AREA V
RESEARCH

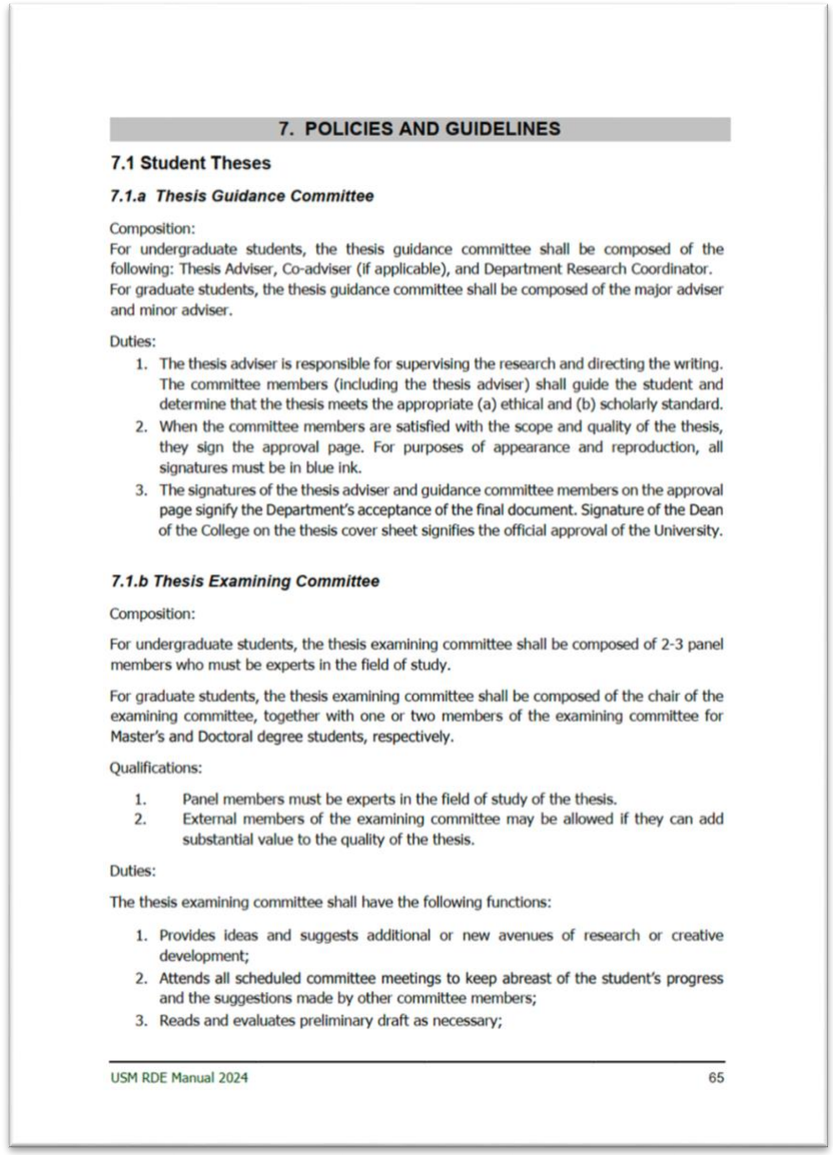
I.2. The Research Manual provides guidelines and procedures for the administration and conduct of research.

Parameter C – Implementation, Monitoring, Evaluation And Utilization Of Research Results/Outputs

The University of Southern Mindanao (USM), through its approved Research, Development, and Extension (RDE) Manual 2024, establishes policies and guidelines to ensure the systematic, ethical, and scholarly conduct of research within the University. These policies provide a common framework for faculty members, researchers, and students in undertaking research activities, ensuring that research processes adhere to established academic standards and institutional requirements.

Section 7 of the RDE Manual outlines the University's policies and guidelines, including provisions on student theses. These provisions specify the composition, qualifications, and responsibilities of the thesis guidance committee and thesis examining committee, thereby clarifying the roles of individuals involved in supervising, guiding, evaluating, and approving student research.

For undergraduate students, the thesis guidance committee consists of the thesis adviser, co-adviser, when applicable, and the Department Research Coordinator. For graduate students, the committee is composed of the major adviser and minor adviser. The manual defines the responsibilities of these committees in supervising research, guiding the preparation of the thesis, and ensuring that the final manuscript meets appropriate ethical and scholarly standards. It also establishes requirements for committee approval and signatures to signify departmental acceptance and official University approval of the completed thesis.



7. POLICIES AND GUIDELINES

7.1 Student Theses

7.1.a Thesis Guidance Committee

Composition:
For undergraduate students, the thesis guidance committee shall be composed of the following: Thesis Adviser, Co-adviser (if applicable), and Department Research Coordinator. For graduate students, the thesis guidance committee shall be composed of the major adviser and minor adviser.

Duties:

1. The thesis adviser is responsible for supervising the research and directing the writing. The committee members (including the thesis adviser) shall guide the student and determine that the thesis meets the appropriate (a) ethical and (b) scholarly standard.
2. When the committee members are satisfied with the scope and quality of the thesis, they sign the approval page. For purposes of appearance and reproduction, all signatures must be in blue ink.
3. The signatures of the thesis adviser and guidance committee members on the approval page signify the Department's acceptance of the final document. Signature of the Dean of the College on the thesis cover sheet signifies the official approval of the University.

7.1.b Thesis Examining Committee

Composition:

For undergraduate students, the thesis examining committee shall be composed of 2-3 panel members who must be experts in the field of study.

For graduate students, the thesis examining committee shall be composed of the chair of the examining committee, together with one or two members of the examining committee for Master's and Doctoral degree students, respectively.

Qualifications:

1. Panel members must be experts in the field of study of the thesis.
2. External members of the examining committee may be allowed if they can add substantial value to the quality of the thesis.

Duties:

The thesis examining committee shall have the following functions:

1. Provides ideas and suggests additional or new avenues of research or creative development;
2. Attends all scheduled committee meetings to keep abreast of the student's progress and the suggestions made by other committee members;
3. Reads and evaluates preliminary draft as necessary;

USM RDE Manual 2024 65

The manual likewise provides guidelines for the composition and qualifications of the thesis examining committee. It specifies the composition of examining panels for undergraduate and graduate students and emphasizes the importance of appointing members with expertise in the field of study. External members may also be included when their participation can substantially contribute to the quality of the thesis. The examining committee is tasked with providing research directions and recommendations, participating in scheduled meetings, monitoring student progress, and reviewing preliminary thesis drafts.

Through these established policies, USM ensures that research is conducted within a structured system of supervision, evaluation, and quality assurance. The guidelines promote accountability among advisers and committee members, uphold academic integrity, and help ensure that student research outputs satisfy the University's expected standards of quality.

In addition to the established policies and procedures outlined in the USM Research, Development, and Extension (RDE) Manual, the University continuously reviews and enhances its research policies to respond to emerging trends, technological advancements, and evolving standards in research conduct. This commitment to continuous improvement ensures that research practices remain relevant, responsible, ethical, and aligned with the principles of academic integrity. One notable initiative is the development of guidelines governing the use of Generative Artificial Intelligence (AI) in research, recognizing its growing role in supporting research activities while safeguarding the intellectual responsibility of researchers.

Under this policy, generative AI shall be utilized solely as a supportive tool in the research process and shall not serve as a substitute for human intellectual responsibility or as the primary author of any part of a research output. Students and researchers are expected to possess sufficient subject matter knowledge and expertise to critically evaluate, validate, and take full responsibility for their work. AI-generated content must undergo critical evaluation, validation, and substantial revision before it may be incorporated into a research manuscript. The policy upholds the fundamental principles of originality, academic integrity,

transparency, and accountability, ensuring that technological advancements contribute positively to research productivity without compromising the quality and credibility of scholarly outputs.

Through these continuing policy enhancements, USM demonstrates its proactive commitment to strengthening research governance and fostering a research environment that embraces innovation while upholding ethical standards, academic excellence, and responsible knowledge generation.

