Graduate Scholarship Program

Accelerated Science and Technology Human Resource Development Program

SCHOLAR'S AND MENTOR'S HANDBOOK

2025 EDITION

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01 Introduction

Overview: ASTHRDP Graduate Scholarship Program

The DOST-SEI Accelerated Science and Technology Human Resource Development Program-National Science Consortium (ASTHRDP-NSC) is providing scholarships to qualified individuals to pursue Master's and Doctoral programs included in the priority S&T areas. This program aims to help improve the country's global competitiveness and capability to innovate through science and technology and to accelerate the production of high-level human resources for Research & Development (R&D) in S&T.

Head of the Program

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Objectives of this Handbook

This handbook is intended for both the ASTHRDP Scholars and their Research Adviser/Mentor. It provides essential scholarship policies, responsibilities, privileges and benefits to help scholars maximize resources, stay on track, and graduate on schedule.

Useful links

https://science-scholarships.ph/
https://science.upd.edu.ph/dost-asthrdp/
staff.asthrdp@science.upd.edu.ph

02 ASTHRDP Graduate Program Offerings and Scholarship Duration

Graduate Programs under UPD-ASTHRDP

UNIT/INSTITUTE	MS	PhD	Straight PhD	PhD by Research
Institute of Biology (IB)	BIOLOGY			
	MICROBIOLOGY	-	-	-
Institute of Chemistry (IC)	CHEMISTRY		-	-
Institute of Environmental Science and Meteorology (IESM)	ENVIRONMENTAL SCIENCE			-
	METEOROLOGY			-
National Institute of Geological Sciences (NIGS)	GEOLOGY		-	-
Institute of Mathematics (IM)	MATHEMATICS			-
	APPLIED MATHEMATICS	-	-	-
Marine Science Institute (MSI)	MARINE SCIENCE			
Materials Science and Engineering Program (MSEP)	MATERIAL SCIENCE			-
National Institute of Molecular Biology and Biotechnology (NIMBB)	MOLECULAR BIOLOGY AND BIOTECHNOLOGY			-
National Institute of Physics (NIP)	PHYSICS			-
School of Statistics	STATISTICS		-	-
College of Home Economics	FOOD SCIENCE	-	-	-
Computational Science and Research Center		DATA SCIENCE	-	DATA SCIENCE
School of Archaeology	ARCHAEOLOGY			

Scholarship Duration for New Entry

LEVEL	YEARS	SEMESTER
MS*	2 years	4 semesters & 1 midyear term
PhD (Regular	3 years	6 semesters & 2 midyear terms
Straight PhD	4 years	8 semesters & 3 midyear terms

** MS Physics who are non-UPD NIP graduates are given 3 years to finish*

Lateral Entry Duration

LEVEL	YEARS	MASTER'S	DOCTORAL
0 - 27%	NEW	4 sems + 1 Midyear Term	6 sems + 1 Midyear Term
28 - 50%	LATERAL	3 sems + 1 Midyear Term	5 sems + 2 Midyear Term
≤ 51%	LATERAL	1-2 sems**	
51 - 80%	LATERAL		4 sems + 1 Midyear Term
≤ 81%	LATERAL		1 - 2 Sems **

*** Depending on the approved POS*

Deferment of Scholarship

*Per policy, scholarship deferment is allowed for **one semester only** for a valid reason. Failure to enroll after the permitted period automatically forfeits the scholarship award.*

03 Scholarship Policies, Responsibilities, Privileges and Benefits

Scholarship Policies:

Not engage in **any form of employment** while on scholarship

Follow the regular schedule of academic course offerings prescribed by the School/College/Institute. Carry the Full-academic load per semester **based on the approved POS**

Required academic load during regular sem/term **9-12 units** and during summer/midyear **3-6 units.**

Conduct his/her research based on the **approved R&D priorities of DOST**

Maintain good academic standing, i.e. GWA or GPA

Set by the School/College/Institute

Receive scholarship privileges during the **actual period of study**

Seek DOST-SEI permission before leaving the country for official or personal reasons, while still under the scholarship or with service or financial obligation

Temporary clearance may be issued upon submission of required documents

Render service in the country on a Full-time basis **equivalent to the length of time scholar enjoyed the scholarship** upon the completion of their MS/PhD Degree

Any service rendered before the completion of their degree shall not be considered part of the service obligation

Refund in full amount the total financial assistance received plus 12% interest if they fail to render service in the Philippines or have been terminated due to any grounds of termination.

Grounds for termination:

- Breach of contract
- Willful abondonment of the scholarship
- Gross misconduct
- Non-completion of the degree within the specified duration of scholarship
- Shifting to another course and/or transfer to another University without prior approval from DOST-SEI

03 Scholarship Policies, Responsibilities and Privileges

Scholar's Responsibilities:

Attend and present his/her research in the **ASTHRDP Graduate Scholars Conference before graduation**

Acknowledge the DOST-SEI in **all reports and publications**

Must submit the following graduation requirements:

- 1 copy of Thesis/Dissertation Hardbound
- Soft copy of the Thesis/Dissertation
- Certified true copy of Diploma
- Original or certified true copy of Transcript of Records

Not accept any other scholarship, except for supplementary financial assistance for research, **subject for approval of DOST-SEI**

Maintain good physical condition and moral character

Comply with all the graduate scholarship policies

Scholarship Privileges:

- Tuition fee /semester or term
- Stipend /monthly
- Learning Materials and/or Connectivity Allowance
- Outright Thesis/Dissertation Grant
- Transportation reimbursement
- Insurance coverage

Other additional grants:

1. Student Research Support Fund (SRSF)

- SRSF Dissemination (Local or International) or Publication
- SRSF Research Grant
- SRSF Mentor's Fee

2. Sandwich Program

| SCHOLARSHIP STATUS

GS — **GOOD STANDING** — Within duration

OE — **ON-EXTENSION** — On 1 year extension

DR/NC/NR — **DEFERRED REPAYMENT / NO REPORT / NON-COMPLIANCE** — Beyond 1 year extension

03 Scholar's Responsibilities, Privileges and Benefits

PRIVILEGES AND BENEFITS

Tuition Fee	**ACTUAL**
Transportation Reimbursement	**ACTUAL ROUNDTRIP PER ACADEMIC YEAR**

Allowances

	Monthly Stipend	Book Allowance/A.Y.
MS	P30,000	P20,000
PhD	P38,000	P20,000

Outright Thesis/Dissertation Grant

MS P 60,000

PhD P100,000

*First release **90% only**, upon finishing the final defense, the remaining **10%** will be released*

Insurance	**PREMIUM - ACCIDENTAL ONLY**

ADDITIONAL GRANTS

Student Research Support Fund (SRSF)

	MS	PhD
DISSEMINATION *Local/ International*	P 75,000	P150,000
RESEARCH	P114,000	P253,000

*Must have an **approved research proposal***

MENTOR'S FEE

MS	P36,000
PhD	P72,000

For on-time graduates only

Sandwich Program

Actual

*Scholars intending to conduct his/her **research** in a **foreign university** must first secure the **approval of DOST.***

03 Scholarship Policies, Responsibilities, Privileges and Benefits

COMPARISON OF SCHOLARS' PRIVILEGES BY STATUS

GS — **GOOD STANDING** — **Within duration**

- Tuition fee /semester or term
- Stipend /monthly
- Learning Materials and/or Connectivity Allowance
- Outright Thesis/Dissertation Grant
- Transportation reimbursement
- Insurance coverage

Other additional grants:

- Student Research Support Fund (SRSF)
- Sandwich program

OE — **ON-EXTENSION** — **On 1 year extension**

- Tuition fee /sem for **thesis or dissertation units only**
- Outright Thesis/Dissertation Grant

Other additional grants:

- Student Research Support Fund (SRSF)
- Sandwich program

NC/NR/DR — **NO REPORT / NON-COMPLIANCE/ DEFERRED REPAYMENT** — **Beyond 1 year extension**

No longer eligible for any financial assistance

"If the scholar fails to complete their degree or does not fulfill the required service within the country, they must repay the full amount of financial assistance, including a 12% interest."

04 Mentor's Duties and Responsibilities

The Research Adviser/Mentor shall:

- Ensure that the thesis/dissertation of the graduate scholar is aligned with the **DOST Research Agenda;**
- Assess the **feasibility and soundness of the research activities** of the graduate scholar;
- Ensure that the graduate scholar is given **sufficient time for advising/mentoring;**
- **Monitor and provide guidance on the nature and scope of the research**, and the expected standard of research, analysis, writing and presentation;
- **Follow-up the progress of research of the graduate scholar and supervise** him/her to successfully complete his/her master's or doctoral program on time; and

Incentive of Research Adviser/Mentor:

Receive the amount of **P 36,000 per MS Advisee** / **P 72,000 per PhD Advisee**, subject to availability of funds and to government accounting and auditing rules as Mentor's award only if the scholar finished / completed his/her thesis dissertation within the prescribed period of study.

05 Navigating ASTHRDP: FAQs and Common Issues Encountered

- **How to avail/request the privileges and additional grants?**

Tuition Fee	Scholars are tagged in their CRS account before enrollment per semester and the office takes care of the payment.
Stipend & Learning Materials and/or Connectivity Allowance	Scholars must be enrolled to avail. Scholars in residence (enrolled Residency) must submit a Letter of Request (for Residency) that is duly endorsed by the Adviser and Institute Director before the release of the stipend.
Thesis/Dissertation outright allowance	Scholars must submit a request, and show proof of approved prospective research topic to avail of this grant.
Transportation Reimbursement	Scholars must present all the original receipts & e-receipts, including boarding passes, itinerary receipts, and other form/s.
SRSF Research	Scholars must submit a liquidation report of their thesis/dissertation outright allowance before they can apply for additional research funding.
SRSF Dissemination	MS scholars can request funding for a maximum of two (2) conferences (one (1) local and one (1) international). PhD scholars can request funding for a maximum of three (3) conferences (one (1) local, one (1) international, and one (1) international or local).
Sandwich Program	Scholar conducts his/her research in a foreign University.
SRSF Mentor's Fee	An incentive given to the Scholar's adviser once the scholar graduated within the specified timeframe.

05 Navigating ASTHRDP: FAQs and Common Issues Encountered

- **Where and how should I submit the required documents to request privileges or additional grants?**

THROUGH COLLEGE OF SCIENCE WEBSITE

STEP 01 Go to **College of Science Website** and access **DOST-SCHOLARSHIP** on the SCHOLARSHIP tab

STEP 02 In the DOST-SCHOLARSHIP interface, click **Academic Matters** to view the different section of submissions

REQUEST TO RELEASE

- Withheld Stipend
- Tuition fees for Thesis/Dissertation Courses
- Tuition fee reimbursement
- 90% Outright Thesis/Dissertation Grant
- 10% Remaining Outright Thesis/Dissertation Grant
- Transportation Reimbursement

APPROVAL OF THE PROJECT LEADER

- SRSF Dissemination
- SRSF Research Grant
- 1st year Scholarship Extension Request
- Revision of POS
- Underload or Overload
- Dropping of Subject/Coursework
- Residency
- Low GWA/GPA
- Leave of Absence (LOA)

APPROVAL OF THE SEI DIRECTOR

- Request for Another Scholarship Extension
- Deferment of Scholarship (1 semester only)
- Withdrawal of Scholarship
- Shifting of Course/ To transfer School
- Travel Clearance

STEP 03 From the list of sections, click your chosen request to access its **REQUIREMENTS (Checklist)**

STEP 04 After accomplishing the forms listed in the checklist, submit the scanned copy of the requirements in the **SUBMIT** button in each section and wait accordingly to process your request. *(refer to flowchart)*

If the submitted request or documents is no longer eligible or incomplete, expect a message from the staff

05 Navigating ASTHRDP: FAQs and Common Issues Encountered

SRSF DISSEMINATION

FAQ: How many travels can the grant cover?

Answer:
MS - 2 Travels (1 Local ; 1 International)

PhD - 3 Travels (1 Local ; 2 International) or
(2 Local ; 1 International)

**If you intend to request support for an upcoming conference soon after returning from a previous one, please ensure that the liquidation for the prior trip has been fully cleared first.*

SRSF PUBLICATION

FAQ: Which part of the funding will it be charged to?

Answer:
You can utilize your dissemination budget in place of travel.

*The funding for Publication is from SRSF Dissemination Grant

**The liquidation report must be submitted after a month of event/purchased or as soon as requirements are available*

SANDWICH PROGRAM

FAQ: What is the purpose of Sandwich Program?

Answer:
The scholar wishes to conduct their research in a foreign country, identified by/or acceptable to DOST

The maximum duration:
MS - 3 months
PhD - 1 year

Duration	Additional Service Obligation
For every year or fraction thereof not less than 6 months	2 years
A fraction of a year less than 6 months but not less than 2 months	1 year

Why did the scholar only receive 80% of their stipend?

Incurring a grade of **INC/DRP/Blank** shall be allowed to continue under the scholarship program with only **80% of monthly stipend**.

Upon **completion** of the **deficiency**, the difference in financial assistance shall be released.

If the scholar wants to travel abroad for personal reasons, do they still need to request a Travel clearance?

YES. **Scholars must acquire travel clearance EVERY time they leave the country.**

05 Navigating ASTHRDP: FAQs and Common Issues Encountered

- **SRSF Dissemination (Conference): APPLICATION**

REQUIREMENTS	COMPLIANCE CHALLENGES	RATIONALE
(3) Airfare Canvasses	Occasionally missed during submission	The canvasses will be used as a basis for approval of the amount requested
Detailed Travel Itinerary	Often, scholars submit a simplified/summarized itinerary instead of a detailed one	The detailed itinerary is used to monitor if the scholars activity is aligned with the scholars request and supports the processing of travel expenses
Proof of Registration and its Inclusion	Scholars sometimes submit an incomplete breakdown of the paid registration fee.	The breakdown of the amount paid will help in determining the amount to be approved for accommodation and food
Certificate of Conference Legitimacy	Some organized conferences do not provide this document	This ensures that the conference is credible and it guarantees that the scholarship fund ares being used legitimate, valuable academic activities

- **SRSF Research Grant: APPLICATION**

REQUIREMENTS	COMPLIANCE CHALLENGES	SOLUTIONS
90% Thesis Grant Liquidation	Scholars are unsure how to process the 90% Thesis Grant liquidation and whether the amount should be exactly the amount that received (54,000.00 or 90,000,00) or more	Simply present the receipts and other necessary requirements. The amount can be exactly 54,000 for MS and 90,000 for PhD, or more, but not less than that
	Scholars submit incomplete details in the line-item budget, often forgetting to include important information such as the quantity, unit cost, and total cost	Scholars should ensure that all necessary details, including quantity, unit cost, and total cost, are provided for each item in the line-item budget to ensure accuracy and proper approval

05 Navigating ASTHRDP: FAQs and Common Issues Encountered

- **SRSF Research Grant: APPLICATION**

REQUIREMENTS	COMPLIANCE CHALLENGES	SOLUTIONS
Co-Maker Undertaking	Scholars are unsure who to list in the co-maker undertaking	The co-maker can be anyone currently in the Philippines who is financially capable and is required to submit proof of income to support their financial capability
Certificate of Exclusivity (for ONE supplier only)	If the certificate of exclusivity is not available or the supplier refuses to provide it, scholars face difficulty meeting the requirement	In such cases, the Research Adviser can provide certification or justification for the supplier's exclusivity as an alternative to submitting the certificate of exclusivity

- **LIQUIDATION: SRSF REQUESTS and REIMBURSEMENTS**

REQUIREMENTS	COMPLIANCE CHALLENGES	SOLUTIONS
Original Copy of Receipts	Sometimes receipts are lost, or due to delayed liquidation and thermal receipts fade over time	To prevent loss or fading, scholars should save scanned copies and submit photocopies of receipts
RER and CENRR forms	Sometimes receipts are misplaced or mistakenly placed under the wrong category, such as putting a "RER" receipt under "CENR."	To prevent this, scholars are advised to bring the RER and relevant forms beforehand and keep them during travel
Summary of Expenses	Sometimes, scholars do not adhere to their approved budget when preparing the summary of expenses	Scholars should carefully follow the approved budget, and the details of the approved funds will be provided to ensure better adherence
	SOA or transaction records and certification for one-time reimbursements for e-receipts are often not submitted	These documents are necessary to verify the payment and confirm that the claimed/requested amount is for a one-time payment

06 Appendices

Contracts and other forms:

Please scan the QR to proceed:

Please scan the QR to proceed:

Contracts Folder:

Content:

- *Deferment of Scholarship*
- *Scholars Contract*
- *Mentors Contract*
- *Deed of Undertaking*
- *Addendum to the Scholarship Agreement*

Requirements:

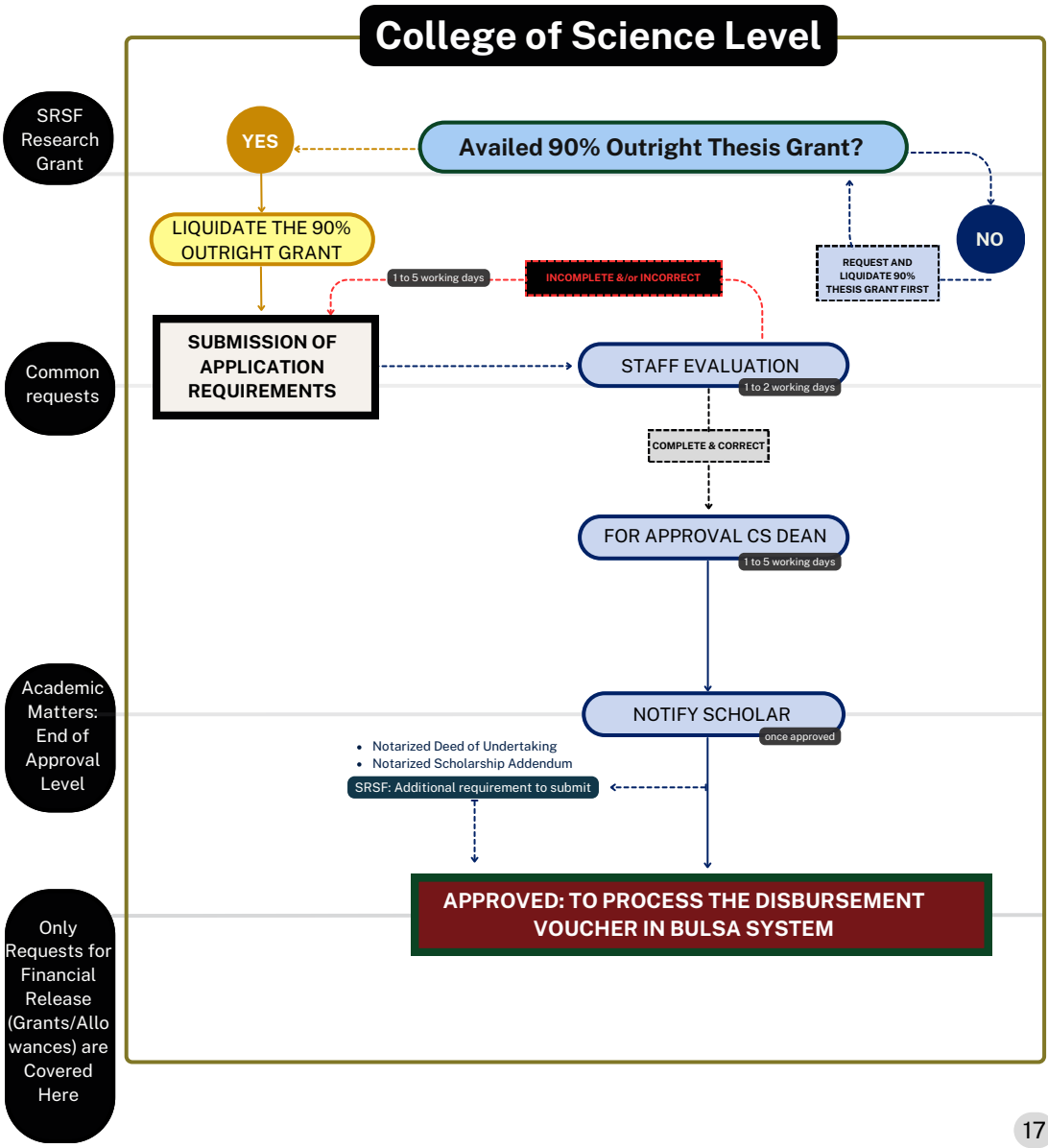
Content:

- *90% Outright Grant*
- *SRSF Dissemination Grant*
- *SRSF Mentor's Fee*
- *SRSF Research Grant*
- *Remaining 10% Outright Grant*
- *Liquidation*
- *Other Checklists*

06 Appendices

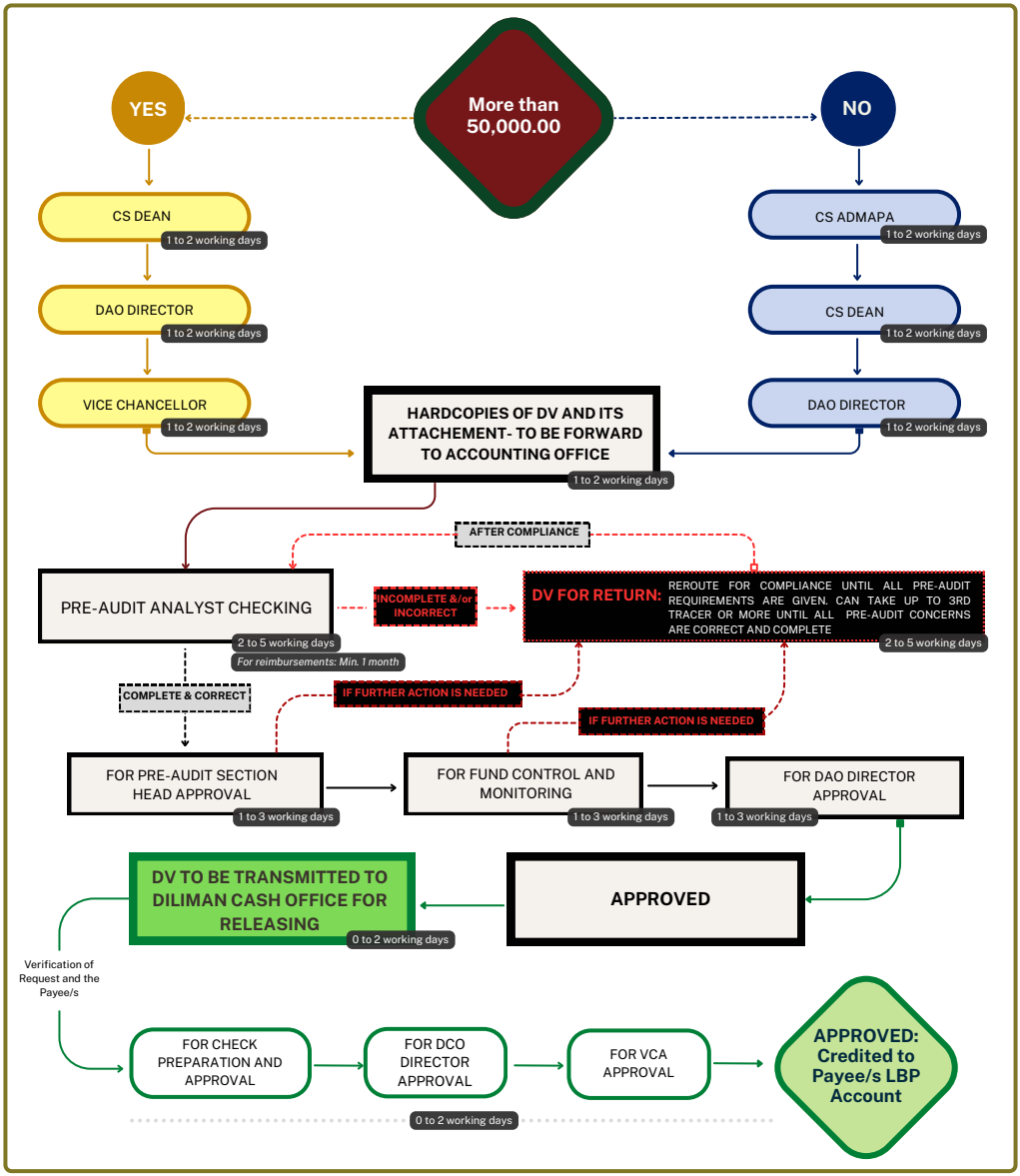
Processing of Requests Flow:

This flow outlines the processing of requests after evaluation, including applicable steps for disbursement and crediting of payment, if required



BULSA Processing Flow:

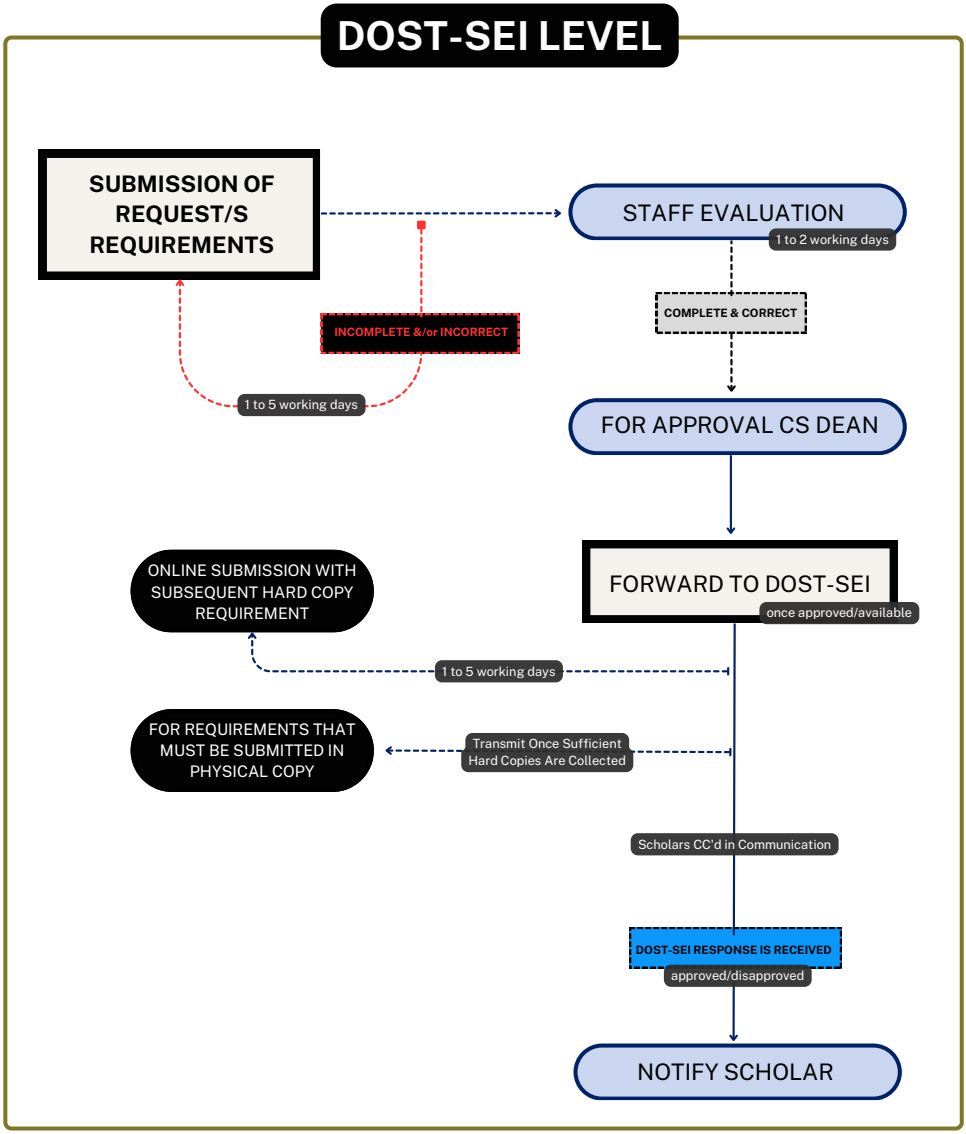
Covers the processing of requests in BULSA after evaluation is completed, up to the crediting of payment to the payee.



06 Appendices

Processing of Requests Flow:

This flow outlines the processing of requests after evaluation, to be submitted to SEI.



06 Appendices

UPD ASTHRDP-NSC Contact:

UPD-ASTHRDP TEAM

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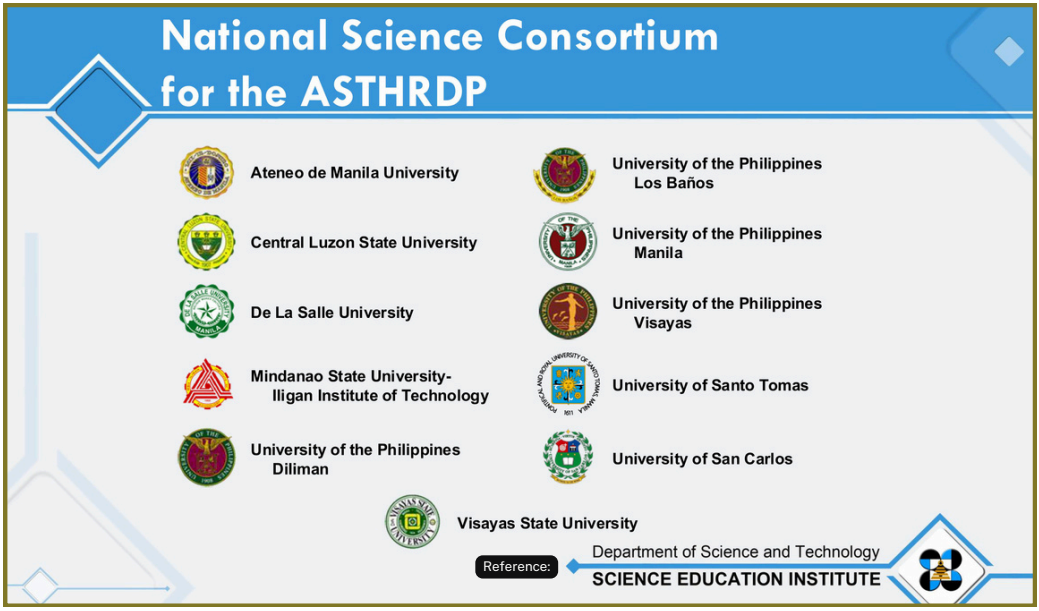
Ms. Yna Kristina Aviera-Ong
Ms. Anne Angeli C. Dela Cruz,
Mr. Samuel Montes Jr.

8981-8500 (Loc. 3803)

staff.asthrdp@science.upd.edu.ph

1st floor, OADMAPA Graduate Office,
College of Science Admin Bldg.

ASTHRDP-NSC