

# **GUIDELINES FOR CREDITING RESEARCH AND EXTENSION (R&E) WORKLOAD OF UPLB REPS AND FACULTY**

*(Approved during the 7<sup>th</sup> UREC General Assembly held on June 30, 1994)*

## **I. Definition of Terms**

*(As applied by the Department of Science and Technology)*

**Program-** A group of interrelated or complementing projects usually requiring an interdisciplinary or multidisciplinary approach to meet established goal(s) within a specific time frame. It is composed of at least 2 projects.

**Project -** A set of interrelated studies/activities or a component of a program with predetermined objective(s) to be accomplished within a specific time frame. It is composed of at least 2 studies or extension activities.

**Study/Extension Activity -** A basic unit in the investigation of a specific problem identified under a research project or a set of activities for a planned extension strategy.

## **II. Activities and their Corresponding Workload Credits**

### **A. Research/Extension Program, Project, Study or Activity**

**1. Proposal Preparation –** One credit per proposal, but not to exceed a total of 2 credits for a faculty and four credits for REPS, may be given per semester or 6 months. This shall be monitored by the head unit and at the end of the semester, the proposal shall be submitted to the unit head, also furnishing the appropriate coordinating office (ODR or ODE) a copy. If preparation of a proposal is not completed in one semester and it will be continued in the succeeding term, the proponent will no longer be given credit load for the work.

### **2. Implementation**

a. Program leader – 7 credit units broken down as follows: 2 units for coordination of 2 or more projects under the program; 2 units for coordination of 2 or more studies/activities under a project; 3 units for actual implementation of a study/activity under the project

b. Project leader – 5 credits as follows: 2 credits for coordination of the studies/activities under the project (if implemented by more than one study leader); 3 credits for implementation of a component study/activity.

c. Study/Activity leader – 3 credits for implementation of one study/activity under the project.

**Note:** To earn 7 credits as a program leader, he/she should serve also as a project and a study/activity leader. If serving as leader of 2 projects, he/she will earn an additional 2 credits, or 3credits for an additional study or activity.

## B. Extension Activities

ACTIVITY	DESCRIPTION	NO. OF WORK LOAD UNITS	REMARKS
<b>1. Non-degree trainings</b> (not part of a program project or study for which workload credit have been claimed)			
a. Coordination of a training	Prepares training design	1.00 unit/2 wks actual training or 0.1 unit per day	Not to exceed 3 units/training
	Attends to the actual implementation of the training		
	Conducts orientation sessions for participants and resource persons regarding training objectives and activities to ensure smooth implementation of training		
	Attends to and takes appropriate action on participants' needs and problems		
	Assumes responsibility and accountability for all financial transactions		
	Prepares and submits training completion report		
b. Assisting in training coordination	Coordinates/facilitates services and attends to needs of the training	0.50 unit/2 wks actual training or 0.05 unit per day	Not to exceed 1.5 units/training
	Assists the coordinator in all aspects of training		
	Closely monitors the training sessions.		
c. Involvement as a resource speaker	Serves as a lecturer	0.07 unit/hour	
	Serves as a discussant, a reactor, facilitator or moderator (equivalent to teaching a laboratory class)	0.035 unit/hour	
d. Evaluation of a training	Evaluates a training	0.10 unit/training	
	Analyzes results of the training evaluation		
	Makes appropriate recommendations based on evaluation results		
	Submits evaluation reports		

e. Involvement as rapporteur/secretariat training	Functions as a rapporteur in a training/seminar/conference; functions as a member of the training secretariat	0.10 unit/training/seminar/conference	
<b>2. Performance of regular service functions</b>		(Reference point should be a laboratory class)	
a. Diagnosis/treatment	Faculty assigned to Vet Med diagnostic lab.\hospital	1.0 unit/ Veterinarian	
b. Briefing of visitors		1.5 units/office or department	Only for depts/off. Constantly receiving visitors seeking technical info.
<b>3. Information dissemination functions</b>			
a. Editorship a. Newsletter b. Journals	Serves as editor of publication	1.0 unit(all issues per semester) 1.0 unit per issue	
b. Participation in trade fairs/ exhibits	Design development and installation of demo/exhibit area and briefing of spectators	1.00 unit per participating dept or office	
c. Design, production, dissemination/ broadcasting and communication materials (not under an action project) c.1 articles published in newsletter c.2 leaflet c.3 brochure/pamphlet/ monograph c.4 author/ writer for power point presentation c.5 audio/ video production c.6 working paper or policy brief presented in professional, scientific, technological conferences or meetings		0.15 unit/article 0.5 unit/leaflet  0.75 unit/item  0.75 unit/material  0.75 unit/activity    0.75 unit/paper	Must be planned with and approved by unit