

**MEMORANDUM OF UNDERSTANDING FOR OFF-CAMPUS  
GRADUATE WORK IN ABSENTIA**

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and among:

The **UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**, through the \_\_\_\_\_, a government institution of higher learning,  
(Department)  
created and existing under and by virtue of Act No. 1870, as amended, hereinafter referred to as the UPLB and represented herein by its Chancellor,  
Dr. \_\_\_\_\_;

The \_\_\_\_\_  
(Name of Cooperating Institution)  
hereinafter referred to as the \_\_\_\_\_ and  
represented herein by its \_\_\_\_\_,  
- and -

\_\_\_\_\_  
(Name of Student)  
a M.S./Ph.D. graduate student of the \_\_\_\_\_  
(Major)  
of legal age, \_\_\_\_\_ (civil status), Filipino/  
Foreign citizen residing at \_\_\_\_\_,

**WITNESSETH:**

**WHEREAS**, UPLB is a government institution established to provide advanced educational training and expertise in the field of biological, physical, social and humanities.

**WHEREAS**,

**NOW THEREFORE**, for and in consideration of the above premises and the covenants hereinafter setforth, the parties, hereby agree as follows:

**I. Responsibilities of the Parties:**

**A. UPLB, through the Graduate School, shall:**

1. Assign \_\_\_\_\_ a M.S./Ph.D. graduate student of  
(Name of Student)  
\_\_\_\_\_ to the \_\_\_\_\_  
(Department) (Name of Cooperating Institution)  
where he/she will conduct his/her graduate work or investigation;

2. Provide the assigned student the necessary guidance on the research investigation.

B. The \_\_\_\_\_ shall:  
(Name of Cooperating Institution)

1. Allow \_\_\_\_\_ to conduct his/her graduate work  
(Name of Student)  
or investigation within its jurisdiction; and

2. Extend to his/her possible assistance within its means.

C. \_\_\_\_\_ shall:  
(Name of Student)

1. Submit a semi-annual report of the progress of work and a final report upon completion of the work to his/her adviser; and

2. Furnish the cooperating station or institution copy of said reports.

**II. Ownership of the Output/Intellectual Property Rights:**

Any result of the graduate work or investigation under the agreement shall be jointly owned by all the parties and shall be available for publication by any of the parties, depending on their mutual consent, full credit being given in every case to the others through whose cooperation the work has been made possible.

**III. Publication of the Graduate Work:**

Any publication arising from this agreement shall identify the UPLB and \_\_\_\_\_ as the sources of the output.  
(Name of Student)

UPLB reserves the right to use all data and findings arising from this agreement in the pursuit of its academic programs.

**IV. Term:**

The Graduate Work or investigation shall commence on \_\_\_\_\_ and  
(Start Date)  
to be completed by the end of \_\_\_\_\_  
(End Date)

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at Los Baños, Laguna, Philippines,

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

By:

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
(Name of Cooperating Institution)

By:

\_\_\_\_\_  
(Name of Student)

SIGNED IN THE PRESENCE OF:

Witnesses

\_\_\_\_\_  
College Secretary

\_\_\_\_\_  
Dean

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF LAGUNA ..... ) S.S.  
MUNICIPALITY OF LOS BAÑOS.)  
X-----X**

BEFORE ME, a Notary Public for and in the Province of Laguna, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ appeared UPLB Chancellor \_\_\_\_\_ with CTC No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_; \_\_\_\_\_, with CTC No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_; \_\_\_\_\_; and \_\_\_\_\_ with CTC No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_; made known to me to be the same persons who executed the foregoing instrument, which consist of \_\_\_\_\_ ( ) pages, including this page, signed by the parties and their instrumental witnesses on each and every page thereof and they acknowledged to me that the same is their own free and voluntary act and deed and that of the entities they respectively represent.

**WITNESS MY HAND AND NOTARIAL SEAL on the date and place first above-written.**

\_\_\_\_\_

*Notary Public*

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

UPLB-GS MOA for Graduate Work in Absentia/