



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute



TAPI Administrative Order No.: 2017-270
Series of 2017

SUBJECT: IMPLEMENTING GUIDELINES OF THE STUDENT THESIS ASSISTANCE UNDER THE SCIENCE AND TECHNOLOGY APPLICATION IN RURAL DEVELOPMENT (STARDEV) ASSISTANCE PROGRAM

1.0 Background

The Department of Science and Technology (DOST) plays a pivotal role in the promotion of science and technology in the country.

The Department is mandated to "provide central direction, leadership and coordination of scientific and technological efforts and ensure that the results therefrom are geared and utilized in areas of maximum economic and social benefits for the people".

The DOST through the Technology Application and Promotion Institute (TAPI) strengthens its platform to promote and establish that local technologies work by implementing the STARDev Assistance Program. The STARDev aims to harness the country's scientific and technological capabilities to spur economic growth and by providing financial assistance for pilot scale testing, prototype development and student thesis assistance. To streamline and simplify the process of providing financial assistance to students, this implementing guidelines is hereby adopted.

2.0 Program Description

The Student Thesis Assistance Grant is provided for the generation of novel/innovative thesis developed by the undergraduate engineering students. The assistance shall cover the cost for the fabrication of a prototype model, purchase of small tools and/or raw materials, supplies, transportation and other acceptable expenses for the realization of a thesis project.

3.0 Program Objectives

The program aims to provide funds to encourage students to generate novel/innovative project thru fund support for the realization and completion of undergraduate thesis proposal;

4.0 Definition of Terms

- 4.1 Conformance Letter – an agreement on the terms and conditions entered into and executed by TAPI and the proponent for new projects funded thru TAPI-GIA covered under this Guidelines.
- 4.2 Feasibility – refers to the possibility of being easily or conveniently done, or accomplished, or achieved, or is reasonable.
- 4.3 Financial Assistance/Grant – refers to the non-repayable funds provided to the proponent on a particular project for a specified duration.

- 4.4 Novelty - refers to some new characteristic that is not part of the body of existing knowledge in a particular technical field. The thesis should describe the quality of being new, original, or unusual.
- 4.5 Ownership – the ultimate and exclusive right conferred by a lawful claim or title and subject to certain restrictions to benefit from, occupy upon completion of the project and/or repayment.
- 4.6 Prototype – refers to the unit of a product/equipment which is tested so that the design can be changed if necessary before the product is manufactured commercially.
- 4.7 Social Significance – describes the thesis' importance and benefits to the society, its implication and practical relevance of a statistically significant finding, and shows how the results might actually be applied.
- 4.8 TAPI EXECOM – refers to the TAPI Executive Committee which is the approving body of the Institute composed of the Director and the Chiefs of all the divisions namely; Finance and Administrative Division (FAD), Technology Information and Promotion Division (TIPD), Invention Development Division (IDD) and Investment and Business Operations Division (IBOD).
- 4.9 Thesis proposal – is a detailed summary of the thesis project that informs the TAPI EXECOM that the subject and the topic are appropriate to the field of study. The thesis proposal shall contain and fully describe the topic, the thesis statement, the main question, the introduction, literature review, methodology and references including drawings if necessary.

5.0 Program Coverage/Eligibility

- 5.1 The Program shall provide financial assistance to Filipino undergraduate students for thesis proposals with potential significance to society. The assistance is open to all undergraduate students who are enrolled in any engineering related areas of discipline.
- 5.2 The thesis can be done in groups or individual capacity depending on the prescribed procedure of the concerned college or university.
- 5.3 The amount of the financial grant shall be released directly to the student subject to evaluation of the thesis proposal and approval of the TAPI Executive Committee. The grant shall cover the cost for the fabrication of a prototype model, purchase of small tools and/or raw materials, supplies, transportation and other acceptable expenses for the realization of a thesis project not exceeding P50,000.00.
- 5.4 The Thesis must be completed within one (1) year. If there is a sufficient reason for the extension of the completion of the project for another semester, the student shall submit a request for extension which must be endorsed by the adviser/school head and proof of enrollment. Request for extension shall be submitted by the student to TAPI at least one (1) month before the completion date.

6.0 Ownership and Provision

- 6.1 Ownership of the equipment purchased/prototype fabricated through the grant funds shall remain with TAPI until the completion of the thesis and/or such time that all administrative requirements are completed then ownership is transferred to the proponent subject to the approval of TAPI.
- 6.2 The transfer of the equipment/prototype shall be on "as is, where is" basis and that all charges and expenses that may be incurred for the repair, maintenance and/or improvement on the equipment after the effectivity of the transfer shall be solely to account of the recipient.
- 6.3 In case there will be outside party claim/s as a result with this assistance, TAPI is freed of any liability arising therefrom.

7.0 Program Requirements

- 7.1 The student/s should satisfy the following to be eligible for the assistance:
 - 7.1.1 Must be a Filipino citizen;
 - 7.1.2 Must be enrolled in any engineering course/program from any public and private academic institution;
 - 7.1.3 Must submit a certification that he has not received previous thesis funding assistance from other funding agencies;
 - 7.1.4 The topic for the thesis must focus on subject areas related to any engineering courses/programs; and
 - 7.1.5 The thesis proposal must be endorsed by the University Head or College Dean.
- 7.2 The student/s should comply the following documentary requirements:
 - 7.2.1 Duly accomplished application form (*Annex A*);
 - 7.2.2 Endorsement letter from college/university;
 - 7.2.3 Proof of enrollment;
 - 7.2.4 Thesis proposal (*Annex B*);
 - 7.2.4.1 Timetable/Time frame for the research activities;
 - 7.2.4.2 Line-Item-Budget (LIB);
 - 7.2.5 Curriculum vitae student/s and adviser.
 - 7.2.6 Bank Certification Account in Land Bank

8.0 Program Criteria

The content of the **Thesis Proposal** (*Annex B*) shall discuss the following:

- 8.1 Novelty;
- 8.2 Social Significance;
- 8.3 Feasibility.

9.0 Program Implementation Procedures

- 9.1 The Program Manager will evaluate the project proposals and prepare Executive Summary to be approved through an Ad Referendum by the TAPI

EXECOM. The financial assistance shall be released/deposited directly to the Land Bank account of the student beneficiary or the project leader (in case of group thesis proposal).

- 9.2 A *Conforme Letter* among TAPI and the student shall be executed. The terms and conditions concerning the parties' obligations shall be stipulated in the *Conforme Letter*.
- 9.3 A *Certificate of Ownership* of the prototype shall be awarded to the proponent/s after the thesis project's completion.
- 9.4 In case of failure, the project shall be terminated based on TAPI's approved guidelines for termination and/or any applicable laws and rules for project termination.
- 9.5 Liquidation requirements
 - 9.5.1 Original Official Receipts, Other Acceptable Receipts, and Report of Receipts and Disbursements duly signed by the student-beneficiary and his/her adviser;
 - 9.5.2 Completion Report and photos/videos of the project implementation;
 - 9.5.3 Book bound copy of the completed thesis; and
 - 9.5.4 Application for Intellectual Property Protection.

10.0 Applicability

Other provisions stated in the DOST-GIA Guidelines that was not included in these guidelines but applicable as the case may be.

11.0 Effectivity

This Order shall take effect immediately.
Taguig City, Philippines, October 2017.


EDGAR I. GARCIA
Director, TAPI

**Annex A
APPLICATION FORM**

Date: _____

ENGR. EDGAR I. GARCIA
Director
**Department of Science and Technology -
Technology Application and Promotion Institute**
DOST Complex, Gen. Santos Avenue
Bicutan, Taguig City

Dear **Engr. Garcia**:

I/We would like to avail of TAPI's Student Thesis Assistance of my/our project entitled

_____.

Attached are the following requirements for your evaluation:

- Endorsement Letter of University/College
- Thesis proposal
 - o Chapter 1 to 3 of the Thesis
 - o Timetable/Time frame for the research activities
 - o Line-Item-Budget
- Copy of latest registration form
- Curriculum vitae of student/s and adviser

Thank you.

Yours truly,

Address: _____

Contact info: _____
Email: _____

Annex B THESIS FORMAT

- 1.0 **Cover Page**
- 2.0 **Table of Contents**
- 3.0 **Abstract**

- 4.0 **Chapter I: Introduction**
 - Provides the background and setting needed to put the problem in proper context and justifies the need for the study.
 - Contains facts, trends and point of views as drawn from professional literature in relevant areas.
 - Provides a logical lead-in to a clear statement of the problem, which is followed by the purpose of the study and the research objectives that will follow.
 - Includes background of the study, statement of the problem and activities, scope and limitation and significance of the study.

- 5.0 **Chapter II: Review and Related Literature**
 - Presents the results of previous research related to the study. Conceptual model showing the relationship among variables related to the study can be included.
 - Provides rationale for hypothesis.

- 6.0 **Chapter III: Procedures or Methodology**
 - Describe in detail the step-by-step procedures used in collecting and analyzing data
 - Include research design/drawing, sampling plan, subject selection, instrumentation, data collection and data analysis if applicable

- 7.0 **Chapter IV: Results and Discussion**
 - Report of all results obtained, including appropriate statistics and description data
 - Include facts, with explanation but not interpretation or conjecture by researcher
 - Results and discussion are organized and written around the objectives of the study

- 8.0 **Chapter V: Conclusion and Recommendations**
 - Briefly summarizes intent, procedures, and findings of the study.
 - State the conclusion based upon findings.
 - Describe how findings support or refute related studies.
 - Describe the implications of the findings.
 - Include recommendations based upon the findings and conclusions.
 - Include recommendations for further research.

- 9.0 **Appendices**
 - Include copies of all correspondence, instrumentation, and other written communication used in carrying out the research
 - Include special lists (i.e. expert panel members etc.)

- 10.0 **References**
 - Include complete bibliographic information for all references cited in the text

Note: Chapters 1 to 3 and References will constitute the Thesis Proposal that is to be submitted to TAPI for evaluation and possible approval for financial assistance. The Student-beneficiary/ies are obliged to submit the copy of thesis upon completion for liquidation.