



# ALBASA, INC.

(ACADEMIC LIBRARIES BOOK ACQUISITION SYSTEMS ASSOCIATION, INC.)

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## THESIS PRODUCTION ASSISTANCE PROGRAM (TPAP)

### Revised Policy Guidelines

(as of May 2017)

1. The Applicant comes from an ALBASA member institution of good standing as defined by ALBASA by-Laws. (**\*Institution of good standing as defined by ALBASA By-Laws- please refer to Section 2A**)
2. The Applicant is permanently employed by the member institution for at least three consecutive years prior to his/her application.
3. The Applicant's masters' degree is in Library and Information Science and his/her research is in line with the relevant research areas in Library and Information Science (LIS).
4. The Applicant shall be able to present an endorsement letter from the Head/Chief Librarian or Director of Libraries which is duly approved by the School Head and submit the same to the TPAR Committee.
5. The Applicant is required to submit the following to ALBASA's **Thesis Production Assistance and Review Committee (TPARC)**:
  - 5.a the abstract of the study using the format prescribed by ALBASA (refer to No. 6 for the format)
  - 5.b accomplished Thesis Approval Sheet from the Chair of LIS/Dean of the College/ University
  - 5.c Certification/Approval for Printing duly signed by the panel, endorsed by the Chair, and approved by the Dean
6. The Applicant must submit to TPAP his/her Thesis Abstract in about 200 to 300 words covering the objectives, methodology, and main findings of the study, conclusion, and recommendations.

#### Prescribed Abstract Format:

Bibliographic Information (APA Format):

Author (Year defended). Title. Unpublished Master's Thesis.  
School. Place.

Body of the Abstract (In paragraph presentation-200-300 words)

1. Statement of the problem (Main and subsidiary problem)
2. Methodology (only the Research Design)
3. Findings
4. Conclusion
5. Recommendations

7. The Thesis applied for printing must be newly defended. (Newly defended means- must not be more than 2 semesters from the date of oral defense)
8. A final copy (printed and soft) of the funded master's thesis must be submitted to ALBASA office not more than two months after the release of the first tranche.
9. Due acknowledgement of the ALBASA assistance shall be made in a single sheet of the final copy in the preliminary pages of the soft copy and bound thesis.
10. Abstract of the Research output which is duly approved by the TPARC for TPAP may be presented in the ALBASA General Assembly workshop, upon invitation by the ALBASA Board, and the recommendation of TPARC Chairperson.
11. ALBASA deserves the right to terminate the grant in the event that the applicant has been found falsifying any submitted documents and/ or violating any laws or Code of Ethics in the practice of librarianship as a profession.

#### Schedule of Release of Thesis Production Assistance:

Tranche	Amount	Condition
50%	P 7, 500.00	Has signed his/her acceptance of the terms and conditions of the program
50%	P 7,500.00	Upon submission of the bound and soft copy of the thesis

12. Non-compliance of the stipulated terms and conditions would imply forfeiture of the release of the second tranche and the return of the first released amount to ALBASA, Inc.