

NJA College of Education, WA



RESEARCH AND PUBLICATION POLICY

4.1. Purpose/objective

The purpose of the research and publication policy for Nusrat Jahan Ahmadiyya College of Education is to:

- i. Provide an instrument/device of ensuring that the research agenda meets the basic college functions of generating knowledge for the advancement of mankind including national development objectives and priorities.
- ii. Introduce a research quality assurance mechanism
- iii. Ensure adequate funding for research
- iv. Support institutional capacity for strategic technical and operational planning budgeting and control for support.
- v. To put a mechanism in place to ensure that academic staff attains the desired mix of output research and teaching so as to achieve the level demanded on the College. This can be achieved by remunerating staff to engage in research.
- vi. Systems to be put in place to ensure that students undertake research programs to add up to knowledge to achieve the requirement set by the College.
- vii. Enhance the marketing skills of the College and its academics in order to make full utilization of the research to address the need of both public and private institutions/sectors.
- viii. Ensure dissemination of research results through regular participation in relevant fora at national, regional and international levels.

4.2. Scope/application

This policy shall apply to all academic staff, non-academic staff and students.

All six departments, namely;

- i. Physical/Applied Sciences
- ii. Maths and ICT
- iii. Languages
- iv. Education
- v. Vocational
- vi. Social Sciences

4.3. Policy Statement

The College shall;

- i. Be committed to the highest standards of integrity in carrying out our various research work.
- ii. Build a strong inter-department relationship in our research system in a co-operative way while fully respecting the individual identities and responsibilities of the College.
- iii. Be committed to promote and uphold the highest quality academic and ethical standards in all our research activities.
- iv. Conduct research on academic and gender issues in relation to education and publish articles to encourage active female participation.

4.4. Supporting procedures

Nusrat Jahan Ahmadiyya College of Education (NUJACED) will put in place an operational mechanism of conducting research such that there is uniformity in the process. The college shall, therefore;

4.4.1. Create an enabling environment for research and innovations

The policy recognizes that a positive harmonious, transparent and efficient environment is essential to foster research and innovation in NUJACED. Within the portfolio of NUJACED activities, research (basic and applied), teaching and outreach should be appropriately balanced to ensure efficient creation of knowledge and its transfer. Such an environment will be created through the following strategies:

4.4.2. Create centres of excellence that are adequately equipped and maintained for use by all interested parties in NUJACED in a sustainable manner.

NUJACED shall, therefore:

- (i) Develop and update guidelines for setting up centres of excellence
- (ii) Encourage and support the establishment of state-of-the-art laboratories with user guidelines for researchers
- (iii) Encourage the formation of multidisciplinary research teams/groups at centres of excellence
- (iv) Ensure that capacity to maintain the state of the art equipment is developed e.g. through enhanced training of technical staff and users
- (v) Require research equipment and other resources acquired during the life of any research project to revert to NUJACED at the termination of the project
- (vi) Guidelines for use of equipment (including bench fees) and disposal of such resources shall be developed by the centre.

4.4.3. Support staff members' access to the internet and other ICT services.

NUJACED shall, therefore:

- (i) Provide internet and other ICT facilities at every academic/research unit for purposes of knowledge creation and dissemination.
- (ii) Provide access to the e-resources and other ICT related common services/software for the purpose of data management and analysis

4.4.4. Researcher's time compensation shall be provided for at 10% of the total cost of a grant proposal Support researchers to attend and present papers/posters at national and international conferences.

This shall be achieved through the following:

- (i) Provision for travel support in the units' budgets to facilitate staff attendance at conferences
- (ii) Inclusion of a budget line for attendance at conferences in the research projects
- (iii) A requirement for staff to be supported to have obtained invitations to present papers/posters or to chair sessions at these meetings
- (iv) Support shall be in part or total depending on availability of funds

4.4.5. NUJACED shall generate a research agenda periodically:

- (i) Faculties/institutes/schools and colleges shall formulate research priorities that will feed into the NUJACED research agenda.
- ii) The priorities identified shall reflect national research objectives, priorities and relevant international trends.
- (iii) Research agenda shall promote both basic and applied research
- (iv) The review of the research agenda shall be pegged to the review of the NUJACED Strategic Plan.

4.4.6. Facilitate national, regional and international collaboration and global networking.
To this end, NUJACED shall

- (i) Enter into MoU with leading research and higher education institutions
- (ii) Operationalise and nurture existing MoUs at NUJACED

4.4.7. Provide research support services including management information systems and library resources that facilitate access to international literature and databases.
NUJACED shall, therefore:

- (i) Continue to subscribe to relevant databases that provide information to researchers
- (ii) Create and maintain its own research and innovations database accessible to the NUJACED community and the general public.

4.4.8. Strengthen research management and coordination

The policy recognizes that research activities carried out through various academic and research units in NUJACED have to be managed and coordinated properly for the benefit of the entire NUJACED in a fair and transparent manner. This will be achieved through the following strategies:

4.4.9. Support staff to continually update their skills in research management.

This shall be achieved through:

- (i) Conducting regular training workshops/seminars at both unit and centre level in grant proposal writing, financial management, scholarly writing and dissemination, etc
- (iii) Developing and updating research management tools such as handbooks and guidelines
- (iv) Support to staff to attend skills enhancement courses locally and internationally

4.4.10. Provide regulations for sourcing services related to research

(i) Develop guidelines for engaging persons employed from research funds (research assistants, data managers, etc)

4.4.11. Promote a mentoring and apprenticeship culture/approach in research

(i) Require as part of the eligibility criteria for research support senior members of staff to work with junior members of staff and graduate students on research projects for mentoring and supervision.

(ii) Support senior members of the academic community to work with junior members of staff to produce joint publications.

(iii) Mainstream gender and actively involve women in research activities.

(iv) Encourage academic units to establish Professorial Research Chairs.

4.4.12. guidelines for supervisors and supervisees during the research process to ensure harmony, quality and timely completion.

To this end, NUJACED shall:

i) Develop, operationalise and review periodically guidelines for the supervision of graduate students (qualification, appointment, remuneration, conduct, etc).

ii) Disseminate widely the rules and regulations for graduate study.

4.4.13. Strengthen the research management and coordination function at institutional and at unit levels.

To this end:

(i) NUJACED shall develop a governance structure for research and coordination

a) There shall be a Research, Innovation and Publications committee at the unit level

b) Administrative responsibilities regarding research management at the unit level shall be specified by the research council.

(ii) Provide tools for internal procedures for approval, control, monitoring and coordination of research and innovations.

4.4.14. There shall be NJA College of Education Board of Research and Publications to guide the research and innovation function of NUJACED.

The Director of the School of Graduate Studies shall provide the secretariat.

(i) The functions of the Board of Research and Publications shall be to:

(a) Initiate, develop, implement and review periodically the policy on research and innovations

- (b) Develop a policy on sourcing and administration of research funds
- (c) Oversee the scholarly aspects of NUJACED Press
- (d) Submit to senate reports on its activities annually
- (ii) There shall be technical sub-committees to assist the NUJACED Board of Research and Publications in implementing its mandate. These shall include:
 - (a) The Ethics Committee,
 - (b) Intellectual Property Management committee
 - (c) Editorial Board of NJA College of Education Press

4.4.14.1. Improve research and publications culture

In order for NUJACED to attain and maintain a leading position in research output, the policy recognizes that the research and publication culture must be enhanced. This shall be realized through measures described hereunder:

4.4.14.2. Provide incentives /reward for research

- (i) Staff shall spend at least 20% of their time on research and dissemination. To this end, NUJACED shall:
 - (a) Ensure maintenance of satisfactory staff to student ratios in line NUJACED establishment policy.
 - (b) Require staff at levels of Tutor and above (or equivalent) to publish at least one paper in a peer-reviewed journal yearly.
 - (c) Require doctoral students in the course of their studies to publish at least one paper in a peer-reviewed journal before they graduate.
 - (d) Develop, operationalise and update periodically a system for tracking of staff research and outputs.
 - (e) Require staff to publish research findings in form of policy briefs for use by policymakers
 - (f) Recognize and reward staff for outstanding performance in research and innovations
 - (g) Develop, operationalise and review periodically guidelines on how to identify and reward staff for outstanding research and innovation.

4.4.14.3. Provide and support platforms for dissemination of research outputs

NUJACED shall:

- (i) Create platforms for staff and students to disseminate research outputs such as seminars and locally hosted journals, newsletters and bulletins (both hardcopy and electronic)

- (ii) Support units to organize regular conferences.
- (iii) Support regular public presentations and debates on topical areas of national or international concern.
- (iv) NUJACED shall require doctoral students to publish their findings in any of the following forms:
 - a) theses/dissertations as either monograph
 - b) theses/dissertations with chapters as standalone papers
 - c) theses/dissertations as a compilation of papers either already published or accepted for publication.
- (v) Re-establish and support NUJACED Press. To this end, NUJACED shall:
 - (a) Establish, operationalise and review periodically the governance structure of NUJACED Press.
 - (b) Develop guidelines for the establishment and role of the editorial board
 - (c) Provide financial support to NUJACED Press
- (vi) All research reports shall be deposited with the NUJACED Library and the national library at the researcher's cost.

4.4.15. Promote ethical conduct of research in NUJACED.

NUJACED shall:

- (i) Support the establishment of Institutional Review Boards to oversee the ethical conduct of research at units
- (ii) Develop, operationalise and review periodically guidelines on good research practices and misconduct

4.4.16. Improve funding for research and Innovations

The policy realizes the importance of securing sufficient funds for staff members to conduct meaningful research, to attend national and international meetings, and to contribute to the research income of NUJACED. It is envisaged that the strategies highlighted hereunder will improve funding for research and innovations. To this end, NUJACED shall:

Commit at least 3% of the internally generated funds to research and innovations annually

Require graduate and undergraduate students to contribute towards the cost of research. The amounts paid shall be recommended by the Board of Research and Publications.

Require all research projects to contribute 15% (5% to the SGS, 3% to the Department, 3% to the Faculty and 4% retained at the centre) of the research costs as institutional overheads/indirect costs. This shall be reviewed by the Board of Research and Publications from time to time.

Continue to solicit research funds from national and international organizations, both public and private. Solicitation of funding shall be encouraged and facilitated at an individual, departmental, faculty or institute, and college levels.

Engage the private sector to contribute towards research and innovations

i) Through contract research

ii) Sponsoring of research chairs

iii) Through joint ventures, licensing, patents and trademarks

Provide general information including databases on possible sources and modes of research funding on a regular basis.

NUJACED shall subscribe to databases that provide information on funding opportunities.

4.4.17. To improve the gender-responsiveness of NUJACED through research and innovations

Provide opportunities for staff and students to train in gender-focused research methodology.

Integrate gender in research proposals

Encourage the involvement of women in research teams.

4.5. Responsibility for Implementation

The primary responsibility for implementation lies with the Vice Principal and the research committee.

All senior staff members of the College are responsible for the implementation of this policy. It is the responsibility of all to engage positively in the review and ensure implementation.

4.6. Responsibility for monitoring, implementation and compliance

The primary responsibility for monitoring implementation and compliance lies with the Principal of the College and the Vice-Principal.

The following officers shall be responsible for monitoring and ensure compliance with the conditions set out in this policy document.

Research committee comprising the Principal, Vice Principal, Heads of department, Finance Officer, one member from the academic board, the Librarian and College Secretary

4.7. Status

A five-member committee was formed to have a policy in place for research activities for students, academic staff and non-academic staff.

4.8. Key Stakeholders

Students and staff of all departments including;

- Maths and ICT
- Vocational Skills
- Languages
- Physical and Applied Science
- Social Sciences
- Education
- Administration
- Accounts
- Stores/Procurement

4.9. Approval body

Governing Council

4.10. Initiating body

Management

4.11. Definition of terms

- i. **Research:** comprises creative work undertaken on a systematic basis in order to increase the stock of knowledge.

- ii. **Policy:** Set of basic principles and associated guidelines formulated and enforced by the governing body of an institution to direct and limit its actions in pursuance of long term goals.
- iii. **Academic staff:** directly involved in academic programming and research for the college.
- iv. **Non-Academic staff:** provides secretarial, custodial, financial, library and other non-academic services for the college.

4.12. Related legislation

- Harmonised Status for Colleges of Education
- NCTE research policy

4.13. Related policy and other documents

- Harmonised Status for Colleges of Education
- NCTE research policy
- NUJACED handbook

4.14. Effective date

May 2016

4.15. Review date

May 2017

4.16. Key Words

- Research
- Policy
- Academic Staff
- Non-Academic Staff

4.17. Owner/Sponsor

- The College
- Staff development and Research committee
- GET FOUND

4.18. Author

- Governing Council

4.19. Format for Evaluation of Research Proposals

Yes No

1. Introduction(*Clearly stated, priority clear and objectives achievable*)

- | | | |
|---------------------------------------|-----|-----|
| a. Background | [] | [] |
| b. Goals and objectives | [] | [] |
| c. Statement of problem and rationale | [] | [] |
| d. Research questions/justification | [] | [] |

Comments: _____

2. Literature Review(*Comprehensive, relevant and up to date.*)

[] []

Comments: _____

3. Methodology(*Proper, well designed, and related to all objectives stated*)

[] []

Comments: _____

4. Personnel CVs (*The applicant is technically capable*)

[] []

Comments: _____

5. Budget and Justification(*Realistic*)

[] []

Comments: _____

6. Summary(*Is clear and concise?*)

[] []

Comments: _____

7. Conclusion (Do you recommend approval of this proposal?)

[] [] Yes as presented

[] [] Yes, subject to minor revisions shown under, 'Comments',

[] [] No, see detailed comments under item 8

Comments: _____

8. Any other Comments:

[] [] No, do not recommend it.

Comments: (Use a separate paper for detailed comments)

Note: You may use a separate sheet of paper for detailed comments on each of the above sections.

4.20. Further information

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