



PROCEDURES FOR AVAILING OF STATISTICS CONSULTATION SERVICES **(ONLINE)**

1. From the RCSSED website (rcssed.ust.edu.ph) under the *Statistical Services* Section, download the **Statistical Service Form**. The following items 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 (for students), make sure to have it approved and signed by the thesis adviser (e-signature is accepted). For verification purposes, kindly indicate the email or contact number of your adviser.
3. Send the accomplished forms along with your questionnaire (if available) to scs.rcssed@ust.edu.ph.
4. Wait for the acknowledgment email of the staff, Ms. Gab Cruz, as proof that she had received your form and questionnaire.
5. Once your form and questionnaire were approved, Ms. Cruz will send an email with the payment slip. After accomplishing the payment slip, pay the required amount by following the procedure listed in no. 6.
6. The following are the fees to be collected.

a. For **senior high school, undergraduate and medical students**

Level	Service Fees (Php)		
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools	Systematic review and meta-analysis
Senior High School and Undergraduate students	P4,000	P6,000	P7,000
Medical students, particularly those in their first to third years, and those undergoing clinical clerkship and internship	P4,000	P6,000	P7,000
Medical doctors who are residents and fellows	P6,200	P8,700	P10,000
Medical doctors with PhD degrees	P8,700	P12,500	P12,500



b. For **UST Graduate students only (two packages).**

Package 1: Consultation only (four hours consumable)

Level	Service fees	Covered items in the Consultation
MA / MS students	P1,000	1. Hypothesis formulation; 2. Instrumentation; 3. Reliability and Validity; 4. Sample Size Determination; 5. Statistical Treatment to be Employed; 6. Summary Tables Template; and 7. Results and Analysis
PhD students	P1,000	

Package 2: Data Processing with Consultations (3-5 times)

Level	Service Fees (PhP)	
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools
MA / MS students	P6,200	P8,700
PhD students	P8,700	P12,500

c. For **UST academic researchers, affiliated with research centers, who are implementing research projects with local, national and international funding.**

Amount of grant for the funded research project	Service Fees (PhP)	
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools
P30,000 to P499,000	P4,000	P6,000
P500,000 to P1,999,999	P6,200	P8,700
P2,000,000 to P4,999,999	P8,700	P12,500
P5,000,000 and above	P10,000	P15,000

d. For **UST academic staff or faculty who are not affiliated with any UST research center.**

Level	Service Fees (PhP)	
	Basic statistical tools (up to Regression Analysis)	Advanced statistical tools
UST academic staff not with any research center	P6,200	P8,700



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7. The procedures for payment of the services from the Office of Finance are as follows:
- a. Payment of fees for the services should be deposited to the University of Santo Tomas:

Account name	University of Santo Tomas
Account number	0151-0000-45
Bank name	Bank of the Philippine Islands España Blvd. cor Moret St. Sampaloc, Manila
Swift code (foreign)	BOPIPHMM

- b. Send through email a clear scanned copy of deposit slip/proof of payment to Ms. Cruz (scs.rcssed@ust.edu.ph).
 - c. Ms. Cruz will prepare the list of payees and amounts paid with copies of deposit slips. She will email the said list and deposit slips to the UST Treasury Department for verification and preparation of corresponding official receipts.
 - d. After verification, Ms. Cruz will claim the official receipt from the Treasury Department and will send a scanned copy of the receipt to the student/payee.
8. After sending through email a clear scanned copy of deposit slip/proof of payment to the Ms. Cruz, wait for notification within one week regarding the assigned statistician.
9. After receiving the notification from Ms. Cruz, the student can start consulting the assigned statistician.
10. There should be **at least three (3) or more consultation meetings** with the statistician 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
11. If consultation will be conducted online, the platform to be used should be agreed upon by both the students and the statistician. Online consultation can be conducted through Zoom, Google Meet, Messenger, etc.
12. In order to monitor the consultation activity, a **Consultation Meeting Form** will be provided to each group. In every consultation meeting, indicate the activity and the group representative should also sign the form. Request also the statistician to sign in the form every consultation meeting. Online consultation should be recorded by the student and a copy must be submitted to Ms. Cruz.





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13. Assigned statistician is given two to three weeks to complete the data processing and interpretation.
14. Additional consultation meetings can be requested to the statisticians when necessary.
15. After the last consultation, ask for the copy of **Certificate of Statistical Treatment Form** properly signed by the assigned statistician from Ms. Cruz and it will be sent through email.

Note: The Certificate of Statistical Treatment Form will be released after submitting the final copy of the result and discussion part of the study and the consultation meeting form signed by the student/s and statistician.

16. 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

