

TERMS OF REFERENCE
(Visiting Research Fellowship Program)
(As of January 2015)

I. Brief Description

The Third World Studies Center hosts visiting scholars, researchers, and exchange students through its **Visiting Research Fellowship Program**. The Program allows a researcher, specializing in Globalization, Social Movements, Authoritarianism and Democratic Governance, Peace and Human Security, Culture and Identity, and New Media and Technology with particular interest in the Philippines, to affiliate with the Center in the course of his/her stay. The affiliation provides for a *Visiting Research Fellow (VRF)* position (without compensation) in the University of the Philippines-Diliman.

II. Objectives

1. To facilitate exchanges and networking among social science scholars locally and internationally.
2. To assist Visiting Research Fellows in conducting research in the Philippines.
3. To establish institutional linkages between the University of the Philippines Third World Studies Center and other universities and institutions.

III. Requirements

Individuals interested in the Visiting Research Fellowship Program should submit the application requirements and make the necessary affiliation fee payment, if applicable, AT LEAST TWO MONTHS PRIOR TO planned commencement of his/her Fellowship at the Center. Application requirements should be sent to uptwsc@gmail.com. Affiliation fee payment (in USD or PhP)¹ should be in the form of a check issued to the Third World Studies Center or in cash upon arrival.

The following are application requirements:

1. A signed letter of application addressed to the Director, Dr. Ricardo T. Jose;
2. A research proposal, including an itinerary of their activities, purpose, length of affiliation, and expected outcome;
3. A letter of recommendation from the applicant's university, institution, adviser, or known scholars working on the applicant's field of research;
4. A copy of transcript of records and diploma (for students), and certificate of employment (for faculty and NGO researchers);
5. Two (2) copies of 2x2 ID pictures;
6. Curriculum vitae; and
7. VRF fee.

¹ The exchange rate on the day of payment will be used in converting the amount of the affiliation fee. The VRF may pay the whole amount or in tranches. S/he must also indicate under what name the official receipt will be issued if different from her/his name.

The affiliation fee payment is USD 100.00/month² covering the entire period of the fellowship, regardless of use of University facilities and other resources or if the VRF will be based outside of the Center for the most part of her/his fellowship. Applicants may apply for a fifty percent discounted rate, given the following conditions:

1. Those with funding sources may pay only USD 50.00/month provided they are Masters students. They must give a signed letter addressed to the Director giving clear justification why they are requesting for a discounted affiliation fee. They should also declare the source(s) and amount of funding, using official communication from the funder. Request for discounted rate is subject to approval by the Center.
2. Those without funding sources may pay only USD 50.00/month provided they give a signed letter addressed to the Director giving clear justification on why they are requesting for a discounted affiliation fee. Request for discounted rate is subject to approval by the Center.
3. All other visiting scholars with funding sources should pay USD 100.00/month.

IV. Research Fellow: [Name of the VRF]

[A one-paragraph bio of the VRF, including educational/professional background, research interests, and if MA/PhD or post-doctoral research. Please indicate nationality and date of birth. Name should be the same as the one in your passport]

[A one-paragraph statement of the VRF's research objective and research plan. If the VRF has a detailed researched plan, s/he should attach it to the TOR.]

V. Privileges

As a fellow from [Start of official appointment as VRF] to [End of official appointment as VRF], the TWSC shall provide institutional support to [Name of the VRF] through the following:

1. Provide a welcome kit consisting of a campus map, University calendar, and business cards;
2. Provide assistance on acquiring a 47a2 visa (visa for foreign researchers), provided the VRF's academic institution has an existing and active Memorandum of Agreement with the University of the Philippines;³
3. Provide an office space with access to the Center's facilities, including Internet, printer, scanner, and personal storage space;⁴
4. Recommend his/her use of available resource materials at the University Main Library and other college libraries in the campus;
5. Referral to experts and specialists within the TWSC network; and
6. Monitor the progress of his/her research through the Director of the Center, Dr. Ricardo T. Jose.

² As approved by the University of the Philippine Board of Regents during its 1186th meeting held on 30 September 2004.

³ The applicant must inquire with her/his university.

⁴ Personal workspace and storage space is subject to availability.

VI. Output

[Name of the VRF] shall accomplish the following during his/her fellowship with the Third World Studies Center:

1. S/he must conduct a full briefing of the TWSC research staff regarding his/her research in a round table discussion to be scheduled during the first week of the fellowship;
2. S/he must submit a publishable research note for the Center's journal, *Kasarinlan: Philippine Journal of Third World Studies* subject to editorial evaluation;
3. S/he must also conduct a full briefing of the TWSC research staff regarding his/her research in a round table discussion to be scheduled during the last week of the fellowship; and
4. S/he must submit a report/summary of research activities accomplished in the Philippines based on the approved research plan.

VII. Effectivity

The execution of this TOR does not mean outright acceptance to the TWSC Visiting Research Fellow Program. Such acceptance is predicated on securing an official appointment from the University of the Philippines. This contract shall take effect on [Start of official appointment as VRF] to [End of official appointment as VRF], unless sooner terminated by the University or by the VRF for reasons within his/her control. The Center reserves the right to recommend revocation of the granted fellowship with the University if the VRF committed an act of misrepresentation in relation to his/her application, an act of intellectual dishonesty in relation to his/her research, and/or analogous acts. In the event that [Name of the VRF] fails to comply with the conditions stipulated in this Terms of Reference, the Center shall notify his/her home institution for appropriate actions.

Approved by:

Endorsed by:

RICARDO T. JOSE, PhD
Director
Third World Studies Center
Date:

GRACE H. AGUILING-DALISAY, PhD
Dean
College of Social Sciences and Philosophy
Date:

I have read, understood, and agreed to the Terms of Reference.

[Affix signature here]
[Name in print of the VRF]
[Formal affiliation of the VRF]
Date:_____