



Office of the Chancellor

1 July 2013

MEMORANDUM CMBA 2013- 077

TO : All UP Manila Faculty and REPS

THROUGH : Deans, Directors and Head of Units and Offices

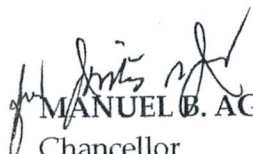
RE : **Undergraduate Student Research**

This is in reference to the policies on researches conducted by undergraduate students in UP Manila. The following is excerpted from the UPMREB General Policy and Guidelines, Section 5 (UPMREB Special Guidelines).

1. Undergraduate students are students enrolled in a bachelor's degree program. Students enrolled in graduate programs and postgraduate programs, law, and medicine are considered postgraduate students.
2. All undergraduate student research must be conducted under the supervision of a faculty member of the UP Manila as required by **UPM Memo RLA-07-080 (attached)**.
3. Undergraduate students shall **ONLY** be allowed to do the following types of research per UPMREB Policies and Guidelines approved through UPM Memo **CMBA-2012-126**, dated 11 December 2012 (attached):
  - a. Research that fulfills the criteria for an expedited review
    - The research poses no more than minimal risk.
    - The study does not involve vulnerable populations.
    - The study does not involve the collection of stigmatizing information.
    - The study uses anonymized or archived samples.
    - Continuing review of clinical trials that do not involve further recruitment of participants.
    - Continuing review of studies previously classified under expedited review.
    - Study protocol amendments that are administrative in nature and do not affect the study protocol.
  - b. Non-therapeutic or non-interventional
  - c. Research that does **NOT** compromise the security, safety, and well-being of students
4. Submission of protocols shall follow the general guidelines on protocol submission and review.
5. Review of undergraduate student research shall be undertaken by the College where the student is enrolled, but must undergo UPMREB mandatory registration procedures. Student research work is subject to the oversight and monitoring function of the UPMREB.


6. Undergraduate student research can be discontinued at any time by the faculty adviser or the UPMREB if deemed harmful to the study participants.

For your information and compliance.

  
MANUEL B. AGULTO, MD  
Chancellor

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Noted

  
VICENTE Y. BELIZARIO, JR., MD, MTM&H  
Vice Chancellor for Research, UPM and  
Executive Director, NIH