Mazoon College

Research Management Policy

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Contents

Abbreviations

MC	Mazoon College

Definitions

Monitoring	Regular checking on progress in meeting policy in order to eliminate problems
Procedures	Application of the policy or process of applying the policy
Review	Periodic evaluation of the policy at predetermined intervals
Stakeholders	Persons or organizations affected or indirectly affected by the policy
Research	The authentic work of staff (academic and non-academic) and students that leads to enhance the learning process and develop the knowledge in various areas of specialization.

1. Introduction

Research policy at Mazoon College (MC) is a supportive document which provides guidance on how staff (academic and non-academic) and students engage in or conduct research activities.

2. Purpose of the Policy

The research management policy of MC aims to create a search culture amongst staff (Academic and non-academic) and students for achieving the College's vision of academic excellence, high quality research and community services. It encourages them to participate in research activities by providing required support and guidance offered by the Research Center and academic departments.

The research management policy of MC summarizes the following main objectives:

- To create and support a research culture in the College by ensuring publications in quality journals.
- To provide the facilities, technology and administrative infrastructure necessary to promote quality and competitive research.
- To encourage staff (academic and non-academic) to carry out research by collaborating with other departments within the College.

3. Rationale

The research management policy ensures coherence and avoid contradictions in the activities related to Research for staff (academic and non-academic) and students. This policy also provides the basic understanding of research related problems and legitimize the implementation of research culture.

4. Scope of policy

This policy applies to all staff (academic and non-academic) and students involved in research activities in the College.

5. Policy Statement

Research at Mazoon College is a means to enhance teaching and learning through the creation and dissemination of knowledge. Involvement in research is one of the criteria for the hiring and appraisal of academic staff and supporting student's achievements

6. Procedures

Mazoon College motivates its staff (academic and non-academic) and students who are involved in research to maintain high level of research ethics and integrity. Abiding by research ethics is very important and is considered a responsibility towards society and community at large. During the research endeavor, staff (academic and non-academic) and students are required to preserve the intellectual property rights.

The main procedures of research policy are:

1. The Research Centre in MC undertakes the facilitation of research activities and guidance.
2. Based on the College strategic plan, the Research Centre sets the College research operational plan (annually).
3. The Research Centre maintains the databases of research published by staff (academic and non-academic) and students in the College and assesses the quality based on impact factors/ research index metrics.
4. Each member of staff (academic and non-academic) and students has to observe and follow academic integrity principles in her/his research activities.
5. MC provides facilities and financial support to researchers in the College.

6.1 Procedure for the application to receive research fund for publication of research articles in Journal

1. On receiving the acceptance letter/mail from the journal publisher to the author, the author is eligible to apply for the funding support from the college.
2. The author should submit the application to the HoD who forward it to Research Centre.
3. The application must be accompanied by the following supporting materials
   a. Copy of acceptance letter.
   b. A prove of the journal citation (refereed, Scopus, or ISI)
   c. Proof for the amount payable.
4. After receiving funding support, a copy of the published journal article should be submitted to the Research Center with in a period of six months. If a published copy of the journal is not submitted to the Research Centre the funding will be revoked.

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6.2 Procedure for the application to receive research funds for the publication of Books and Chapters in Books

1. On receiving the acceptance letter/mail from the book publisher to the author, the author is eligible to apply for the funding support.
2. The author should submit the application to the HoD who forward it to Research Centre.
3. The application must be accompanied by the following supporting materials
   a. Copy of acceptance letter.
   b. Place of publication.
   c. Quotation for publication.
5. After receiving funding support, three copy of the published book/chapters should be submitted with in a period of six month. If a published copy of the book/chapter is not submitted to the Research Centre the funding will be revoked.

6.3 Procedure for the application to receive fund for presentation / participation in conference /symposium

6.3.2 for Presentation:
1. On receiving the acceptance letter/mail from the conference / symposium organizer to the author, the author is eligible to apply for the funding support.
2. The author should submit the application to the HoD who forward it to Research Centre.
3. The application must be accompanied by the following supporting materials
   a. Copy of acceptance letter.
   b. Venue of the conference/symposium.
   c. Proof of the amount payable.
   d. Travel budget.
4. After receiving funding support, a copy of the conference/symposium should be submitted within a period of six months. If the copy of the conference/symposium is not submitted to the research Centre the funding will be revoked.

6.3.3 for Participation:
1. The staff (academic and non-academic) who are willing to participate in the conference / symposium, must get prior approval.
2. The staff (academic and non-academic) who are willing to participate should submit their application to the Research Centre through the proper channel forwarded by their HoD.
3. The following supporting materials must be accompanied by the application:
   a. Copy of conference / symposium notice.

        b. Venue of the conference/symposium.

        c. Proof for the amount payable.

        d. Travel budget.

4. After receiving funding support, a copy of the attendance certificate should be submitted within a period of a month. If the copy of the attendance certificate is not submitted to the research Centre the funding will be revoked.

6.4 Procedure for applying for relaxation or reduction of teaching load

1. On receiving the funded project, the academic staff are eligible to apply for a reduction of their teaching load and administrative duties.

2. The author should submit the application to the HoD who forward it to the Research Centre

3. The application must be accompanied by the following supporting materials

        a. Copy of grant.

        b. Time expected to finish the research.

7. Implementation Guidelines

All the aspects of research activities are implemented in several ways. The implementation starts with focusing on a set of key strategic objectives related to research mentioned in College strategic plan.

7.1 Research Center Operational Plan

An operation plan for every year is prepared by the Research Center, which addresses the following criteria

- Setting and communicating research objectives among the researchers.
- Identifying the need for research training and development to enhance research skills among staff (academic and non-academic) and students.
- Creating an adequate research excellence through innovative thoughts and ideas.
- Maintaining a standard link between research and teaching.
- Enhancing the quality and quantity of research.
- Seeking Collaboration with external communities/Stakeholders

7.2 Departmental Research Plan

On the basis of previous statistics related to research activities conducted in the various departments, a research plan at a department level should be set based on the capabilities and

the nature of the departments. Annual data is collected from the departments to measure the research performance. Necessary suggestions and appropriate action plans are advised in case the planned targets are not met.

7.3 Archiving

At the end of every semester the necessary research information and statics are collected and archived by the Research Center.

7.4 Research Support

MC provides financial support to staff (academic and non-academic) to promote research culture among its staff. Continuous advice and support is available to staff (academic and nonacademic) for publication and participation in research activities. Staff (academic and nonacademic) are encouraged to share their research output or knowledge through workshops and seminars.

The Research Centre proposes the financial supports for research activities in MC by using the following financial supporting schemes:

7.4.1 Scheme related to publication of research paper in Journals

- Staff academic and non-academic who have published a paper in one of the recognized journals are eligible to receive research financial support. The amount of the research financial support should not exceed 200 Omani Rials per year.
- The research financial support is allocated only for published articles with a proper acknowledgement to MC.

7.4.2 Scheme related to publication of Books and Chapters in books

- MC staff (academic and non-academic) engaged in publication of book(s) and chapter(s) in book(s) is entitled to receive financial support which should not exceed 200 Omani Rials.
- The book or the chapter of the book must have ISSN with a minimum of 60 pages.
- The financial support is given only for a published book with the proper acknowledgement to MC.
- The financial support will be provided for the expenses incurred to publish including three copies of the book/chapters in the book (one copy to the department, one copy to the library and one copy to the author) and not the expenses incurred for the data collection and research components to develop the book / chapter content.

7.4.3 Scheme related to the presentation of research papers in Conference(s)/Symposium

Based on the recommendation of the Research Centre, and the prior approval of the Dean the following is observed for the financial support to the presentation of research papers in conference(s)/Symposium(s):

- The College awards grants to its faculty members to support their attendances/participation at international conferences/seminars.
- Funding is to support attendance at conferences that are directly related to the applicant's field of research.
- The level of support will depend on the quality of the applicant's research achievements and the importance of the conference. However, the same shall be limited to R.O.500/- for other countries for each conference per year.
- The overall expenses should be according to the limits given below:
    a. Grants will be considered for the conference registration fees.
    b. Costs of travel from Muscat to the conference venue at the most by economy class.
    c. Lodging expenses to the extent of 50% against proof of hotel bills. The check-in/ check-out time should be in line with the dates of the conference. As far as possible the hotel arrangement should be done in advance. In cases, where the conference fee includes the cost of accommodation, College will not reimburse the lodging expenses.
    d. Visa charges and transportation charges will be provided.
    e. The College will make arrangement for the tickets through its travel agent and payment will be directly made to the travel agency.
    f. Grants once sanctioned and not used will lapse and any subsequent application will be treated on merits.

7.4.4 Scheme related to financially supported Projects

MC encourages its staff academic and non-academic to engage in research work based on their area of specialization. Research and innovation enable them to update their knowledge and to be familiar with the latest development taking place in their field of study. On receiving financial support through financially supported projects from external sources, the staff academic and non-academic are given some relaxation in the teaching load. The relaxation is as follows:

- MC offers financial incentives for the research projects which are funded by external bodies and generate net income for the College. The researcher will get 35% of the net income generated by the project.

- Three credit hours will be reduced from the researcher for each externally funded project. However, the maximum reduction of teaching load should not exceed nine credit hours each semester.

7.5 Roles and Responsibilities of the College Research Committee

The research activities in MC are managed and coordinated by the Research Centre, under the direct supervision of the Dean. The College Research Committee shall be responsible for the overall functioning of research activities within the College. All research activities in the academic departments will be coordinated by the head of the concerned department. The following are the roles and responsibilities of Research Committee:

1. All request for participation in conferences, submission of research proposals and other research related activities are to be round through the committee.
2. To provide a forum for all MC employee to experience professional growth.
3. To provide a forum for all MC employee to share their professional development experience and share their research.
4. To encourage faculty academic research and development.
5. To enhance the teaching experience by sharing the latest research.
6. To foster best practices through in-service training after conference attendance
7. To administer and organize all research grants the college receive from public associations like The Research Council TRC or other private agencies.
8. To evaluate and rank the research proposals submitted by academic and non-academic members of the college for the Block Funding Program by The Research Council TRC or other funding programs.

7.6 Journal selection for Publication

- Authors at MC should choose the right journal to publish their article otherwise authors may find themselves trapped with publishing in predatory journals or publications.
- Authors are required to analyze scholarly journal and publishers. They have to choose from recognized list of journals such as:
    1. Journal titles that are listed in the "Master Journal List" of Carafate Analytics (Previously ISI).
    2. Journal titles that are listed in the Scopus database.
    3. Journal titles that are listed in the ERIC database

Other recognized lists of journals can be included with the acceptance from college Research Committee.

- All journals databases are updating their journals/titles on a regular basis and sometimes they discontinue some journals. Therefore, all authors (before sending any paper to the journal) are required to update themselves accordingly.

- Authors at MC are required to contact the journal editor, or read about the journal to determine whether the chosen journal commits any practices that are known to be committed by predatory journal and publications.

- Furthermore, to the best scholarly practice, all the authors at MC are self-responsible to be cautious about their publications and they should not publish at any predatory or blacklisted journal or publisher's outlet.

8. Monitoring and Review

This policy will be reviewed on the basis of new issues which are not addressed by this policy, or a combination of the following methods (at least):

- Impact study.
- User survey.
- Document analysis.
- Benchmarking exercises.