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GUIDELINES FOR THE IMPLEMENTATION OF THE VISITING PROFESSOR PROGRAM

DOST ADMINISTRATIVE ORDER NO. 002, September 29, 2010

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I. RATIONALE

It is the policy of the Department of Science and Technology to harmonize the financial assistance/entitlements extended to the Visiting Professor within the DOST System. The DOST Sectoral Councils and its agencies implement various programs in developing human resource capacity building in science and technology which include, among others, the Accelerated Science and Technology Human Resource Development Program (ASTHRDP) and the Engineering Research and Development for Technology (ERDT). One of the component programs is the invitation of an international expert called Visiting Professor/Fellow. This aims to further strengthen the academic and research programs of the MS and Ph.D. scholars especially in areas where the DOST graduate scholarship partner institutions need complementary expertise in specific fields of study. For this purpose, the following guidelines shall be implemented.

II. GUIDELINES

1. Qualifications. The Visiting Professor must be at least a Doctor of Philosophy/Doctor of Science/Doctor of Engineering degree holder in the specific area of study and a recognized expert in his/her field. He/She shall submit a Curriculum Vitae.

2. Duration. The Visiting Professor shall conduct his/her activities for a minimum period of one week or a maximum of one month depending on the program of activities to be undertaken.

3. Activities. The Visiting Professor shall conduct lectures/seminars, mentoring in research; have dialogues with students and faculty; develop and conduct course works with the host institution to ensure that the science curricula in the identified specific field/s are current and relevant. The schedule and details of activities shall become an integral part of his/her Contract of Service. The Visiting Professor shall be required to submit his/her white paper/lectures/power point presentations used during the entire visit.

4. Host Institution. There must be a host institution to identify, invite, and organize the activities of the Visiting Professor; and collaborate with partner institutions for the participants. He/She shall be endorsed by the Project Leader/President of the host institution to the DOST for approval of the Secretary.

5. The Visiting Professor entitlements shall include the following: roundtrip economy airfare, health and accident insurance, and expert's fee at P10,000./day. The Visiting Professor shall sign a Contract of Service for this purpose. The host institution may provide additional incentive to the Visiting Professor.

6. All expenses related to the implementation of the Visiting Professor Component program shall be charged to the project funds subject to the usual government accounting and auditing rules.

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II. EFFECTIVITY

This Administrative Order shall take effect immediately.

(SGD.) MARIO G. MONTEJO
Secretary

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