

Guidelines on Undergraduate Research, Creative Work, and Innovation Beyond Coursework Requirements

1. As part of mentoring students who are currently enrolled in undergraduate academic degree programs, Higher Education faculty members of the Ateneo de Manila University may invite students in the courses that they teach (including thesis and capstone projects) to engage in research, creative work, and innovation activities *beyond the requirements of the course*. (Such activities that are part of coursework or that do not emanate from coursework are not covered by these guidelines.) The decision by students to involve themselves in these activities is completely voluntary, free of any form of pressure, coercion, or intimidation. This free and informed decision of the student must be made in writing. The “Terms of Engagement Form” must be completed for each individual student.
2. As part of mentorship, undergraduate students engaged in research, creative work, and innovation activities beyond coursework requirements must be provided with an overview of the research and publication process, which will instill in them an appreciation of the broad schema of knowledge creation and ethical research habits and a sense of efficacy and confidence in undertaking their own research projects.
3. As a matter of principle, the engagement by undergraduate students in research, creative work, and innovation activities beyond coursework requirements should enhance their overall education and not impact their studies and coursework negatively. It should not interfere with their academic performance and compromise their mental, emotional, and physical health.
4. The terms of engagement by undergraduate students in research, creative work, and innovation activities beyond coursework requirements—such as the duration of student involvement, the amount of work involved, the outputs expected from each student, and so on—must be clearly spelled out in a signed written agreement between the students and the faculty member. The terms of engagement must be reached in consultation with the Department Chair or Program Director, whose attestation in the written agreement is required.
 - a. The number of hours that undergraduate students can devote on a regular basis to research, creative work, and innovation activities beyond coursework requirements should be explicitly identified. Ideally, student engagement does not exceed five hours per week on a regular basis. The number of hours during periods of intensive engagement, such as during a competition or academic conference, also needs to be spelled out and agreed upon. In all cases, the number of hours of engagement is subject to consultation with the Department Chair or Program Director.
 - b. If the research, creative work, or innovation project has funding support, the student must be given the appropriate compensation for the work rendered, and this compensation should be stated in the terms of engagement. If there is no funding for the project, this fact should be made clear to the students as a basis for their free and informed consent to participate in the project.

- c. Any off-campus activities must observe the General Guidelines on the Conduct of Off-campus Activities approved by the President's Council on 8 October 2018.
 - d. The de facto working relationship between undergraduate students and the faculty member must comply with professional standards. Among others, it should be guided by the University's Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior as well as other applicable policies and guidelines of the Ateneo de Manila University.
 - e. Undergraduate students may opt out of research, creative work, and innovation activities outside of coursework requirements if and only if these impinge negatively on their studies. The early termination of the students' engagement, including any compensation received by the students, must be discussed with the Department Chair or Program Director.
 - f. The faculty member may terminate the involvement of undergraduate students in research, creative work, and innovation activities beyond coursework requirements only for justifiable cause owing to unsatisfactory performance or misconduct. However, due process must be strictly followed, in full consultation with the Department Chair or Program Director.
 - g. If the research, creative work, and innovation activities extend beyond one term (be it a semester or intersession), then the agreement must be renewed in the new semester or the intersession.
 - h. The final conclusion or termination of an undergraduate student's involvement in research, creative work, and innovation beyond coursework requirements must be reported to the Department Chair or Program Director by the faculty member who engaged these students.
5. If the research, creative work, and innovation activities are a continuation or furtherance of activities undertaken for a course or degree program requirement, the new activities must be clearly delineated and separated from the coursework. The students must be made to understand that their involvement beyond the coursework will not, in any way, affect their grade in the said course. The demarcation of the new activities from those made in the course must be enunciated in the signed written agreement between the parties involved to which the Department Chair or Program Director provides attestation.
 6. Undergraduate students engaged in research, creative work, and innovation activities beyond coursework requirements must be made aware of University policies on authorship and co-authorship, intellectual property, research ethics and integrity, and the responsible use of GenAI. Undergraduate students must comply with these policies and must not be involved in research, creative work, and innovation projects and activities that do not comply with the policies of the University and relevant public policies (e.g., the Data Privacy Act).

7. The undergraduate students' involvement in research, creative work, and innovation activities beyond coursework requirements must be properly reflected in the authorship of conference papers and journal articles.
 - a. As co-authors, the undergraduate students must approve the version of the work submitted for presentation or publication.
 - b. The students' affiliation with the Ateneo de Manila University and a specific Department and School will suffice as primary identifier.
 - c. However, in the author contribution statement, the specific contributions of each student must be listed. The acknowledgments, which may be in a separate section or a footnote, should specify the undergraduate students' status and/or the project origin. For example, "This paper is based on the research work that ensued from the course on ____ that Juan and Juana took as part of their ____ [name of degree program] at the Ateneo de Manila University." Or, "This article builds on the undergraduate thesis that Juan de la Cruz conducted in fulfillment of the requirements of the ____ [name of degree program] at the Ateneo de Manila University."
8. If an undergraduate student independently develops a research idea, the student retains ownership of intellectual property in works of authorship or invention flowing from such idea, in accordance with the Ateneo Intellectual Property Policy. If the work is conducted using substantial University resources (not covered by tuition fees or scholarship grants), as part of a funded project or under sponsored research or any third-party agreement, the intellectual property belongs to the University. Additionally, if the project is funded by the Philippine government under a research and development initiative, the intellectual property is owned by the University, as outlined in the Technology Transfer Act of 2009.
9. Undergraduate students who are authors or co-authors of a published work are entitled to receive a University Scholarly Publication Award, subject to the policies and guidelines as implemented by the Office of the Assistant Vice President for Research, Creative Work, and Innovation.
10. The attendance and participation of undergraduate students in academic conferences, seminars, or workshops must be coordinated with the Office of the Assistant Vice President for Undergraduate Education and, if the event is held overseas, the Office of the Assistant Vice President for University Partnerships and Internationalization.
11. Schools and other relevant units may formulate their own guidelines on the engagement of undergraduate students in research, creative work, and innovation beyond coursework requirements to address the specific circumstances of their disciplines and research contexts, consistent with the broad guidelines found in this document.

12. Any breach of these Guidelines on Undergraduate Research, Creative Work, and Innovation Beyond Coursework, may be reported by any party to the work of research, creativity, or innovation to the Department Chair or Program Director, who will then follow standard University procedures to resolve the issue.