

Guidelines to Conduct Research in MCU (for non MCU employee and students)

Please read first the guidelines before filling up the request form for permit to conduct research in MCU

GENERAL GUIDELINES

1. An application fee of P500.00 (post graduate) and P300.00 (under graduate) for those who are applying permit to conduct research in MCU.
 2. The application fee does not automatically account for the approval of the permit.
 3. An additional fee of P150.00 (post graduate) and P50.00 (under graduate) per day is charged to the researcher if he/she wants to use the library facilities.
 4. Upon application, researchers are required to submit a copy of ethical clearance from the sending institution/agency issued by a group of research ethics committee.
 5. Only two researchers are allowed to enter the campus to conduct the research at any given time.
 6. Once granted the permit, researchers are required to sign on the logbook in the Research Director's Office upon reporting and leaving the campus.
 7. The name of the university should not be in any means be mentioned in the research title neither in any part of the chapter of the research study.
 8. In the event that the research done in MCU was published in local and international journals, the university deserves to be acknowledged and be given a copy of the manuscript.
 9. The University has the right to sufficiently cancel the permit and/ or file a case against the researcher if;
 - 9.1. any violation, misleading or fraudulent statements knowingly made by the applicant
 - 9.2. the research study has been found to be detrimental to the health and safety of people in the university
 - 9.3. the researcher is found out publishing research work with malicious and negative connotation to the university
 - 9.4. the researcher was caught stealing any instrument/equipments owned by the university
 10. At the end of the research study, researchers should submit a copy of their research paper to the RDC.
 11. A CERTIFICATE OF RESEARCH COMPLETION is given to the researcher as proof of clearance from the university.
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SPECIFIC GUIDELINES

Experimental Research

- For thesis research work that requires laboratory experiment, the researcher should pay the amount of P6,000.00 to the cashier as payment for 1 (one) semester for first 300 hours of use of laboratory facilities including apparatuses and glassware, and additional hours will be charged at P20/hr.
- A refundable cash bond deposit of P4,000.00 for the use of instruments, testing equipment and consumable chemicals, reagents and possible breakages will also be collected. However, such amount may increase depending on the quantity of chemical, instrument and duration of experiment.
- The researcher shall have to replace or pay on demand the cost of any damaged laboratory equipments he/she used during the experiment.

Descriptive Research

- A maximum of 20 days is given to the researcher at any given time to conduct interviews and collect all data instruments from the respondents.
 - For research work that requires interview or focus group discussion, unedited audio record of the interview should be furnished to the Research Director's Office.
 - All sample questionnaires and other research instruments/ tools for data gathering should be attached in the application form for evaluation purposes.
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