Mazoon College

Research Component of Coursework Program Policy

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Contents

Abbreviations

HoDs	Head of Departments

Definitions

Academic integrity	Producing authentic scholarly work that is free of plagiarism, breaches of copyright and cheating.
Assignment	Research task provided to students by lecturer in a course
Authenticity	Original or genuine work of a student
Coursework	Activities of students to broaden knowledge, enhance research skills, and demonstrate outcomes from learned theoretical knowledge.

External examiners	External experts (usually from the affiliate institution) who will assess the research project as per the grading system provided
Internal assessors	Lecturers from Mazoon College who will assess the research project as per the grading system provided
Research project	A credit bearing course consisting entirely of research (including Capstone projects)

1. Introduction

Research is one of the components of coursework through which students learn and achieve the outcomes of a course and ultimately those of a program. The involvement of students in research helps them to develop independent learning and research skills. The development of research skills is essential to achieve the graduate attributes of Mazoon College. The monitoring of the performance of a student in their research projects will ensure that students conduct research according to the appropriate standards.

2. Purpose of the policy

The *Research Component of Coursework Policy* aims to ensure that research conducted by students as part of their coursework complies with accepted research ethics and academic standards. This policy will help to monitor the learning of students through research and will ensure that the regulations, policies and procedures of Mazoon College for assessment of research outputs are adhered to and that academic standards have been met.

3. Rationale for the policy

Learning that takes place through research is an important part of the student's learning experience and it is necessary to delineate and standardise the procedures for the way in which this research is conducted, supervised and assessed.

4. Scope of the policy

This policy pertains to all research projects conducted by students as a component of coursework, in undergraduate and post graduate programs [1] in all academic departments. It includes researchbased assignments or projects have a value of three credit hours.

5. Policy statement

This policy is underpinned by a commitment to ensure that the highest levels of academic integrity are maintained for research and it complies with the procedures prescribed by Mazoon College. The research component of a program should:

- Further the learning that leads to the achievement of the learning outcomes and is aligned to the learning outcomes for the course and / or program
- Be at a level that is aligned to the cognitive complexity of the learning within the program (as per the Oman Qualifications Framework)
- Contribute to the achievement of the graduate attributes of Mazoon College.

6. Procedures

6.1 Assigning supervisors

Departments will assign one or more academic staff members as supervisors to each student for their final projects and for the research-based assignments.

6.2 Training students

Students are provided with training in research prior to the commencement of their projects. This can be done either in the coursework or by the supervisor concerned.

6.3 Research ethical clearance

The student, under the guidance of the supervisor, must apply for ethical clearance from the Research Committee of Mazoon College, prior to commencement of the research, using the template provided in the *Research Ethics Policy*.

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[1] A coursework-based program is defined as having 60% or more of the program made up of course work.

6.4   Appointment of external examiners

The department will appoint an external examiner to assess the research project, in parallel with the supervisor's own assessment. The criteria for appointing external examiners is set by the College and may change from time to time, but should include, at least, consideration of the candidate's

- Qualification in relation to the qualification being examined
- Experience within the discipline
- Teaching experience within the discipline
- Research Output

6.5   Declaration of authenticity

Students who complete their research projects must provide a declaration of authenticity[2] when submitting their final draft of their research to their supervisor.

6.6   Assessment of research projects

Postgraduate research projects will be assessed by at least two assessors: one will be an internal assessor and the other will be an external examiner, usually from the affiliated institution. A Viva will also be required for postgraduate research projects. Undergraduate research projects only require two internal assessors.

6.7   Record of research project outcomes

The internal assessor and the external examiner each prepare a report detailing the assessment outcome for the research project. This report must be aligned to the grading system used for the assessment.

6.8   Archiving

A copy of the final version of the research project should be archived in the College Library for the purposes of students' reference.

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[2] This is a standard form and will be provided by the supervisor to the student.

7. Implementation guidelines

7.1 Roles and responsibilities of supervisors

Supervisors assigned to students for the purposes of guiding their research should:

- Ensure that research students receive training in research methodology

- Maintain a log book or progress file of each student under their supervision (as per departmental requirements)

- Make students aware of the consequences of plagiarism

- Provide a comprehensive brief and submission instructions for the research project

- Provide a comprehensive grading system by which the research project will be assessed

- Guide the student in the preparation and submission of the ethical clearance form

- Facilitate regular meetings with the students being supervised

- Provide constructive feedback to students on their research

- Complete a supervisor's report with an evaluation of the student's completion of the research project.

7.2 Role of Heads of Departments (HoDs)

The responsibilities of HoDs are as follows:

- Conduct two formal meetings with supervisors to oversee the progress of students and discuss the observations of the supervisors in a meeting which has an agenda and is minuted.

- Nominate external examiners and internal assessors for postgraduate projects

- Communicate with affiliate institutions about descriptions of research projects by providing proposals

- Ensure the appointment of external examiners from affiliated institutions.

7.3 Role of the affiliated institutions

The affiliated institutions are responsible for the appointment of examiners for postgraduate students' research projects.

7.4   Roles and responsibilities of students conducting research

The students have the responsibility to conduct research in accordance with the policies and procedures of Mazoon College. They also have the responsibility to meet deadlines as agreed to with their supervisor/s and the department.

8. Monitoring and review

This policy will be reviewed on a four-yearly cycle. HoDs are responsible for monitoring this policy by using the following tools:

• List of projects in semester with titles

• Copies of projects/assignments (samples)

• Record of evaluation of projects and assignments.

It will be reviewed after four years by means of an impact study to measure compliance with the policy and the quality of the research produced.