Process Flowchart for the MA/MS Research Apprenticeship

1. Application document:
   1. Letter of application
   2. Updated resume
   3. Personal statement essay
   4. Research experience essay
   5. Transcripts of Records
   7. Two (2) Recommendation letters
   8. Detailed Research Thesis Plan
   9. Prospective mentor's endorsement

2. Submit application documents to Office of the Vice Chancellor for Research & Innovation (OVCR)

3. OVCR notifies applicant of decision

4. Applicant is accepted?
   Yes
   Student signs contract

5. Benefits of Research Apprenticeship:
   - 100% scholarship for a maximum of 2 years and 1 term
   - $18,000 monthly stipend
   - 1-time book allowance
   - P100,000 thesis grant (note: equipment purchased will be CSLU property)

6. Obligations/Conditions for Research Apprenticeship:
   - Maintain a 3.0 GPA every term
   - Be enrolled in at least 6 units per term
   - Observe Honors Program/Projects of the College
   - Must be under the direct supervision of an assigned Faculty mentor
   - Must be a student of the College
   - Must submit a report to RASO every term about their research and academic activities
   - Must not be employed, or receive another kind of scholarship
   - Must also submit the final thesis documentation in article format

7. Student submits report of accomplishment at the end of every term to OVCR
   (Note: Report should be endorsed by the supervisor and include RASO's recommendation for continuation or termination)

8. OVCR evaluates report

9. Are all contractual conditions completed?
   Yes

10. Is Student Graduating?
    Yes
     Research Apprenticeship is terminated

   No

11. RASO & OVCR give student clearance

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