



Archaeological Studies Program

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Memorandum NO. ASP GBT 2017-3

TO: ASP and Non-ASP Researchers

FROM: 
Grace Barretto-Tesoro, Ph.D.
Officer-in-Charge

Subject: **Access to the Archaeological Collections of the University of the Philippines-
Archaeological Studies Program**

Date: 15 August 2017

1. If the researcher is an ASP graduate student and the research related to their thesis, the letter addressed to the Project Director should be endorsed by the supervisor/adviser, with the following information:
 - a. Specific materials to be analysed
 - b. Research Questions
 - c. Methods to be used
 - d. Period of research
 - e. Where will the materials be analysed
2. If the study is not-thesis related but part of an ongoing project, the letter should be endorsed by the Project Leader and submitted to the Project Director.
3. If the researcher is the Project Leader, he/she will submit the letter to the Project Director.
4. The Researcher will follow the rules set by each Project Director.
5. After the study, the researcher should provide the Project Director and the ASP Library copies of the published output.
6. The Project Director and the University of the Philippines-Archaeological Studies Program should be properly acknowledged in the publication.
7. If the researcher is not affiliated with UP-ASP, he/she is to write the ASP Director requesting for a Research Affiliate status (see Memo No. ASP GBT 2017-4).
8. All letters should contain the information requested for indicated under Item No. 1.
9. The ASP Director should be cc'd in all letters identified in Items No. 1, 2, and 3.