

# **CHRIST THE TEACHER COLLEGE OF EDUCATION**



## **RESEARCH-AND-PUBLICATION POLICY**

**2018**

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# **RESEARCH AND PUBLICATION POLICY**

## **PREAMBLE**

Christ the Teacher College of Education identifies research as a creative work undertaken systematically to increase the store of knowledge, including knowledge of humanity, culture and society and the use of this knowledge to devise new applications. Therefore, the College commits itself to distinguished scholarship and reputable research and innovation, and to the promotion of nationally and internationally competitive research as a core strategic goal. To ensure competitive research environment, this commitment is to encourage staff and students to increase the production of quality research and to expand the pool of researchers that can contribute to knowledge production and generation in our society.

## **Purpose / Objectives**

This policy establishes the research environment within which staff and students carry out their research works. It also provides an all-embracing framework for the development and implementation of research advancement policy in the College. The purposes of this policy is therefore to:

- Provide a framework for the governance of research and research development;
- Provide a strategy on how to achieve the research goals;
- Provide for continued high-level, effective and efficient support for research;
- Ensure the fair treatment of all researchers, staff and students;
- Maintain and enhance the quality of research undertaken;
- Support and promote fundamental scholarship;
- Enhance the institutional research profile;
- Increase, manage and structure the external and internal funding for research.

- Ensure effective communication (internally and externally) about the principles and policies on which the research activities of the College are founded;
- Establish rational, transparent and collective decision-making processes around the allocation of research funds and other kinds of support for research;

### **Scope/Application**

This policy applies to the members of the College community, both teaching staff, non-teaching staff and the student body.

### **Strategic Goals**

To create an enabling environment for research advancement, the College is to:

- Provide and coordinate efficient institutional support systems to researchers to develop and maintain research quality;
- Assess, assure and promote research quality by College-controlled structures and the implementation approved policies;
- Adopt efficient research management systems;
- Implemented peer review processes;
- Recognize, encourage and reward research and innovation excellence by incentives such as the Principal's Excellence Awards, support and increased publication subsidy for researchers;
- Establish research collaborations and partnerships with other Colleges of Education, Universities and Research Institutions in Ghana and outside Ghana;
- Establish a committee to facilitate, support and coordinate students' research activities;

- Run adequately-resourced research capacity development initiatives for novice researchers at College level; and
- Attract, retain and provide maximum support for staff and student researchers;

### **Research Quality**

Research quality includes the maintenance and promotion of high nationally and internationally recognized standards of scientific and research practice, adherence to high ethical standards in research and student supervision in research. Comments and advice on research quality shall be the responsibility of the Research Advancement Committee/Division.

- All applications for external research funds must finally be signed-off by the Principal of the College (or his or her designee), on the recommendation of the Research Advancement Committee (or his/her nominee), before the application can be sent for external research funding.
- All research agreements (except those undertaken within the context of approved private work) concluded by staff with external entities must be approved in consultation with, and be signed off by the Chairman of the Research Advancement Committee or his/her designee on the recommendation of the committee.

### **Requirement to Undertake Research**

- All academic and non-academic members of staff are expected to conduct research and publish their findings.
- All academic and non-academic staff should, where appropriate, seek research funds in support of their research.

- The requirement to undertake research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.

### **Statutory and Ethics Obligations**

- Academic staff and students are required to carry out their research in compliance with all the obligations of the College and any ethical and contractual obligations.

### **Gender Responsiveness**

There should be provision of Scholarships and awards packages for female tutors and female students to Motivation them to continue further research and publication

### **Research Management**

Policy and advice in research matters is coordinated through Research Advancement Committee.

### **Responsibilities**

Responsibility for research policy, strategy and activities lies at several levels within the College.

### **Responsibilities of the College Management**

It is the responsibility of the College management to provide:-

- A nurturing and stimulating intellectual environment for researchers to allow opportunity for staff and students to develop critical, analytical and synthetic skills
- Training in research methods, supervision methods and emerging technologies as they relate to research

- Adequate facilities, efficient administration, understandable regulations and effective grievance, complaints and appeal procedures

### **Responsibilities of Departmental and Unit Heads**

It is the responsibility of the Heads of departments and units to:-

- Suggest the strategically important research areas for the Research Advancement Committee/Division
- Promote an equal opportunities research culture.
- Determine the balance between research and teaching in each department/unit and plan the provision of and approval to use College resources for research/consultancy.
- Facilitate staff undertaking higher degrees by research in terms of resource provision.
- Liaise with the Research Advancement Committee regarding research strategy, management and resource allocation
- Ensure continuity of supervision is provided for in the event of staff changes.
- Ensure that general institute policies are adhered to by research supervisors and students being supervised.
- Advertise and provide information about research opportunities to staff and students in their departments/units.

### **Responsibilities of the Research Supervisors**

It is the responsibility of the research supervisor to:-

- Agree on the research topic with their students and advise on its suitability for the study.
- Agree that the project is within students' field of expertise and agree to be available for the period of the project.
- Ensure that the project is achievable within the physical and financial resources of the student researcher.

- Arrange regular meetings and seminars/tutorials with the students under the supervisor's supervision.
- Provide guidance about standards expected and about requisite techniques and methodologies for research projects.
- Draw up and agree a list of targets and milestones with the students. Use these targets to monitor progress.
- Ensure that the student is made aware of any inadequacy in progress or of failure to reach an acceptable standard of work.
- Agree alternative supervisory arrangements with the Research Advancement Committee if absent for a period.
- Be mindful of their duty of care towards the student researchers.
- Assist the students in the preparation and submission of the final project work and also prepare students for project work defense where applicable.
- Advise the student on the development potential of their work, intellectual property and copyrights.

### **Responsibilities of the Financial Officer (FO)**

It is the responsibility of the Financial Officer to:-

- Liaise with the Research Committee on matters concerning funding.
- Agree the financial scope of research projects, and ensure that actual financial goals are measured against projected goals.
- Monitor the financial progress of funded projects, and provide regular financial information on project performance.
- Ensure compliance with approved financial procedures.



## **Responsibilities Students towards Project Work**

It is the responsibility of each student undertaking Project to:-

- Agree on a plan of action, including targets, with their supervisors.
- Maintain the progress of their work in accordance with this plan Take the initiative in arranging regular meetings, and raising problems or difficulties with their supervisor.
- Discuss with their supervisors the type of guidance and comment they find most helpful.
- Take note of and respond to criticism of submitted work made by the supervisor.
- Be aware of a mechanism to bring matters to the attention of their supervisor. If they feel that this course of action is not appropriate or open to them, they should consult the Chairman of Research Advancement Committee.

## **Responsibilities of the College Secretary**

It is the responsibility of the College Secretary to:

- Oversee the implementation of the institutional policies and procedures relevant to research through the College Council.
- Liaise with the Chairman of Research Advancement Committee regarding research strategy, management and resource allocation.
- Administer selection, admission, registration and enrolment procedures for project work students.
- Keep records of all administrative and financial arrangements for various research projects.
- Arrange for the conferring of awards.
- Lodge a copy of successful project works of students in the College library.

## **Publication and Intellectual Property**

As the College is a publicly-funded institution, the College management expects that all research outputs will be publicly available.

- This expectation is subject to any considerations that justify either restricted publication or delayed publication, including the need to observe any contractual, confidentiality or privacy obligations entered into in respect of the research and resultant intellectual property, and the need to protect the intellectual property of researchers.
- Members of staff and students who undertake research works are required to respect the intellectual properties of others.

## **Evaluation, Monitoring and Reviewing the Research Policy**

- The research performance of members of staff and students is monitored and evaluated by the Research Advancement Committee. The Research Advancement Policy shall be reviewed annually by the Research Advancement Committee. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as necessary.
- Members of staff are required to supply full and accurate details of their research outputs to the Chairman of Research Advancement Committee who will supply the information to the office of the College Secretary and other members of the committee. The Office of the Chairman of Research Advancement Committee will publish an annual list of staff and student publications.
- Research Advancement committee shall report annually to college management on the progress made to implement the Research Advancement policy and achieve compliance with policy goals.

**Approved by:** College Council

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