

DAMBAI COLLEGE OF EDUCATION



RESEARCH POLICY

DACE/RP001/2020

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RESEARCH POLICY

DACE/RP001/2020

1. INTRODUCTION

Research is an essential and integral part of any tertiary institution for the promotion of knowledge, which enhances quality education. The College is committed to contributing to the development and dissemination of knowledge and service to the community through research. In line with the College's mission to train competent teachers through quality teaching and learning, the College is determined to create opportunities for staff and student teachers to do extensive research work.

2. POLICY STATEMENT

As part of its commitment to create and disseminate knowledge through research, the College shall promote an atmosphere of open investigative and scholastic liberty in which individuals can pursue intellectual activities. To achieve this, the College shall:

- a. guarantee and promote the highest standards of conducting scholarly research.
- b. ensure that research participants are treated safely and with respect.
- c. ensure that principles of research ethics are adhered to in all research activities
- d. ensure that intellectual property of individuals is highly protected always.
- e. encourage collaboration and innovation in research activities among staff, students and the research community.
- f. support and develop research and scholarship through prudent resource management and the securing of external funding.

3. PURPOSE/OBJECTIVES

This policy is to delineate the role of the College Management, staff, student teachers and other stakeholders in promoting the conduction of research. It therefore outlines the guiding principles regarding the management, support and development of research to all those involve in research and development in the College. This is to support staff and other individuals who will be engaged to carry out research at / on behalf of the College.

The objectives of the policy are to:

- a. outline structures for conducting research.
- b. institute research development as a priority.
- c. provide effective and efficient support for research activities.
- d. ensure effective communication of research activities of the College to the academic community and the general public.
- e. initiate research to address educational and social challenges of the immediate communities of the College and beyond.
- f. establish transparent processes for the allocation of research funds to staff.
- g. build the capacity of staff in research and academic publications.

4. SCOPE

This policy shall apply to staff, student teachers and other stakeholder of the College.

5. SUPPORTING PROCEDURES

A. Research Principles

The following principles shall guide research activities in the College:

- i. **Excellence:** The College and its researchers shall uphold excellence in the conduct of research in order to turn out and disseminate work of the highest quality through teamwork and collaboration, peer review and capacity building.
- ii. **Honesty:** The College shall create and maintain a culture of research that promotes and supports honesty in research. Researchers shall be truthful with regard to their individual research and those of others. They should do their best to ensure the accuracy of data and results, acknowledge the contributions of others, and neither engage in misconduct nor hide it.
- iii. **Integrity:** Researchers shall comply with all legal and ethical requirements pertaining to their field of study. They shall declare any possible or actual conflicts of interest relating to the research and where necessary take steps to resolve them.
- iv. **Collaborate:** The College, staff and student teachers shall in collaboration with experts, peers, and other institutions in the area of research activities disseminate research knowledge.

- v. **Accountability:** The College and its researchers shall eventually be accountable to the general public on research works produced. It shall ensure that researches undertaken comply with agreements, terms and conditions relating to the project, and allows for proper governance and transparency. Researchers shall follow the requirements and guidance of professional bodies in their field of research.
- vi. **Training and Skills Development:** The College shall create opportunity for the training of staff and student teachers to acquire research skills in their research interests. Researchers shall be supported in identifying unmet needs for training and development. Researchers shall ensure that they have the required skills, training and resources to carry out research.

B. Research Obligation

- i. In addition to teaching, the staff are expected to actively engage in research activities.
- ii. Staff are expected to engage in research to enhance their teaching and learning. This will enhance quality education to the benefit of the community.
- iii. The College shall not prescribe the nature of the research conducted by tutors, although attention shall particularly be given to relevance, application, problem-solving and development aspects of research. However, staff can be assigned to carry out research work in specific interest areas of the College.
- iv. Research projects may be undertaken by individuals or groups of individuals. Well-coordinated projects by specialised researchers in multi-disciplinary teams, must generate optimal results in selected areas of skill. Integration with research networks is promoted.
- v. Staff are expected to publish their research findings in reputable peer review journals.
- vi. Staff are obliged to supervise student teachers research work and participate in writing proposal for research funding.

C. Research Committee Participation

Research within the College shall be managed by a research committee which oversees the activities of research in the College

D. Funding of Research

- i. The College shall make funds available for research and publications.
- ii. Research funds could be raised from external donors, nationally and internationally.
- iii. Awards and grants will be made available for tutors.

E. Research Code of Ethics

- i. Academic staff and students are required to comply with the Universities of Affiliation, professional bodies and generally accepted ethical standards in the conduct of researches
- ii. Staff and student teachers shall comply with all policies and regulations regarding the conduct of research in the College.

6. RESPONSIBILITY FOR IMPLEMENTATION

Research Committee

7. RESPONSIBILITY FOR MONITORING

- a. The College Governing Council
- b. The Principal of the College
- c. The College Secretary
- d. The Research Committee of the College
- e. HODs
- f. External Assessor(s)

8. KEY STAKEHOLDERS

- a. The Staff
- b. External Assessors
- c. The Principal of the College
- d. The College Secretary

9. INSTITUTING BODY

The Research Committee

10. RELATED LEGISLATION

- a. Statutes for College of Education, Ghana
- b. Harmonised Conditions of Service for Colleges of Education, Ghana
- c. Harmonised Scheme of Service for Staff of Colleges of Education, Ghana
- d. National Council for Tertiary Education (NCTE) Appointments and Promotions Policy

11. EFFECTIVE DATE

16th September, 2020.

12. REVIEW DATE

2023

13. SPONSOR

The College Principal

14. AUTHOR

The College Principal

15. APPROVAL AUTHORITY

The College Governing Council

16. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background/affiliation in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

17. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

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