### Policy No. ADM-POL-LRC-0008
### Policy Title: Research Consultations Policy
### Implementation Procedure: ADM-PROC-LRC-0011 Research Consultations Policy
### Date of Issuance: S.Y. 2009 – 2010
### Effectivity: S.Y. 2009 to present
### Page Number: One (1)
### Office of Origin: Letran Research Center
### (Policy Expert) Director of the Research Center
### "Supersedes" Notification:
### Purpose of Policy: Research Consultations is one of the services offered by the Research Center. The policy clarifies the scope and limitations of the Center’s research consultation services.

### Detailed Policy Statement:

- Only employees and students of the Colegio are allowed to avail of the research assistance.
- Research consultations for students are limited on theses, business plans, feasibility studies and other forms of researches as requirement for their enrolled subjects.
- Research consultations for employees are limited on commissioned researches or studies for their graduate studies, (masteral / doctoral).
- The student and employee should accomplish a Research Assistance Form in order to avail of the free research consultation. The form should be endorsed by their respective superiors.
- Every research consultation activity should be accompanied by a Research Assistance Form. No employee or student will be allowed to avail of the research consultation without the accomplished form.
- All research consultation activities should be approved by the Research Director.
- The Research Center reserves the right in scheduling all research consultation activities.

### Applicability:
All employees

### Policy Approval Authority: Director of the Letran Research Center

### Related Policies or References:

### Definition:

### Prepared by: Planning, Funding and Development Office

### Approved by: Dr. Goda Aira Crescorto

### Date of Approval: