.

1. Must not be more than 45 years old.

2. Must have been accepted to a post-doctoral fellowship abroad within three (3) years after obtaining a doctoral degree.

Benefits

1. Reimbursement of fees incurred during the application period for the fellowship grant.

2. Pre-departure expenses including passport and visa application fees, airport terminal fee and travel tax.

3. Airfare subsidy not to exceed US$1,000.00. In case the fellowship grant includes airfare, this amount shall be used instead as an establishment allowance. But in case the fellowship also provides for establishment allowance, this benefit shall be waived.

4. Financial subsidy of PhP20,000.00 per month (net of tax) shall be given during the first year of the fellowship.
5. The entire fellowship period shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefit.

Policies

1. The duration of the fellowship should not be more than two (2) years. Extension beyond two (2) years is not allowed.

2. The research leave is without pay. It cannot be taken successively with sabbatical, service or professional leave.

3. This grant may be availed of once by the eligible faculty member.

4. The faculty grantee is expected to submit one (1) article in refereed and abstracted journals for every year of fellowship. The manuscript/s should be submitted during the fellowship period while the published journal/s will be required upon his/her return to the University.

5. Upon his/her return to the university, the faculty grantee shall submit to the VCA Office a report on the outcome of the fellowship program.

6. The faculty grantee shall serve the university for one (1) year for every year of fellowship or any fraction thereof.

7. In the event that the faculty grantee does not return to the University or is unable to fulfill the required service payback, he/she shall be required to pay the University all the financial benefits received plus prevailing interest within thirty (30) days after he/she is scheduled to return.

   In case the faculty is unable to complete the service payback due to resignation or is dismissed for cause from employment separation from employment, he/she must pay the proportionate balance of the total amount.

8. Faculty grantee shall sign a contract indicating the terms of the grant and his/her commitment to return to the University upon completion of the fellowship.

9. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.
Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair, Director for Research and Advanced Studies and the Dean. Endorsement and approval process shall follow the university’s organizational structure.

2. The application must be submitted to the VCA Office one (1) term before the start of the fellowship.

3. Application should be accompanied by the following:
   a. Application form
   b. Post-doctoral award from the host institution.
   c. A research proposal in line with the faculty development plan of the department or the college.
   d. Work plan for the duration of the fellowship.
   e. A commitment to publish articles in refereed and abstracted journals.
Support for Faculty Research Leave

Objectives

- To expose faculty members to international norms and standards in research and publication.

- To encourage faculty members to engage in high quality research that would result in top rate journal publications.

- To encourage faculty members to network with top researchers in their field.

Strategy

Support for faculty members in their research undertakings.

Eligibility

Permanent full-time faculty member or permanent ASF may apply for the program.

Benefits

1. Pre-departure expenses including passport and visa application fee, airport terminal fee and travel tax.

2. The entire research leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.

Policies

1. The duration of the research leave shall be for a maximum of one (1) year. Extension beyond one (1) year is not allowed.

2. The research leave is without pay. It cannot be taken successively with sabbatical, service or professional leave.

3. A faculty member may avail of this leave once every five (5) years.

4. Faculty members shall submit a report on the outcome of his/her research, including the follow-up activities to be undertaken in DLSU.
5. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean/Unit Head. Endorsement and approval process shall follow the university's organizational structure.

2. The application must be submitted to the VCA Office one term before the start of the research leave.

3. Application should be accompanied by the following:
   a. Application form
   b. An invitation from the host institution.
   c. A research proposal in line with the faculty development plan of the department or the college.
   d. Work plan for the duration of the research leave.
Support for Advanced Short-Term Courses

Objectives

- To advance the knowledge and competencies of faculty members on the state of the art or frontier of knowledge in their area discipline through advanced short terms courses.

- To provide opportunities for faculty members to network with top experts in their discipline.

Strategy

Support for faculty members in their pursuit of advanced knowledge in their area of discipline

Eligibility

Permanent full-time faculty member and permanent ASF may apply for the grant.

Benefits

1. Tuition and fees.

2. Reimbursement for books and other materials needed for a maximum amount of US$200.00

3. Regular salary for the entire duration of the study.

4. The entire leave shall be credited towards years of continuous service, including years of service for purposes of promotion, service leave, sabbatical leave, research incentive and longevity benefits.

   If the course is offered abroad, additional benefits shall include:

5. Round trip airfare to be booked by the VCA Office.

6. Pre-departure expenses including passport and visa application fee, airport terminal fee, travel tax.

7. Accommodation and living allowance of US$100.00 per day if course is held in Asia or US$150.00 per day if course is held in America or Europe.
Policies

1. Advanced short term courses are defined as seminars, trainings or workshops on the state of the art or frontier of knowledge in the discipline with duration no longer than 3 weeks.

2. Program to be enrolled in should be within the priority areas of the Faculty Development Plan of the Department or Unit. It should not lead to a degree.

3. A maximum of three (3) faculty members per academic year may avail of the program.

4. A faculty member may attend short term courses once every five (5) years.

5. Upon the return of the grantee from the training, he/she is expected to do the following:
   a. An echo seminar of training received within one (1) month upon return to the university.
   b. Submit within two (2) weeks upon return a written report to the VCA Office and to the College Dean/Unit Head and Department Chair discussing the training received and ways it can be utilized by the Department in curriculum development or improvement, syllabus revision, development of an elective course, etc.

6. Payments for substitutes shall follow the guidelines provided for in the Faculty Manual.

7. The selection process (Selection Committee and selection criteria) of the Mme. Maillefer Study Program shall be followed.

8. The faculty grantee shall serve the university for one (1) year upon completion of the course.

9. In the event that the faculty grantee does not return to the University or unable to fulfil the required service payback, he/she shall be required to pay the University all the financial benefits received plus prevailing interest within thirty (30) days after he/she is scheduled to return.
In case the faculty is unable to complete the service payback due to resignation or is dismissed for cause from employment, he/she must pay the proportionate balance of the total amount.

10. Faculty grantee shall sign a contract indicating the terms of the grant and his/her commitment to return to the University upon completion of the course.

11. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean/Unit Head. Endorsement and approval process shall follow the university’s organizational structure.

2. All applications must be submitted to the VCA Office not later than March 30 of each year.

3. Application should be accompanied by the following:
   a. Application form
   b. A copy of acceptance letter from the institution offering the course.
   c. A brief description of how the faculty member plans to manage the classes to be missed while on official business.
   d. An itinerary which includes the program of activities, arrival and departure dates, and when the faculty member expects to return to his/her work in the University.

4. The VCA shall inform all applicants in writing the decision of the President and Chancellor regarding the result of their application.
Support for Local Trainings, Seminars and Workshops

Objectives

- To upgrade the knowledge and skills of faculty members in their field of discipline or line of work through participation in local trainings, seminars and workshops.

- To provide opportunities for faculty members to network with experts and their peers in the discipline.

Strategy

Support for faculty members in attending trainings, seminars and workshops

Eligibility

Full-time (permanent or probationary) faculty members or ASF (permanent or probationary) may apply for this incentive.

Benefits

1. Actual registration fees but not to exceed P20,000.00.

2. Travel allowance of PhP3,000.00 for seminars held in Luzon but outside Metro Manila; and, PhP7,000.00 for Mindanao, Visayas and Palawan

Policies

1. The trainings, seminars, and workshops referred to in this program are those that lead to the transfer of academic or professional knowledge and skills to the participants.

2. The faculty member shall not be given any of the benefits that will be funded by the organizers or sponsors of the training/seminar/workshop.

3. Funding support by the University shall be provided only to those items for which no funding from other sources is available.
4. A faculty member may avail of this incentive only once a year.

5. The seminar, workshop or training must be directly in line with the faculty member's area of discipline or line of work and should clearly lead to the upgrading of his/her knowledge or skills. It should also be part of the faculty development plan of the department to which the faculty member belongs.

6. The seminar, workshop, or training should be sponsored, organized and conducted by a reputable agency or institution.

7. The duration of the training, workshop, or seminar should not exceed two (2) weeks. Faculty absence while on official business shall be subject to the provision on faculty attendance in the Faculty Manual.

8. The faculty member shall submit a post-training report/summary of activities within two (2) weeks after returning from the training.

9. Faculty member should be able to echo their learning to their fellow faculty or workers at the University when requested to do so by the Department Chair or unit head.

10. Regulations on disbursements, liquidation, and oversight shall follow relevant DLSU accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean/Unit Head. Endorsement and approval process shall follow the university's organizational structure.

2. The application must be submitted to the VCA Office at least one (1) month prior to the training/seminar/workshop.

3. Application should be accompanied by the following:
   a. Application form
   b. A copy of the acceptance to the training/seminar/workshop.
   c. A brief description of how the faculty member plans to manage the classes to be missed while on official business.
d. For conferences outside of Metro Manila, an itinerary which includes the program of activities, arrival and departure dates, and when the faculty member expects to return to his/her work in the University.
Support for Membership in Professional Organizations

Objectives

- To provide faculty members the opportunity to network with professionals, industry practitioners and researchers in their field of discipline for possible collaboration in research and other academic/professional pursuits.

- To upgrade the knowledge and skills of faculty members through the annual conference and meetings of professional organizations.

Strategy

Support for faculty members in their annual and/or lifetime membership fees in professional organizations.

Eligibility

1. Full-time (permanent or probationary) faculty members and ASF (permanent or probationary) may avail of the annual membership fee.

2. Only permanent full time faculty members with the rank of Associate Professor and up may avail of the lifetime membership fee.

Benefits

1. Annual membership fee at a maximum of PhP10,000.00 per professional organization

2. A lifetime membership fee at a maximum of PhP10,000.00 for local professional organization

3. A lifetime membership fee of a maximum of US$1,000.00 for international professional organization

Policies

For annual membership fee:

1. A faculty may avail of this incentive for 1 local and 1 international professional organizations. In case a faculty wishes to join an
additional professional organization, he/she should present a paper in the organization’s annual conference and meeting to be eligible for reimbursement of the membership fee.

2. The faculty should determine the quality of the professional organization he/she intends to be a member of.

3. Regulations on disbursements, liquidation and oversight shall follow relevant DLSU accounting procedures.

For lifetime membership fee:

1. The faculty member must have presented at least five (5) papers (cumulative) in the organization’s annual conference and meeting.

2. Only one (1) lifetime membership fee may be availed of.

3. The faculty should determine the quality of the professional organization he/she intends to be a member of.

4. Regulations on disbursements, liquidation and oversight shall follow relevant DLSU accounting procedures.

Procedures

1. The faculty member initiates the process by writing a formal application addressed to the VCA, duly endorsed by the Department Chair and the Dean/Unit Head. Endorsement and approval process shall follow the university’s organizational structure.

2. Application should be accompanied by the following:

a. Application form

b. A completely filled out membership form from the professional organization

c. Print-outs/brochures that will determine the credentials of the professional organization

For lifetime membership, additional documents are required:
d. Copies of the organization’s annual conference and meeting program/s showing the paper presentations of the faculty; or

e. A certification from the professional organization’s secretariat that the faculty member has presented papers at least five (5) papers (cumulative) in the organization’s annual conference and meetings.
Support for Networking with Local and International Institutions

Objectives

- To expose administrators and senior faculty members to the academic standards and the socio-academic culture of both local and foreign institutions.

- To promote and enhance the University’s stature and interest in specific disciplinal circles and geographic regions, with the aim of fostering possible collaborations and academic partnerships.

Strategy

Support administrators and senior faculty members when they represent the University in various local and international fora, regional meetings and seminars.

Eligibility

Priority shall be given to administrators and senior faculty members who have the stature and profile that will enhance the image and the good name of the University.

Senior faculty members are full-time (permanent or probationary) Associate Professors and Full Professors who may also contribute to this endeavor.

Benefits

1. Plane fare, economy class, to be booked by the University, at a maximum of US$800.00. Additional funds for more expensive plane fare will need to be sourced from other funds, such as the interest income of the College Endowment Fund.

2. Pre-departure expenses to include passport application/renewal fee, visa application fee, airport terminal fee, travel tax and insurance.

3. Hotel accommodation commensurate to the position of the administrator and senior faculty in the University, usually based on the recommendation of the host institution, to be paid by credit card on reimbursement basis.
4. Per diem of US$50 per day for international travel to cover for airport transfer, food, and other incidental expenses other than hotel accommodation.

5. Travel allowance of PhP1,000.00 for local travel to cover for food, and other incidental expenses other than hotel accommodation.

**Policies**

1. The Chancellor and the Vice-Chancellor for Academics (VCA) will equitably distribute the utilization of the funds among the different colleges and units of the University.

2. Regulations on disbursement, liquidation, and oversight shall follow relevant DLSU accounting procedures.

3. The EVP for External Relations and Internationalization will monitor the usage of the fund and in some instances, may recommend the use of the funds for specific invitations from current target or potential partner institutions.

**Procedures**

1. The University, usually through the office of the President or the Office of the Chancellor, in consultation with the Vice-Chancellor for Academics (VCA), will assign administrators and senior faculty members to represent the University in various meetings, workshops, and round-table discussions / conferences, both locally and abroad.

2. Travel support for senior faculty members has to be approved by the VCA and duly endorsed by the Dean and Department Chair.

3. Travel support for administrators has to be approved by the Chancellor, through endorsement from their respective Vice-Chancellors.