PROCEDURES FOR AVAILING OF STATISTICAL SERVICES

1. From the RCSSED website (**rcssed.ust.edu.ph**), download the **Statistical Service Form**. The following should be filled out properly:
    a. General Information
    b. Research title
    c. Research objectives
    d. Research problem
    e. Simulacrum/Conceptual Framework
    f. Hypothesis
    g. Methods
2. After accomplishing the form, send it to **stat.rcssed@gmail.com**.
3. Print the accomplished statistical service form. This form should be signed by the thesis adviser. In addition, prepare a copy of the questionnaire.
4. Proceed to the RCSSED extension room and submit the accomplished statistical service form together with the questionnaire to the student research coordinator (Ms. Gab Cruz).
5. Fill up Payment Slip and proceed to the accounting office for payment.

   The following are the fees to be collected.

Level	Service Fee
Basic Statistical Tools (up to Regression Analysis)	
Undergrad Students	3,700
MA/MS	6,200
PhD	8,700
Advanced Statistical Tools	
Undergrad Students	5,550
MA/MS	8,700
PhD	12,500

6. After payment, present the official payment receipt to the student research coordinator (Ms. Gab Cruz) at the RCSSED extension room.
7. Wait for notification within one week regarding the assigned statistician.
8. There will be at least three (3) consultation meetings with the statistician at the RCSSED extension room for the following purposes:
   a. 1st meeting – discussing the requirements
   b. 2nd meeting – discussing the results of the processed data
   c. 3rd meeting – discussing the write-up of the result section
9. In order to monitor the consultation activity, a form will be provided to each group.
10. After the last consultation, get the copy of **Statistical Treatment Form** properly signed by the assigned statistician.

11. In case of data reprocessing due to error of students, additional payment is required.
    100% - when processing is required using a new statistical tool to generate additional information
    75% - when reprocessing is required due to additional research problem
    50% - when reprocessing using the same tool due to error of student