



ATENEO DE MANILA UNIVERSITY

OFFICE OF THE PRESIDENT

University Research Council

Postdoctoral Fellowship Program at the Ateneo de Manila University: Policies and Guidelines

The Ateneo de Manila University Postdoctoral Fellowship Program provides scholars in residence at the Ateneo de Manila the opportunity to pursue advanced studies beyond the doctoral level. Postdoctoral fellows are regarded as resident scholars affiliated with the Ateneo de Manila University who are appointed for a limited period of time. They may participate in research projects and/or may be supported by internal as well as external awards or fellowships. Their appointment at the Ateneo de Manila is for the purpose of advanced studies, research, and training under the sponsorship of a faculty member of the Ateneo de Manila University.

Terms of Appointment

The minimum period of appointment of a postdoctoral fellow is six months and the maximum is one year. A reappointment is possible based on outstanding performance, but the total period cannot exceed two years.

Prior to the appointment, the terms and conditions of the postdoctoral fellowship shall be discussed and agreed upon by the prospective postdoctoral fellow and the sponsoring faculty member at the Ateneo de Manila University. The terms and conditions should include agreement on the anticipated length of appointment, mentoring or supervision, scope of research activities, expected output, sources and amount of support, and other details such as office space, laboratory, and equipment such as computers.

Eligibility

Appointments are generally restricted to those who have received their PhD degree or equivalent, MD degree, or Juris Doctorate within the last five years at the time of application.

Application Procedure

Interested individuals should inquire about postdoctoral fellowships directly with the appropriate academic department or faculty member. Once a sponsoring faculty member has been identified and the terms and conditions of the postdoctoral fellowship have been agreed upon, the prospective postdoctoral fellow shall lodge a formal application with the support of the faculty sponsor.

An applicant must submit an accomplished application form, which includes the confirmation by the faculty sponsor; a research proposal; a complete curriculum vitae, which includes a list of publications; a transcript of records, which also indicates the highest degree earned by the applicant; and a letter of recommendation from the applicant's PhD/MD/JD advisor or supervisor and one other academic who is qualified to provide well-founded comments on the applicant's eligibility, preferably someone not working at the applicant's own institution.

The application for a postdoctoral fellowship will need the approval of the head of the department or program and the dean of the school as well as the approval of the Vice President of the Loyola Schools or the Vice President of the Ateneo Professional Schools, as the case may be. The application will then be submitted for final approval to the Office of the President through the University Research Council.

Once the application is approved, an offer of a postdoctoral fellowship is communicated to the applicant. The faculty sponsor is also informed about the approval.

In case of an application for reappointment, the postdoctoral fellow shall make a formal request that explains the need for an extension of appointment. The request should identify the goals and expected output of the reappointment. The faculty sponsor must write a separate letter of endorsement of the postdoctoral fellow's request for reappointment.

The Role of Faculty Sponsors

A faculty sponsor who invites a prospective postdoctoral fellow to the Ateneo de Manila University determines the feasibility of mentoring or supervising the applicant. Such feasibility will consider the appropriateness of the applicant's research area and the availability of sufficient office and/or laboratory space and other resources needed to support the postdoctoral fellow.

The faculty sponsor is expected to work with the prospective postdoctoral fellow to develop a plan of research to achieve specific goals during the period of appointment. They shall agree on the degree of mentorship or supervision required by the fellow, including the regularity of meetings to discuss research progress and the completion of research milestones.

The faculty sponsor may also encourage the postdoctoral fellow to seek the views of other faculty members and to attend talks, workshops, conferences, and similar events that will advance the fellow's research program.

At the conclusion of a postdoctoral fellow's appointment period, the faculty sponsor shall write a brief report on the achievements of the postdoctoral fellow. This report must be endorsed by the head of the department or program and the dean of the school and submitted to the University Research Council.

A faculty sponsor shall receive an honorarium equivalent to that of a graduate thesis adviser, prorated based on the postdoctoral fellow's period of appointment.

The Role of Postdoctoral Fellows

Postdoctoral fellows are expected to carry out the research plan agreed upon with the faculty sponsor, to communicate regularly with the faculty sponsor on the status of the research, and to notify the faculty sponsor of any change in plans.

Postdoctoral fellows are not expected to handle administrative duties for the faculty sponsor or the principal investigator of a research project in which they may be involved.

Recipients of a Postdoctoral Fellowship grant from the University Research Council are expected to produce at least one manuscript submission to a Scopus-indexed journal for an appointment period of six months or at least two manuscript submissions to Scopus-indexed journals for an appointment period of twelve months.

Postdoctoral fellows shall ensure that all publications emanating from research activities undertaken during the period of postdoctoral fellowship should identify the Ateneo de Manila University as their institutional affiliation.

Postdoctoral fellows are responsible for ensuring that they do not submit manuscripts to predatory journals, such as those included in Cabell's Blacklist, even if these journals are peer-reviewed and indexed in Scopus or Web of Science.

Postdoctoral fellows shall respect the intellectual property rights of the Ateneo de Manila University.

At the conclusion of the appointment period, postdoctoral fellows shall go through an exit interview with the head of the department or program and the dean of the school to discuss their postdoctoral fellowship experiences, future research trajectories, and possible opportunities or plans for research collaboration.

Early Termination

The sponsoring faculty member may recommend the early termination of a postdoctoral fellowship appointment as a result of a funding shortfall, the fellow's lack of sufficient progress in research, or a determination that misconduct by the postdoctoral fellow has occurred.

A postdoctoral fellow may request for the early termination of a postdoctoral fellowship appointment because of family- or health-related needs and exigencies.

The faculty sponsor should give the postdoctoral fellow a notice of termination at least thirty days before the early termination date. However, if the termination is based on proven misconduct (such as disclosure or misuse of confidential information, conflict of interest, misuse of University resources, or any other misconduct or acts detrimental to University operations or violating University policy), the advanced notice of termination may be waived with the approval of school's Vice President.

Any termination due to inadequate performance or research progress must follow a process in which a written evaluation by the faculty sponsor is made and the postdoctoral fellow is given the chance to remedy any deficiencies. This process must take place several weeks or months in advance of taking the early termination action.

Level and Sources of Financial Support

Postdoctoral fellows may be supported by a Postdoctoral Fellowship grant from the University Research Council of the Ateneo de Manila University or external research grants or fellowships or by a combination of these sources.

A URC Postdoctoral Fellowship grant is a competitive award of financial support to a qualified individual to assist the fellow in his or her professional training and development. A URC Postdoctoral Fellowship grant provides a stipend of ₱60,000 per month, which includes provision for health insurance.

Regardless of the source or sources of financial support, a postdoctoral fellowship does not lead to an employer–employee relationship with the Ateneo de Manila University.

A postdoctoral fellowship grant may start and end on dates that do not coincide with the University's academic calendar.

All financial support for postdoctoral fellows are coursed through the Central Accounting Office of the Ateneo de Manila University.

Effectivity

Upon the approval of the University President, these policies and guidelines for the Postdoctoral Fellowship Program shall take effect starting in January 2020.