

RESEARCH POLICY

1.0.Introduction

As an institution of higher learning, the St. Joseph College of Education, Bechem recognizes the importance of research in fulfilling its mission. Research is the basis for lifelong creation of the knowledge which is the corner stone of all disciplines including teacher education. One of hallmarks of a top-notch college is the pedigree and nature of research its staffs, students and research associates are engaged in. Therefore, the St. Joseph College of Education is committed to quality in research based on the highest national and international standards, and to actively promote the vital role of research.

1.1.Purpose

The goal of the Research Policy document is to provide framework for the conduct and management of research at the St. Joseph's College of Education. Specifically, the objectives of this Research Policy are to:

- a) Encourage and promote research in the College;
- b) Create an enabling environment for the conduct of research for academic staffs and students;
- c) Make efficient research management and coordination;
- d) Manage funds for quality research and innovations;
- e) Ensure that all researches that are conducted in the College's name are of the highest quality and ethical standards.

1.2.Definition of terms

- a) **“Regulatory Framework”** refers to the College's regulations, policies and guidelines concerning the conduct of Research and associated matters as they may exist from time to time.
- b) **“Research”** includes all forms of funded and unfunded scientific, professional and scholarly work and related activities based on intellectual investigation aimed at finding, interpreting, and revising, disseminating or publishing knowledge.
- c) **“Researcher”** means any member of the College's community who engages in or supervises Research.
- d) **“GETFund”** refers to funds from the Ghana Educational Trust Fund to the College.
- e) **“College Research Funds”** (CRF) refers to funds put aside by the College's management to support research.
- f) **“External Projects Funds”** (EPF) refers to the funds from donor agency for research purposes.
- g) **“College”** refers to the St. Joseph's College of Education, Bechem and organization controlled by the College and governed by the College Council.

2.0.Requirement to conduct Research

- a) It is required for all academic staffs (eg. tutors, librarians) to undertake research and publish their results or findings in reputable journals. It is to be noted that research activities undertaken by academic staffs will be assessed and considered toward promotion.

- b) The need to conduct research is a professional requirement and does not replace other responsibilities, duties and obligations. Rather, they should be done alongside the duties of academic staff including teaching, library work and administrative responsibilities;
- c) Therefore, this policy should not be interpreted to prevent Departments from assigning teaching, library work and other responsibilities to an academic staff because of his or her engagement in research.
- d) It is incumbent upon all academic staffs to seek funds in support of their research, where appropriate (including for example, government funding, industry partnerships and contracts).
- e) As part of the prerequisite for the award of degree, students may also be required to undertake research or project work.

3.0.Basic obligations

The primary responsibility for the selection and conduct of Research shall rest with the researcher and to this end he or she shall:

- a) Maintain the highest standards of honesty, integrity and ethical behaviour in all Research;
- b) Familiarize himself or herself with and abide by the Regulatory Framework and the regulations, policies and guidelines of any Agency relevant to his or her Research;
- c) Not misrepresent his or her academic, professional or employment credentials or experience;
- d) Obtain necessary approvals including, but not limited to, ethics, protocol and standard operating procedure approvals, before engaging in a Research activity for which prior approval is necessary;
- e) Use scholarly and scientific rigor and integrity in obtaining, recording and analyzing Data, and in reporting and publishing results;
- f) Researchers must maintain and seen to maintain a position of independence, neutrality, impartiality and fairness in the conduct and report of research findings.
- g) Researcher must acknowledge his or her affiliation with the College in all publications resulting from Research undertaken while a member of the College.

4.0.Areas of priority for research

- a) Each department will be required to develop and implement its own research agenda. These agendas should be in line with the College's research plan.
- b) With time, the College may also come out with priority areas of research, from which department will draw their research agenda.
- c) In determining the topmost areas of research foci, consideration should be relevance to national agenda, alignment with the College's aspirations, benefits to community and societal development.

5.0.Students' Research

- a) Students shall submit and defend a research project at the end of their programmes in partial fulfilment of the requirements for the award of a degree.

- b) Students shall be given research/project supervisor to guide them to successfully meet the research/project requirements.
- c) Assignment of research/project supervisors shall be done by the Heads of Departments in consultation with the Vice Principal.
- d) Heads of Departments are responsible for ensuring that the management of students' research complies with the relevant College policies and procedures.
- e) Academic staffs who supervise Students in Research shall ensure that the Students are advised of their obligations in respect of academic integrity and the ethical conduct of Research.
- f) Supervisors shall ensure that the Students receive a copy of the Regulatory Framework relevant to their particular Research where necessary.
- g) For the purpose of uniformity, all citations and references should be done according to American Psychological Association (APA) Style 6th Edition.

6.0.Funds and support for research

- a) Funds and support for research would be sourced from Ghana Government, GETFund, Internally Generated Funds (IGF), donors etc.
- b) Staffs are expected to act in accordance with the terms and conditions associated with the respective funding sources.
- c) A Researcher shall ensure that all research funds are used with honesty, integrity and accountability.
- d) A Researcher shall acknowledge, in all published works resulting from his or her Research, all funding sources, agencies whether public or private funding sources which sponsored his or her Research.
- e) All research proposals and applications, and resulting contracts, are to be submitted to the Staff Development and Research Committee (SDRC).
- f) A Researcher, and those with oversight of funds and their use, shall comply with the Regulatory Framework and applicable Agency policies and guidelines relating to the management and disbursement of funds and reimbursements for expenses.

With regards to this policy, research funding and support are categorized into two groups; namely, **College Research Funds (CRF)** and **External Projects Funds (EPF)**.

6.1. College Research Fund (CRF)

- a) College Research Fund (CRF) would be accessible by all academic staff.
- b) Any staff who wishes to apply for the College Research Fund (CRF) must follow procedures and guidelines for applying to the College Research Fund (CRF) given by Staff Development and Research Committee (SDRC).
- c) The general principle for allocating research funding in the College is on the ground that the research outcomes would be beneficial to the nation, staffs and students.
- d) In the likely situation where College Research Fund cannot support all research demands, allocation would be done based on scholarly and educational merits of the proposed research.

6.2.External Projects Funds (EPF)

- a) The EPF encompasses all publicly funded research contracts, privately funded research contracts and donations or philanthropic funding of research.
- b) The EPF shall be applied according to the contract or terms and conditions of the donors.

7.0.Ethical Responsibilities

Research ethics is taken serious by the College, and as such implore all its staffs and students to conduct research with recourse to high ethical standard. For this reason, all academic staffs and students must uphold ethical standards in research regardless of the source(s) of their funding. Particularly, researchers have a duty to:

- a) Engage only in research works that they have the capacity or capability to do;
- b) Protect participants/subjects from undue harm, infliction of pain or injury and risks arising from participation by ensuring their safety and welfare;
- c) Uphold the rights of research participants during and after the research;
- d) Maintain a balanced relationship with and commitment to the funders;
- e) Uphold rigorous scientific methods and standards, and to demonstrate professional behaviour that reflects the shared values and ethos of the professional research community; and
- f) Conform to the moral and legal order of the society and maintain ethical standards throughout the research process.

8.0.Publication of Research Outputs

- a) Researchers should publish their research in reputable peer reviewed journals where possible. Publications should be in a form appropriate to the discipline in which the research is conducted and in accordance with the College's "Authorship and Publication Guidelines".
- b) Research results or findings may also be presented at conferences, published in conference proceedings
- c) Publications must state the source of financing if there exists any.
- d) Researchers have the responsibility not to tarnish the reputation of the College when publishing their research outputs.
- e) All persons – academic staff, students, research assistants, and others – who have made significant contribution to a research must be included as an author of a publication deriving from that research. Significant contribution implies participation in conceiving, executing, drafting or finalising the publication sufficient to take responsibility for it.
- f) Other than those sponsored by external entities, copies of all publications done by staffs of the College must be available in the College's Library (This is subject to copyright issues).

9.0.Research misconduct

- a) Any staff (include academic staffs and students) who engages in an act of research misconduct including plagiarism, falsifying data, etc shall be investigated in accordance with the Regulatory Framework relating to the investigation of research misconduct,

- b) When found culpable shall be sanctioned.
- c) This provision does not intend to impugn a Researcher for sincere errors or for divergence of interpretation or judgment relating to Data or results that are reasonable in light of the circumstances in which they are made or reached.

10.0. Implementation of the Research Policy

- a) It is incumbent on all individuals conducting research in the College to comply with what is stated in this research policy.
- b) This notwithstanding, the Staff Development and Research Committee (SDRC) has the fundamental responsibility of implementing the Policy.
- c) The responsibility is assigned to the Staff Development and Research Committee (SDRC) to ensure the operationalization of this Research Policy.
- d) SDRC has the responsibility to provide institutional-level support for research and also a conducive climate for the conduct of research within the framework of the relevant College's policies and regulations.
- e) The College has a duty to ensure that research carried out by its staffs, and students, or by others is properly managed and administered.
- f) Staff Development and Research Committee (SDRC) is responsible for the effective supervision, administration and management of all internally and externally funded research activities.
- g) The Staff Development and Research Committee (SDRC) shall oversee the ethical clearance for research.
- h) The Staff Development and Research Committee (SDRC) shall put in place a system for monitoring compliance by researchers.

11.0. Review of the Policy

The Staff Development and Research Committee (SDRC) shall also be responsible for reviewing the policy after every five years in consultation with all relevant stakeholders.

The following documents were consulted in preparation of this policy document:
UPSA Research Policy, 2017
Mcill Regulation on the Conduct of Research, 2010