



12 November 2024

MEMORANDUM NO. CMLT-2024-325

TO : All UP Manila Research Proponents

THROUGH : The Deans, Directors, and Heads of Offices/Units

SUBJECT : Attestation Requirement for Academic and Research Submissions

In line with UP Manila's commitment to uphold academic and research integrity, the following guidelines must be adhered to regarding the submission of academic and research requirements, effective immediately:

For UPM students and PGH trainees

All students and trainees are required to attach a signed **Attestation Form** for the following submissions:

- Thesis
- Dissertation
- Special Projects
- Research Proposals
- Completed Research Papers

The attestation will serve as a formal declaration that:

1. The submitted work is the student's or trainee's original work;
2. Proper citation and acknowledgment have been provided for all external sources, references, and contributions; and
3. The work complies with the University's policies on academic integrity and intellectual honesty.

For faculty members, REPS, and other constituents

Faculty members, Research, Extension, and Professional Staff (REPS), and other members of the UP Manila academic community must also attach a signed **Attestation Form** for the following submissions:

- Research Proposals
- Completed Research Papers
- Any other intellectual outputs

This attestation ensures that:

1. The intellectual output adheres to ethical standards and guidelines;
2. All contributors have been properly credited, and their consent has been obtained, where necessary; and
3. The submission is free from plagiarism and unauthorized use of external materials.

Submission Process

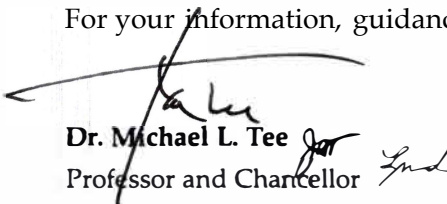
1. The Attestation Form is available through the UP Manila website under the Office of Research Integrity [[Office of Research Integrity, University of the Philippines Manila](#)]
2. It must be duly signed and submitted, alongside the academic or research requirements.
3. Proposals with incomplete submissions will not be processed or considered for review. Completed research papers and other intellectual outputs with incomplete submissions will not be processed for evaluation or grading.

Enforcement

Failure to submit the attestation or violation of the attestation's content will result in disciplinary action as per the University's academic policies.

For clarifications/inquiries, you may contact the Office of Research Integrity at (02) 8567-2054 or at ori.upm@up.edu.ph.

For your information, guidance, and compliance.



Dr. Michael L. Tee
Professor and Chancellor



ATTESTATION

For students of UP Manila and trainees of PGH, this attestation should accompany submissions for written academic and research requirements, such as thesis, dissertation, special projects, research proposals and completed papers.

For faculty members, REPS, and other constituents, this attestation should accompany submission of research proposals, completed papers, and other intellectual output.

DECLARATION

We hereby declare that:

- The data and results we present in this report are accurate and true (not fabricated nor falsified).
- All sources used in this work have been documented properly both in the text and reference list.
- This written work/document is our own work and is free from plagiarism or collusion.
- This work has not been submitted previously for assessment in this or any other course, degree, research requirement or any other purpose.
- We understand that plagiarism, collusion, fabrication, and falsification constitute cheating, which is a gross misconduct in this University.
- We understand that disciplinary action will be taken against us if this work is proven to involve plagiarism, collusion, fabrication, and falsification.

On the Use of Artificial Intelligence:

- We affirm that no AI platforms were utilized in the creation of this document.
- We acknowledge utilizing the following AI system(s):
 1. [insert AI system(s) and link] for [specific use of generative artificial intelligence]. The prompts employed encompass [list of prompts].
 - 2.
 - 3.

Definition of Terms:

Plagiarism is the presentation of a piece of work that has been copied in whole or in part from the work of another individual or group of individuals (for example, a fellow student's work, published books, periodicals, internet sites) without proper documentation in the text.

Collusion is the presentation of a piece of work as one's own when, in fact, such work was the product in whole or in part of an unauthorized collaboration with another person/s.

Fabrication is data or results that are made up.

Falsification is data or results that have been engineered and/or excluded.



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Attestant's signature over printed name:

Attestant's signature over printed name:

Attestant's signature over printed name:

Attestant's signature over printed name:

Date signed: _____

Date submitted: _____