

## **Guidelines for the DLSU MA/MS Apprenticeship Program**

The Office of the VCRI offers an MA/MS Research Apprenticeship Program to outstanding MA/MS Students enrolled in DLSU. This program is designed to guide, train and mentor the best and the brightest MA/MS students who have the potentials, skills, passion and the integrity to become successful faculty researchers, innovators and social catalysts in the years to come. This is a university-wide grant for 12 MA/MS apprentices in any given year. The successful applicant shall be appointed as research apprentice, holding a title of “research associate” when involved in research projects, to one of the Research Centers or Research Faculty in his or her College. The selection criteria focus on the applicant’s research track and his or her perceived capacity to finish the MA/MS degree on time, producing quality thesis and related research work.

### **Selection Process**

1. The program is open to both incoming and current DLSU MA/MS students.
2. MA/MS applicants must have written and defended an undergraduate thesis paper in any field of specialization or its equivalent.
3. For incoming MA/MS students, the applicant must have been admitted in any masteral program, complying with the admissions requirements and procedures of DLSU OAS.
4. Incoming MA/MS applicants must have a GPA of 3.0 or higher (or its equivalent) for his or her undergraduate degree program, or its equivalent. Current MA/MS students must have a GPA of at least 3.0.
5. An applicant must be willing to be a full-time student and must not be working or gainfully employed for the duration of the program. He or she must not be receiving any scholarship unless the scholarship has been given fully or partially by DLSU.
6. An applicant must be enrolled in at least 6 units of coursework every term, unless he or she is already working on the comprehensives and/or thesis writing. He or she must follow the schedule of coursework in his or her chosen program, and must finish on time. The taking of coursework that is not on track or delay in the completion of dissertation must be justified in writing by the applicant’s adviser.
7. Applicants are required to submit the following:
  - a. Letter of application, indicating the preferred research center or faculty assignment
  - b. Updated resume
  - c. Personal statement essay, indicating personal and academic background, achievements, strengths and weaknesses, and career goals

- d. Research experience essay, indicating research interests or tracks, conference and seminars attended, research plan for the completion of the MA/MS degree and, if possible, a prospective mentor in the program and publication goals
  - e. Abstract of his or her undergraduate thesis or equivalent papers
  - f. Sample publications or paper presented in a conference
  - g. Transcript of records for incoming students or certified true and correct copy of a summary of grades from the DLSU Registrar's Office
  - h. Two recommendation letters, one from the adviser for the undergraduate thesis and another from a former professor or employer
  - i. A detailed research plan for his masteral thesis, which has been submitted to and evaluated by a prospective mentor.
  - j. The prospective mentor's endorsement of the application based on his or her evaluation of the applicant's masteral thesis research plan.
8. The deadline for submission of applications is a week after the DLSU OAS has published a list of accepted students in the MA/MS programs for each term. Selected candidates will be notified within a month thereafter, and will be scheduled for an interview with the Selection Committee, chaired by the VCRI, with the Dean, RASD, Center Directors or Research Faculty of the applicants' respective colleges. Accepted applicants will be notified one week after the interview and their apprenticeship commences the following term.

**Guidelines:**

1. Each apprentice will sign a yearly contract indicating the following:
  - a. Each apprentice shall be given a 100% scholarship throughout his/her graduate studies in DLSU for a maximum of two years and one term. If the apprentice is currently enjoying a partial academic scholarship from the Office of Student Financial Assistance, this scholarship will be automatically upgraded to 100%.
  - b. A monthly stipend of P18,000 will be given to an apprentice throughout the program, including a one-time book allowance of P10,000. A P100,000 fund is also reserved for each apprentice to finance expenses required toward the completion of his or her thesis, including the procurement of laptops, accessories and computer-related consumable items, attendance in trainings, seminars or workshops, and other expenses *directly related to the apprentice's dissertation*. Disbursement of this fund shall be recommended, with justification, by the apprentice's adviser. These items remain to be the property of DLSU and at the end of the program, the apprentice must turn the non-consumable items to the OVCRI.

- c. An apprentice must be enrolled in at least 6 units every term, unless he or she is already taking the comprehensives or starting to write his or her thesis, in which case, the EAF must be presented, indicating this as the case.
- d. An apprentice must have a GPA of at least 3.0 every term. A GPA of less than 3.0 at any time will cause the non-renewal of apprenticeship *and* scholarship.
- e. An apprentice must follow his or her respective program flowchart. Unjustified delays in coursework or completion of dissertation will cause termination of apprenticeship *and* scholarship.
- f. The research apprentice will serve as co-researcher/collaborator in one of the existing or on-going research projects of the research center or Research Faculty, and will hold the title "research associate." He or she may also be involved in other research programs and activities of the College's Research and Advanced Studies Office.
- g. The apprentice will be under the direct supervision of the Research Center Director or assigned research head or project manager, or the Research Faculty to whom he or she is assigned. He or she must submit a report of his or her research activities to the RAS Director of the College at the end of every term.
- h. Apart from the regular program requirements, the apprentice shall produce at least one article publication (note: papers with a letter of acceptance for publication count as "published") in a Scopus/ISI/CHED-listed journal and present at least one refereed paper in a local conference or abroad before the end of his or her apprenticeship. In lieu of this, a patent application filed at IPOPHIL, through the DLSU Innovation and Technology Office, may be submitted to satisfy these requirements. Any publication or patent application filed that is over and above this requirement entitles the apprentice to one extra conference subsidy that he or she can avail of at anytime in the duration of his or her program up to a year after his or her graduation.
- i. On top of this publication requirement, the apprentice is expected to write his or her thesis following the article format that was requested by the Office of the VCRI and to submit his or her defended/revised article/s to a Scopus/ISI/CHED-listed journal for review and eventual publication.
- j. During the apprenticeship program, the apprentice must not be gainfully employed nor seek employment. The apprentice may be assigned to work on a maximum of two research projects at a time, one of which may be paid.

These research projects must be closely related to his or her research toward the completion of his or her dissertation.

- k. The apprentice will be evaluated every term for the duration of the program. This term-end evaluation will be the basis of extension or termination of his or her apprenticeship. The evaluation is done by the Center Director in consultation with the research head, or by the Research Faculty to whom the apprentice is assigned.
  - l. If the apprentice is not extended based on the term-end evaluation, he or she loses the stipend but does not lose the scholarship for as long as he or she remains on schedule in terms of the program flowchart of coursework and can comply with the other requirements of the apprenticeship program.
  - m. At any time, an apprentice may request or may be requested to transfer to another center or Research Faculty for assignment, in order to maximize his or her learning and training opportunities toward the completion of his or her dissertation.
  - n. The apprentice shall conduct himself/herself at all times with the fullest regard for the Vision and Mission of DLSU. He/She shall not engage in any activity that is incompatible with the ethical standards befitting his/her status as a graduate student and researcher. In case of conflict with the research head or Research Faculty, he or she must seek the intervention of the Center Director or the RAS Director of the College, or the VCRI.
2. A Center may have a maximum of two apprentices at any given year. A Research Faculty may have only one apprentice at a time.
  3. The Legal Office will draft the contract for the apprentice program. Current and incoming apprentices will be asked to sign them and abide by the guidelines stated therein.
  4. After discussion with the apprentice, the supervisor (Center/Research Faculty) submits to the OVCRI a job description for his or her apprentice within the first two weeks of the first term of his or her apprenticeship.