



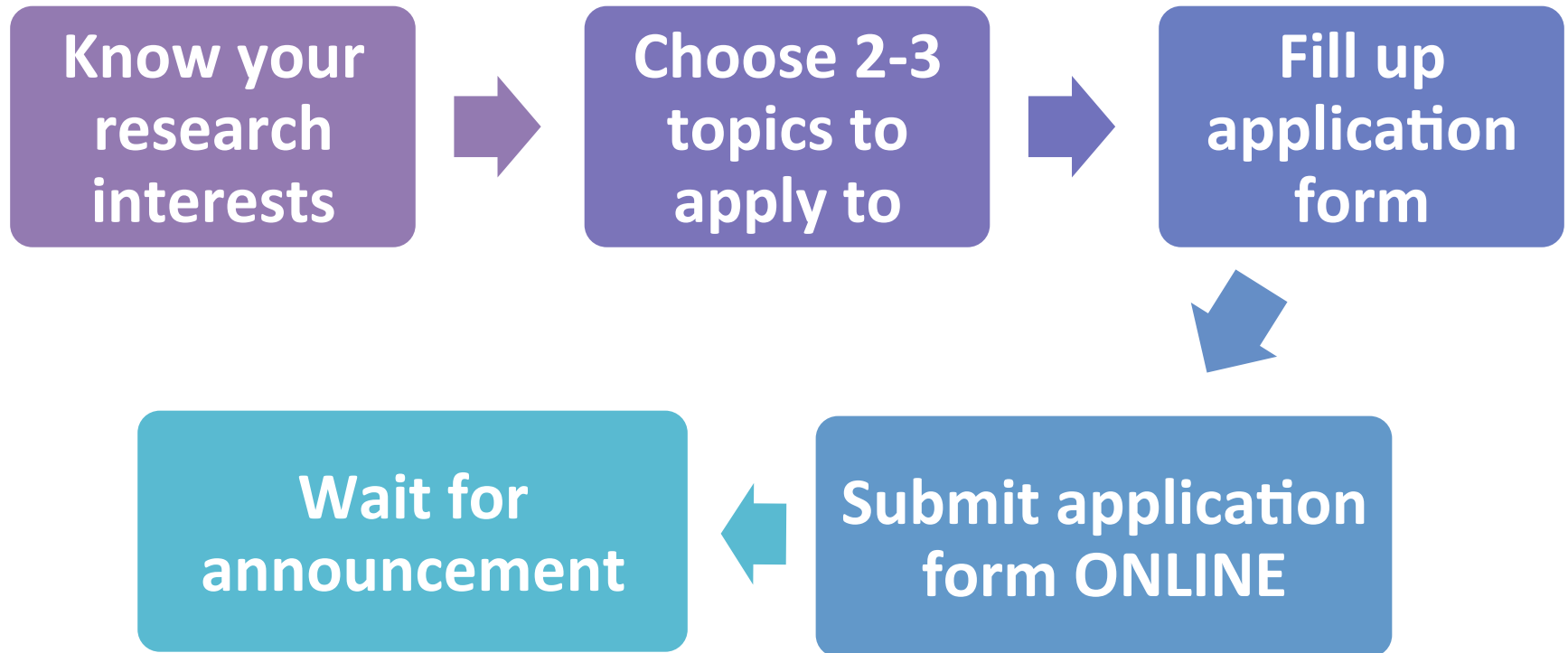
**Department of Chemical Engineering  
University of the Philippines Diliman**

# Undergraduate Research Adviser Application Process

AY 2016-2017



# Application Procedure





# Prior to Filling up the Application Form:

- **Know** your research interests
- **Get to know** the research topics of the potential advisers
- **Choose** 2-3 undergraduate research advisers to apply to and RANK them according to your preference i.e., First choice and Second choice.
- **Do not** apply to advisers who have no available slots for new advisees. They either opted not to accept new advisees or already have too many.
- Students are strongly encouraged to **talk to** prospective advisers before submitting their applications



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# Faculty Research Topics

Each year, every research adviser publicizes his/her current research topic(s) using any of the following:

the Department website\*,  
the Department Bulletin Board, or  
Department brochures, or in the  
*Matrix of Advisers and Topics* which comes with the Call  
for applications.

\* [www.dche.coe.upd.edu.ph](http://www.dche.coe.upd.edu.ph)



# Matrix of Advisers and Topics (Sample only)

NAME of ADVISER	ADVISER CODE	Topic Code	TOPICS	Number of Slots
Ballesteros, Florencio C.	BALLESTEROS	FCB1	Topic 1	
		FCB2	Topic 2	
		FCB3	Topic 3	
Munoz, Jose C.	MUNOZ	JCM1	Topic 1	
		JCM2	Topic 2	
Pilario, Karl Ezra S.	PILARIO	KSP1	Topic 1	
		KSP2	Topic2	
		KSP3	Topic3	
Rollon, Analiza P.	ROLLON	APR1	Topic 1	
		APR2	Topic 2	
		APR3	Topic 3	



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# **MATRIX OF ADVISERS & TOPICS**

## **CHE 143 AY 2016-2017**



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# What to put/include in your email

- A brief transmittal message
- 2-3 Filled-up application forms as attachment (1 per adviser)
- 2-3 Essays, one for each research topic under each adviser of choice, as attachment



# Fill-up Application Form

ChE 143/144 Application Form  
 SY 20\_\_ - 20\_\_

A. Research Adviser

NAME OF ADVISER	PLEASE CHECK THE BOX CORRESPONDING TO PRIORITY	
	1 <sup>st</sup> CHOICE	2 <sup>nd</sup> CHOICE

B. Research Topic Applied for

RESEARCH TOPIC	Topic Code Name

C. Information About Applicants

1. Names & Student Numbers

	FULL NAMES (SURNAME, FIRST, M.I.)	STUDENT NO.
1		
2		
3		

Important: The number of applicants must match the no. of students in a group specified in the Matrix of Advisers & Topics

2. Contact Information & Study Load

Applicants' Surnames	Email Address	Mobile No.	Study Load (units)	
			1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem

editable application forms may be downloaded from the UPD ChE website Forms





# File Name for Application Form

- **One application form per adviser-topic** should be filled up.
- **Save** the filled up application with a specific file name:

“ChE 143 Application Y\_ADVISER\_STUDENTS”

that indicates the following:

Y - Priority Number “1” to indicate 1<sup>st</sup> choice adviser; “2” for 2<sup>nd</sup> choice, and; “3” for 3<sup>rd</sup> choice.

ADVISER – Adviser Code of Selected Adviser, all caps (see matrix of advisers and topics)

STUDENTS - Surnames of Students, all caps, no space in-between surnames

Note the underscores “\_” that connect the priority number, the adviser code and the student surnames.

- **For example:** ChE students named Juana Garcia and Pablo Ramos are applying to their 2<sup>nd</sup> choice adviser Dr. Juan Santos should save the application form as

ChE 143 Application 2\_SANTOS\_GARCIARAMOS.docx



# The 500-word Essay

- The 500-word essay is to contain the following:
  - Why you are interested in the research topic
  - What you think is the significance of the said topic
  - What you know about the topic
- Include references
- Write one essay per topic being applied for
- Save as pdf with the filename:

ESSAY\_<adviser code>\_<student surnames>

*Example:*

ESSAY\_DELEON\_CRUZMARQUEZZURBANO



# Online Submission

- Before sending the application forms, check for completeness and correctness.
- Email the filled up forms to [chemeng@coe.upd.edu.ph](mailto:chemeng@coe.upd.edu.ph) on or before the due date for submission of applications (see Bulletin Boards, emailed announcements, or announcements posted on the website for details)
- **IMPORTANT:** Send **all** applications in **one** email submission with a *particular subject line format* (see next slide).
- Your online submission will be forwarded to the advisers listed on the subject line.



# Subject Line Format

- **IMPORTANT:** Use the following subject line

“ChE 143\_ADV1\_ADV2”

where

ADV1 = ADVISER CODE of FIRST CHOICE ADVISER

ADV2 = ADVISER CODE of SECOND CHOICE ADVISER

Note that the order of listing adviser code names is important, and again the underscore “\_” that connect the code names



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# Results

Final Results will be posted around a week after the due date for submission of applications.



# Schedule for AY 2016-2017

DATE	STEP
May 28	Call for applications
June 9	Last day for email submission of group applications indicating 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> choice advisers
June 10-14	Faculty evaluation of student applicants
June 15	Announcement of results: <ul style="list-style-type: none"><li>• List of students accepted to research laboratories;</li><li>• List of still unaffiliated students;</li><li>• List of faculty with unfilled slots</li></ul>



# Schedule for AY 2016-2017 (cont'd)

DATE	STEP
June 15	Second call to unaffiliated students for applications
June 20	Deadline for email submission of group applications indicating 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> choice advisers
June 20-22	Faculty evaluation of student applicants
June 23	Announcement of results (second round of application) and third call to unaffiliated students for applications



# Schedule for AY 2016-2017 (cont'd)

DATE	STEP
June 27	Deadline for email submission of group applications indicating 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> choice advisers
June 27-29	Faculty evaluation of student applicants
June 30	Department posts final distribution of students to research laboratories