

Research Handbook

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## **Introduction**

As part of its strategic orientation, CUCA is committed to nurturing an encouraging research culture and creating a rewarding research environment. Furthermore, through research, CUCA strives to contribute to the prosperity and well-being of UAE society. This Research Handbook intends to serve as a quick reference to the research activities conducted within CUCA. It contains the important policies pertaining to research, and the pertinent forms and procedures. The researcher is to familiarize themselves with the contents of this Handbook and make use of the guidelines provided here. CUCA strongly believes in collaborative research and puts such activities at the top of its priorities; and for that reason, CUCA continuously seeks opportunities for partnerships with other institutions and research centers across the globe. Our strategic research activities are driven by and based on the paradigms of knowledge mobilization. The philosophy of knowledge mobilization creates the connection among academic research, national policy-making agenda, creativity, and innovation in the various economic sectors.

This Research Handbook contains four sections. Section one focuses faculty research related information, which is also available in the faculty handbook. Section two deals with the student research to include the mechanics of conducting research and in particular graduate and undergraduate students' research. This section provides specific guidelines for students to prepare their thesis and similar research works in an academically acceptable formats and standards. Through the various research-related policies, section three of the Handbook describes the general administrative and institutional framework within which research shall be conducted. Section four of the Handbook contains the important forms and applications necessary for operationalizing the research activities.

Please take note that this Research Handbook is an 'active document'; in the sense that it will be revised and updated regularly.

## **1. Section One: Faculty Research**

### **1.1. Research Process**

The standard categories of faculty intellectual contributions or activity are basic research, applied research, and educational research.

- a. Basic Research. This is pure, fundamental, or theoretical research. It is conducted to increase the understanding of the fundamental principles in a subject area or discipline. The final results normally do not have any direct or immediate commercial benefits since this type of research is usually caused by curiosity. In the longer term, basic research forms the basis for applied research and commercial products as well. The primary purpose of basic research is to advance knowledge and the theoretical understanding of the relationship between variables. Basic research is exploratory in nature and often mirrors the interest and intuition of the researcher. By generating theories, basic research serves as the foundation for applied research in the future.
- b. Applied Research. This type of research uses models or theories already in existence. It usually addresses practical problems or phenomena particular to a certain discipline.
- c. Educational Research. This is often referred to as pedagogical research and is conducted to investigate behavior patterns in students, teachers, and other people involved in schools or other educational entities. The researcher often examines products such as documents and standardized test results. The research methods typically come from the social sciences and include the areas of assessment, best practices in pedagogy, innovative teaching techniques, curriculum design, case studies, and teaching experience.
- d. Research grants are established at management's discretion and will vary on case-by-case basis.

### **1.2. Research Support**

CUCA actively supports research and scholarly activities through conference attendance, research funding, information technology, special scheduling arrangements for faculty, and rewards.

- a. Faculty members are encouraged to attend educational or business conferences throughout the academic year. The RMC and faculty members coordinate the selection of and attendance at conferences.
- b. CUCA has internal and external funding sources available to expand faculty participation in research activities.

Internal funding is carried out using the following procedures:

- a. The Vice Chancellor, Dean or Department Chair sets the research priorities with the RC and encourages faculty to submit research proposals for funding in line with the priorities.

- b. Faculty members develop research proposals for submission to the Vice Chancellor, Dean or Department Chair.
- c. After review by the Vice Chancellor, Dean or Department Chair, the research proposals are sent to the RC for evaluation and recommendations, including a possible reduction of the teaching load as per the course release policy.

### **1.3. Research Guidelines**

- a. A form must be filled out along with the conference details and submit to the Vice-Chancellor for an initial approval then to the HR Department for expense evaluation. If approved, CUCA will cover faculty conference fee, hotel accommodation and airfare tickets (according to CUCA protocol and procedure).
- b. Faculty members should have completed minimum one year of service with CUCA.
- c. This sponsorship will provision faculty members who will submit, participate and present in the conference. Just conference attendance shall not be covered under this sponsorship.
- d. After receiving this sponsorship, the faculty member is obligated to serve an additional tenure of minimum of one year of service with CUCA. In case a faculty resigns/ terminated all sponsorship expenses before completion of foresaid period, then all sponsorship expenses shall be charged on the faculty.
- e. External funding. Faculty members may solicit research funding from agencies such as the National Research Foundation or the Arab Science and Technology Foundation.
- f. Information Technology (IT) Support. CUCA provides the latest hardware technology and software packages for use in research or teaching. It also gives financial support for accessing information on academic databases. Faculty members may request additional research software from the RC by submitting a justified request.
- g. Special Scheduling. The teaching schedule of faculty members may be reduced to allow for a weekly period of time devoted to research. This should raise the level of research productivity.

### **1.4. Research Expectations**

- a. Research Priorities. Intellectual contributions are guided by the CUCA mission, which includes an explicit statement that emphasizes the commitment to promote community-based applied research that contributes to the economic growth and development of the UAE while responding to the needs of the market in the public and private sectors.
- b. Original Research. While submitting scholarly papers for review by the RC, faculty members should also certify that current research work pending review does not duplicate work previously done by the author. If any instances are noticed by the RC, the author forfeits all privileges that support intellectual work for at least two years. This includes attendance at conferences, rewards, etc.

## **1.5. Increasing Research Output**

To increase the faculty research output during the next 5 academic years, CUCA has set the following strategic actions:

- a. Each department shall define its own R&D projects that are in line with CUCA mission and to its area of concentration.
- b. Each R&D project must be aligned to the criteria established by CHEDS.
- c. Each department shall establish its own research committee to manage the research output.
- d. Each faculty is required to publish at least one refereed paper per year, in his/her area of specialization, and within the department R&D project.
- e. Faculty members are encouraged to produce other forms of scholarly research works, such as but not limited to:
  - Writing of case studies, textbooks, or monographs.
  - Intellectual contributions at academic/ professional conferences or meetings.
  - Other scholarly works that are of interest to CUCA.
- f. In the event that a full-time faculty fails to achieve (item d), this will have a negative impact on his/her performance evaluation.
- g. Course Release: Faculty member may receive up to (two) course release, equivalent to (6) credit hours per academic year to work on an externally funded research project, with income stemming from external research grants. The external fund received must be sufficient to cover the cost of the course release, subject to the approvals of the HODs, Research Directorate, and the Vice-Chancellor. The research paper must meet the following criteria:
  - It should be in line with CUCA mission and research strategy and policies.
  - It should be part of the faculty R&D project.
  - It should meet the 5 criteria established by CHEDS.

## **1.6. Cooperative Arrangements**

CUCA uses the following proactive steps to promote research, improve faculty research skills and portfolios, and to ensure the continuity of intellectual contributions and high-quality faculty research:

- a. Exploring opportunities for faculty to interact with the business community by developing partnerships with institutions and enterprises from the public and private sectors. This partnership will help the College identify the needs of the society. The College, in collaboration with its partners, will be able to provide consulting and training, as well as conduct joint research projects, workshops, seminars, and conferences.
- b. Coordinating the various intellectual and research activities of the faculty members in order to avoid duplication of effort.

- c. Encouraging open dialog and a productive exchange of ideas between faculty members and top officials who represent public and private entities.
- d. Inviting distinguished research scholars to participate in on-going research programs and establishing permanent and profitable relations with reputable international research centers. These relationships ensure a continuous transfer of knowledge and skills.
- e. Developing the local, regional, and international visibility of faculty research contributions. This can be achieved through the publication of working papers and eventually establishing a research catalog.
- f. Encouraging intellectual contributions shared with students, faculty, and peers. This can be attained by engaging students in research conducted by faculty, and encouraging more faculty participation in seminars and workshops conducted by the College.
- g. Negotiating joint agreements with other research centers in or outside of the UAE to participate in funded collaborative research.
- h. Organizing workshops once every semester on improving research skills and capability and on recent developments in scientific research and research matters through various research forums.

### **1.7 Intellectual Property**

Intellectual property is a term used to refer to the various rights which the law gives for the protection of creative effort and especially for the protection of economic investment in creative effort. It covers not only patentable inventions covered under the United Arab Emirates patents act, but also any innovative work covered by the virtue of other copy rights.

For the purpose of these regulations, intellectual property includes the rights relating to literary, artistic and scientific innovations, discovery and inventions in all fields of human endeavor.

CUCA will retain all rights, title, and interest in intellectual properties generated, created, or developed in facilities operated or controlled by the College, supported by funds administered by the College, and/or performed in the course of regular duties by College members, unless exempted by other provisions of this policy.

The President has the right to exercise broad discretion necessary for the encouragement, development, and protection of inventions, patents, and other intellectual property.



### **1.7.1. Research Categories**

Research carried out in the College which results in commercially exploitable findings falls into one of three categories:

- a. Research carried out by academic staff as part of their customary activities as members of the academic community. In this category, the exploitation of research results is a matter between the College as employer, and the member of staff, as employee alone.
- b. Research carried out with the support of grants from an external body, governmental or private. In this category, the member of staff remains the employee of the College, but the exploitation of research results is handled under the conditions of the research grants.
- c. Research carried out by students. The student is, of course, not an employee of the College, although the supervisor will be, and where a student is supported entirely by external body, it is important that the student should be a party to a contract which includes provision for the protection, publication and exploitation of the research results and the proper sharing of any profit.

### **1.7.2 Intellectual Property Ownership**

All intellectual property which is created by faculty members in pursuit of the terms of their employment with the College vests in the College. This includes:

- a. Intellectual property created in connection with a project to which the College has made a specific contribution of funding or other resources
- b. Patentable inventions including computer programs, designs, and software modifications
- c. Copyright in original course and teaching or learning materials published by the College for use in continuing education programs offered by the College
- d. Copyright in videos, sound recordings, and multi-media to which the College has made a specific contribution in funding, resources, facilities or apparatus
- e. Databases with potential commercial value
- f. Projects which have incorporated intellectual property belonging to the College
- g. All academic programs and syllabi and related materials developed by faculty during their employment at CUCA, becomes the property of CUCA with all copyrights reserved by CUCA.

Where the College owns the copyright, the College grants the originator a non-exclusive, royalty-free, and irrevocable license to use the work for the originator's teaching and research at the College and, with the approval of the College, at other institutions.

Where the originator is the owner of intellectual property created in the course of employment with the College, the originator must grant the College a non-exclusive and irrevocable license to use the intellectual property for teaching and research without the payment of any fees.

In the case of intellectual property created by a student, that property is owned by the student. However, the student may assign the property to the College, in which case such property will be treated in the same manner as property generated by faculty member of the College.

At the commencement of a research project, the student and their supervisor may be required to

meet with the Department Chair in order to determine an arrangement for the ownership of any intellectual property arising from the student's project.

Where the College publishes or causes to be published a copyrighted work owned by the College without adaptation or modification, the College will ensure that the authorship is acknowledged in the publication. If adaptation or modification is proposed, the College will consult with the originator concerning possible acknowledgment.

Where the College assigns or licenses a copyright which it owns, the College will ensure that the assignment or licensing agreement requires the purchaser or licensee to consult with the originator concerning whether the authorship of the work should be acknowledged and the form that any acknowledgment should take.

The College may enter into agreements with external sponsors of research whereby the College agrees to relinquish or share all or part of intellectual property that results from externally sponsored or contract research with that sponsor or another party. In such cases, the ownership of intellectual property will be governed by that agreement.

### **1.7.3. Obligations of Originators**

An originator of intellectual property must promptly report in writing to both the head of department any invention or other work which, in the judgment of the originator, is a patent-worthy discovery or invention or intellectual property of commercial value.

An originator must, if required by the President, execute any document or take any actions reasonably required by the President in relation to intellectual property created in part or whole by the originator in order for the College to demonstrate or prove ownership to third parties or secure intellectual property protection. An originator must assist as required in work necessary to patent, market, license, register or otherwise commercialize intellectual property for registration.

An originator must not apply for any form of protection for, or commercially exploit, any intellectual property which the property of the College without the prior approval of the College is.

Where the College owns intellectual property, which may be the subject of a patent application or subject to protection of confidential information, the originator may not disclose it or information about it, other than reasonable disclosure to persons employed by or contracted with the College.

#### **1.7.4. Protection of Intellectual Property**

To protect the interests of the originator and the College, the College may require a reasonable delay in making public the nature of intellectual property which can be registered until an application is filed to protect the interests of the originator and the College.

#### **1.7.5. Commercialization of Intellectual Property**

The College may enter into an agreement with the originator, another person, or an outside organization with respect to the commercialization of intellectual property. The College may also enter into an agreement with the originator for intellectual property to be sold or for a license agreement to be entered into. In such cases, the College will ensure that the originator is consulted at all stages.

Where the College owns or partly owns intellectual property, any agreement with respect to the distribution of revenue will follow policies determined by the College Board. This applies to copyright of original course and teaching materials published by the College for use in award and continuing education programs offered by the College as well as to other intellectual property owned by the College.

The College and its partnerships have an obligation to make a determination as soon as possible whether there is an interest in pursuing a patent or registration concerning intellectual property owned by the College.

#### **1.7.6 Faculty and Student Responsibilities**

It is the responsibility of each student to read and understand the Intellectual Property Policy of CUCA.

Every Faculty member has a specific responsibility to explain the implications of the statement for each of his or her courses and that must include a specification of the conditions under which academic work in those courses is to be performed.

#### **Document History**

*Approved: Board of Trustees, Nov 2014*

*Revised: Board of Trustees, Nov 2018*

### **1.8 Textbook Authoring**

#### **1.8.1 Purpose**

As a core strategic orientation, CUCA highly values and recognizes the intellectual and scholarly contribution of its faculty members. The College aims to actively support faculty members who seek to enhance their academic acumen by authoring textbooks as references for courses within their specialization. CUCA undertakes all possible efforts to support scholarly activities and projects which have incorporated intellectual property belonging to the College.

### **1.8.2 Scope**

This procedure applies to all CUCA full-time faculty members who have completed the probationary employment period.

### **1.8.3 Textbook Authoring Principles**

- a. The author must be a full-time faculty member of CUCA and must have completed the probationary employment period stated in the employment contract.
- b. The author must be a holder of at least a master's degree.
- c. The author must have demonstrated knowledge and expertise in the field of the proposed textbook.
- d. 1.8.4 The author must undertake to complete the textbook.
- e. Textbooks used as a course(s) reference must align with the syllabi subject matter.
- f. Textbook authoring is a component of the faculty members' scholarly activities, which is part of their annual performance evaluation.

### **1.8.4 Textbook Authoring Procedures**

- a. Once the author has completed writing the textbook; the author shall submit the finalized textbook to their Head of the Department along with a brief description of the following:
  - Aims and objectives of the book
  - Level of the book
  - Skills addressed
  - Topics covered
  - The course(s) the textbook may be used as a reference for at CUCA
- b. The HOD shall form a committee within the department to review and provide feedback on how well the book works in practice and how effectively it achieves its aims. The input consists of:
  - Goals: What does the book seek to achieve, and how are its learning outcomes identified.
  - Syllabus: What syllabus framework is the book based on.
  - Theoretical framework: What learning theory is the book based on.
  - Methodology: Appropriateness of the methodology used.
  - Language content: What kind of language does it contain and is it an appropriate difficulty level for the learners.
  - Content: Importance of topics and themes covered for the target learners.
  - Organization: Is the book well organized into units and lessons? Do chapters and sections have a coherent, consistent organization, and do they gradually progress in difficulty throughout the book.
  - Learner appeal: How engaging would it be for learners?
- c. Upon consent of the department committee and HOD, an official email is sent to the VC with a copy of the textbook and committee feedback.

- d. The VC shall assess the textbook and select three external evaluators (one from within UAE, and two from abroad) for evaluation and recommendations.
- e. The College is responsible for paying an amount of money to the external evaluators based on the CUCA budget and subject to the endorsement of the VC.
- f. All external evaluators' recommendations need to be addressed and identified by the author. After evaluation of recommendations, in case of dispute, the HOD is required to arbitrate to the benefit of the textbook quality.
- g. Once recommendations are incorporated, the author submits the final version along with a checklist of amendments and justification to their HOD.
- h. The HOD shall send the final version of the textbook and checklist to the committee within the department for review.
- i. Upon approval of the department committee, the HOD sends the final version of the textbook in an official email to the VC with a recommendation for the textbook to be used for specified courses, with justification and confirmation that the textbook is in line with the syllabi subject matter.
- j. VC provides final feedback and approval for the use of the textbook as a reference for certain courses.

**Document History**

*Approved: President, October 2021*

## **2. Section Two: Student Research**

### **2.1 Overview**

This part of the Research Handbook provides important information and guidance on how to prepare for and execute research at CUCA. It intends to basically guide graduate and undergraduate students to complete their research projects in an academically satisfactory and professional manner. It helps students to submit research works that adhere to international academic standards. It should be emphasized at the outset that although an attempt had been made to provide all information necessary for preparation of thesis and other research works at the various departments of the College, researchers are advised to consult with their supervisors and Heads of Academic Units if they have any queries regarding theses preparation and submission. Also, it needs to be emphasized here that writing a thesis or a research paper is a challenging, exciting, and rewarding academic experience. Students should be mentally and psychologically prepared to undertake a research project of a thesis scale.

### **2.2 What is a Thesis?**

In essence, a thesis is a substantial piece of scholarly work. It can be in the format of a pure research, artistic creation, literary criticism, or many other forms of intellectual contributions. The length and format of a thesis vary greatly from one academic institution to another; but generally speaking, a thesis is in the range of 70 – 130 pages; excluding front and back matters.<sup>1</sup> However, for the purposes of this Research Handbook, the guiding rules governing thesis shall also be applicable to graduate and undergraduate research works. Faculty members and research supervisors will use their discretion to ask

graduate students to adhere to higher levels of research standards. A thesis or a graduate research work shall demonstrate a writer's familiarity and understanding of specific topic or an academic area. Through the thesis, the writer will establish his/ her conceptual and applied knowledge of the subject area of the research. A thesis shows the student's ability to search for, interpret, and synthesize information. Most importantly, a thesis shall demonstrate the writer's ability as an independent researcher.

### **2.3 General Guidelines: Where to Start?**

As a general rule, academic programs that require completion of a thesis as part of the program award requirements must complete at least 85% of the program requirements

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<sup>1</sup> "Front Matters" refer to the pages and stuff that normally come at the beginning of research documents, such as the title page, table of contents, list of tables, acknowledgement, etc. Similarly, the "back matters" refer to stuff that should appear at the end of the document, such as appendices and bibliographies.

(in terms of credit hours); before they can be allowed to apply to start writing the thesis. Students normally start working on their thesis during the last two semesters of their program of study. To initiate work for thesis, a student must first complete the form and secure necessary approval from the HOD of his/her program.

After the permission is given, the student shall identify his/ her area of research and conduct preliminary literature survey to determine initial feasibility of the research topic. Student is advised to identify more than one research topic to broaden his/her options and finalize on one after a thorough discussion with the supervisor. The topic should focus on a specific problem or issue that the student wants to investigate further. It is a good idea to translate this topic into a question format and think about how that question might be answered. Students are advised to avoid topics that have extensively been researched as there will be limited room for originality. Similarly, students should avoid under-researched topics as it would be difficult to find pertinent literature. Although sometimes a research topic might be novel and original, the student must consider carefully the resources available for him/ her in terms of time, facilities, accessibility to literature and data, and other requirements. It is also very important when considering the research topic to think about the theoretical and conceptual framework of the topic. This will guide the literature review at a later stage. Depending on the area of research, each student is assigned a thesis supervisor. The student and the supervisor shall complete other formalities. to include:

- a. Signing a supervisor-student roles and responsibilities form.
- b. The supervisor must communicate the details of his/her supervisees and their research topics to CUCA Research Committee (CRC) for approval. The decision of the CRC must be communicated to the student through the supervisor. If the research topic is approved by the CRC, the student can start writing his/ her thesis.
- c. If the proposed topic is not approved by the CRC – or the committee approved the topic with some recommendations or observations; such a decision must be communicated to the student within five working days. When the CRC makes recommendations or suggests changes to the research topic, it is the responsibility of the supervisor to ensure that such changes have been implemented and followed by the student. If the proposed topic is disapproved by the CRC, the student has 30 days to submit another topic.

## **2.4 Documenting Sources of Information**

Documenting sources of information is of utmost importance when writing thesis and other similar academic works. Documenting sources of information is a wise thing to do to avoid falling into the area of plagiarism. However, the way student documents the sources is largely dependent upon the specific discipline or the subject matter of the research. It is highly advisable that students follow one citation style throughout their work and avoid mixing between styles.

It is important that students specify in the supervision agreement which citation style will be adopted in the proposed work. Failure to indicate which citation style will be followed may result in the rejection of the proposed research topic by the CRC. It is the responsibility of the student to ensure that footnotes and references (or bibliographies and works cited) are accurately cited and are as per the adopted citation style manual format. The words “references, bibliographies, works cited,” all refer to the listing the sources of the information. However, the difference in usage emanates from the specific style followed. For example, the MLA citation manual suggests using “works cited” while Turabian and APA manuals suggest using the terms “bibliography” and “references” respectively. Students are advised to avoid committing the mistake of using the wrong term when referring to the list of the sources of their information.

The thesis is a formal piece of writing and therefore it must be written in concise and clear language. The results of the research must be communicated to the academic community in general and as such it should avoid using colloquial or highly technical language. The bottom line is that any intelligent reader – even from outside the discipline of the thesis field – should be able to comprehend the terminologies and discussion included in the thesis. Students are advised to pay particular attention to language and sentence structure. It is not the role of the advisor to edit the student’s submitted work. Students should do their best to submit error-free theses. Specifically, grammar and spelling should be correct. Numerous resources are available to help students in these respects. The following resources are some of the examples:

- Rudestam, Kjell Erik and Rae R. New York. *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*, 4<sup>th</sup> ed. San Francisco: Sage Publications, 2014.
- Slade, Carole and Robert Perrin. *Form and Style*. New York: Houghton Mifflin, 2009.
- Strunk, William Jr. and E. B. White. *Elements of Style*, 4<sup>th</sup> ed. New York: Pearson, 1999.
- Webster’s New Collegiate Dictionary, 11<sup>th</sup> ed. (2018).
- Butterfield, Jeremy, ed. *Fowler’s Concise Dictionary of Modern English Usage* 3<sup>rd</sup> ed. Oxford: Oxford University Press, 2015.

## **2.5 Citation Format and Research Resources**

It had already been stated that the citation style manual to be used in a thesis depends on the academic area of the thesis. Each area prefers a specific citation manual. The citation style manual to be followed in a particular research project must be specified in the [“Supervisor-Student Agreement”]. Nevertheless, the following resources are good starting points for students to familiarize themselves with the commonly used citation manuals used in the academic programs taught at CUCA. The list here also includes some



general resources on how to go about preparing a graduate work (thesis, dissertation, or case analysis); starting from choosing a topic, articulating a research proposal, and up to the final submission.

- Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations, 15th ed. Chicago: University of Chicago Press, 2005. o Style Manual Committee. Style Manual: A guide for Authors, Editors, and Publishers in Biological Sciences. Bethesda, Maryland: Council of Biology Editors, 1978.
- American Psychological Association. Publication Manual of the American Psychological Association. Washington DC: APA, 2020. o Nolan, Donal, Elizabeth Wells, and Sandra Meredith, eds. The Oxford Standard for citation of Legal Authorities. London: Hart Publishers, 2014.
- McMillan, Victoria. Writing Papers in the Biological Sciences, 6th ed. New York: Macmillan Learning, 2017.
- Dodd, Janet S., ed. The ACS Style Guide: A Manual for Authors and Editors. Washington DC: American Chemical Society, 1997.
- Gilbaldi, Joseph and Walter S. Achtert. MLA Handbook for Writers of Research Papers, 5th ed. New York: MLA of America, 1999.
- Leedy, Paul D. and Jeanne Ellis Ormrod. Practical Research: Planning and Design, 11th ed. Boston: Pearson, 2015.
- Anderson, Jonathan and Millicent E. Poole. Assignments and Theses Writing, 4th ed. Brishbane, John Wiley and Sons, 2001.
- Gerring, John. Case Study Research: Principles and Practices, 2nd ed. Cambridge University Press, 2017.

The College adheres to a meticulous thesis format. Students are advised to carefully abide by the following when submitting their final version of the thesis and other similar research works.

- a) Thesis must be printed in 8 ½" x 11" (Legal) white paper of high quality and it should be between 16000 – 18000 words; excluding the front and back spaces.
- b) The printing shall be of 'Letter quality.' All laser printers satisfy this requirement.
- c) A thesis must be printed using the Times New Roman font; with size 12.
- d) Margins must be as follows: Top, bottom, and right margins must be 1.5 inches. The right margin shall not be justified in any circumstance.
- e) Chapter titles and all other sub-titles shall start two inches from the top of the page.
- f) The whole thesis must be written using 1½ line space. The only exception is the long quotes (more than four lines) where one-line space must be used.
- g) The titles of graphs, figures, tables and similar illustrations must be explanatory and sufficient to show the very basic nature of the illustration. These illustrations (and in particular tables and figures) must appear immediately after the first mentioning on the body of the text.
- h) The list of tables, figures, graphs, etc. must be included in the table of contents.

- i) Foreign languages terms and phrases must appear in *italics* with their corresponding English meanings follow immediately after their mentioning.
- j) The general structure of the thesis must include the following:
  - Title page (See sample page at the back matters)
  - Abstract (150 – 200 words)
  - Acknowledgement (optional)
  - Table of contents
  - List of tables, figures, graphs, . . . etc. (as needed)
  - Body of the text (chapters)
  - Appendices (as needed)
  - References, bibliographies, works cited
- k) Although the title page should not be numbered, it must be considered when numbering subsequent pages. For example, if the title page is immediately followed by the table of contents, this should start with the lower case Roman numerals, e.g., “ii” and centered one-half at the bottom of the page.
- l) For page numbering of the main body of the text, the thesis must follow the format suggested by the citation style manual proposed or approved by the supervisor.
- m) The abstract should concisely be written. The following elements should be evident from the abstract itself: a) The research problem; b) the research design and methodology adopted; and c) the main findings or results of the research. The abstract should not exceed 200 words.
- n) The “Back Matters,” which include the bibliography/ references
- o) must adopt the citation style manual suggested to the thesis.
- p) Specific materials which do not fit properly within the body of the
- q) text can be placed as “Back Matters”. Such materials may include questionnaires, extensive tables, description of test equipment, etc.
- r) No headers or footers depicting thesis title, chapters, or sub-headings
- s) shall be included.

It is the responsibility of students/ researchers to familiarize themselves with all policies and regulations pertinent to theses preparation and submission; whether these regulations are mentioned in this Handbook or on other documents/ policies of the College. Additionally, this Handbook must be used in conjunction with any other citation manual suggested by the supervisor of the thesis. If any contradiction appears between the guidelines given in this Handbook and a suggested citation style manual, the latter must be followed.

## **2.6. Submission of Thesis Manuscript**

The final product of the research work must be a clear and legible version. In consultation with the research supervisor, the student shall indicate to the supervisor that he/she is ready to submit the document for verification and assessment by the evaluation

committee. The supervisor shall make a request for the HoD to form a thesis evaluation committee. The evaluation committee shall comprise at least three members: in addition to the thesis supervisor. In the formation mandate of the committee, the HoD shall designate the Chairperson of the committee. The Chairperson shall receive through the supervisor a soft copy of the completed thesis at least three weeks before the date of the oral examination (viva).

In consultation with the members of the examination committee, the Chairperson shall fix a date for the oral examination and inform the student accordingly.

The oral examination of the thesis shall take place within the last three weeks of the semester in which the student is planning to graduate.

The HoD shall transfer thesis copies for archiving in the Learning Resources Centre (Library).

Students are advised to familiarize themselves with the thesis assessment criteria. The elements of assessment are indicated in the "Thesis Assessment Form". This form is a good place where students can evaluate their own works based on the assessment criteria. They can see for themselves the strengths and weaknesses of their own works as they reflect on them to identify areas of improvement. Students should be careful when looking at previously approved theses in the College's library as errors might have been overlooked or new rules of thesis preparation may be in effect. The rule is to consult with your thesis supervisor whenever you are in doubt.

The final approved version of the thesis must be submitted to the Office of the HoD within 22 working days from date of the Evaluation Committee approval.

## **2.7 The Role of the Supervisor**

The role of the supervisor is very crucial for the proper completion of the thesis. The main role of the supervisor is to help the student to complete the theses in systematized, supported, and timely manner. Supervisors are expected to have read all versions of the works submitted by their supervisees and ensure that format and other necessary thesis requirements

are being followed by the students. In addition to guiding students in all academic matters pertaining to the thesis, the supervisor is the liaison between the College and the student. It is therefore strongly recommended that students shall first contact their supervisors for all matters related to the thesis. The supervisor shall organize periodic scheduled meetings with their students to monitor their progress and address student's concerns.

The supervisors are also required to document their meetings with the students. A sample “Thesis Meeting Log” is available in the appendices at the end

Alternatively, the supervisor may ask the student to submit progress reports on regular scheduled dates. When advising students, the supervisor should give particular attention to the following elements:

- The research problem and its context.
- Relevance of the research problem to the specific domain of knowledge.
- Main trends of the current literature on the research topic.
- Research design and modes of data collection.
- Data analysis and linkage between analysis and results.
- Adherence to the citation style manual.
- Reasoning and logic (induction and deduction).

To a large extent, the above elements represent the general structural format of the thesis.

If the supervisor feels that the advisee is not making satisfactory progress toward completion of the proposed thesis, he or she shall communicate this in writing to both the advisee and the HoD. If the advisee’s performance continues to be unsatisfactory, the supervisor may recommend to the HoD withdrawal of the concerned advisee from the thesis project.

## **2.8 The Role of the Student in the Thesis Preparation Process**

It is the responsibility of the students to familiarize themselves with all policies and procedures pertinent to thesis preparation and submission. After the initial stage of agreeing with his/her supervisors, the student is advised to negotiate with the supervisor the specific tasks that should be addressed after the initial stage.

In order to prepare their thesis in a systematic and organized manner, students are advised to submit to their supervisors short outlines (5 -7 pages; 3,500 to 5,000 words) of the proposed thesis. The outlines should include the following:

- Title of the proposed thesis.
- Brief description of the research problem and the associated research question/s.
- Short description of the proposed research design and methodology.
- The theoretical framework of the research problem.
- Working bibliography.
- Tentative completion timetable.

Students are strongly advised NOT to start working on their proposed topics unless they get confirmation from their thesis supervisor to that effect. It should also be emphasized here that each student must be clear about the strategy and frequency of communicating with his/her supervisor.

## **2.9 The Supervisor-Student Relationship**

Regular and candid communication between the supervisor and the student is crucial for the satisfactory completion of the thesis; and therefore, the expectations and roles of the two parties should be clear from the outset. The supervisor-student roles and responsibility document is designed to serve the purpose of clarifying roles and responsibilities the supervisor and the student.

The student undertakes to make him/herself familiar with the rules and policies governing the thesis preparation and submission.

The student will endeavor to work independently and meet all deadlines dates agreed with the supervisor.

The student and the supervisor must discuss and agree on the following:

- a. Whether the proposed research project involves ethical
- b. considerations that require approval of the College Research Committee (CRC).
- c. Intellectual property and patentability considerations.
- d. Whether the student requires training sessions in research methods, data analysis software, or improvement in certain academic area.
- e. Aspects of correct format and mechanics of writing; which include
- f. the proper citation manual to be adopted throughout the research project.

If the supervisor is unable to continue his/her duties for any intervening reason, such situation shall immediately be communicated to both the HoD and the student.

It is the responsibility of the HoD – in consultation with the concerned student – to designate an alternative supervisor within a period of 10 working days from the date of the communication of the initial supervisor's notice.

In the unfortunate circumstances where fundamental conflict or dispute arises between the supervisor and the student, the student may request a change of supervisor. The decision for changing a supervisor must be made judiciously by the HoD and the consequences of such decision must be clearly explained to the advisee. In the request for change of advisor, the student must thoroughly and convincingly explain the reasons behind such request.

The supervisor shall check regularly with the advisee to ensure his/her progress in the assigned works.

The student shall seek the advice of the supervisor in all matters pertaining to the thesis.

The student shall demonstrate appropriate professional judgement, academic rigor, and integrity during the whole period of the thesis preparation process.

The supervisor shall respond in a timely manner (3 working days) to normal communications and not more than 14 working days to other communications that require constructive and elaborated feedback.

The student shall adequately keep records of data collection procedure and approaches used in the research and be ready to submit such records when asked to do so by the supervisor, HoD, or members of the Thesis Evaluation committee.

*Revised: December 2021*

### 3. Section Three: Research Policies

This section of the Research Handbook contains four important research-related policies. Together, the four policies presented here constitute a general administrative framework for conducting research within CUCA. All researchers, including graduate and undergraduate students, are advised to familiarize themselves with these policies and abide by them when pursuing the diverse types of research projects.

This Research Handbook is an integral and complementary part of the administrative and procedural documents of the College. Specifically, the Handbook should be read in conjunction with the Faculty Handbook and the regulations governing the various academic programs.

#### 3.1 Research Support Policy

Policy Title	Research Support Policy					
Policy Type	New		Revised	X	Discontinued	
Policy Number	RS04APO-3					
Responsible	Director of Research					

##### 3.1.1 Purpose

The purpose of this policy is to establish a framework for the principles that govern conducting research and other scholarly activities within CUCA. The policy intends to clarify the rights and obligations of CUCA researchers; including students who are expected to adhere to the provisions of the policy in conjunction with other academic regulations governing their respective programs.

##### 3.1.2 Policy Scope

This policy applies to faculty members, research students, and external researchers who opt to conduct research within or in collaboration with CUCA.

##### 3.1.3 Definitions of the Terms Used

For the purposes of this policy, the following terms are used to denote the meaning indicated below:

- Principal researcher: Is the lead person who is solely responsible for planning and executing a research project.

- Co-researcher/s: A co-researcher is a person who actively collaborates with a principal researcher for the execution of a specific research project.
- Consultant: A consultant is a full-time faculty member of CUCA who gives consultancy service to another organization.
- Consultancy: A consultancy service is any professional expertise, knowledge, or advice that a consultant gives to any organization other than CUCA.
- College: Means City University College of Ajman – CUCA.

### **3.1.4 Policy Statement**

CUCA undertakes and promotes research as integral part of its mission and strategic activities and therefore it recognizes the research efforts of both its faculty members and students.

Faculty members of CUCA are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome, and other similar research activity.

The College will foster an environment of open inquiry and academic freedom in which Researchers are free to pursue Research in their chosen field, and to form their own findings and conclusions. To this end, the College will:

- Ensure that Research meets the highest standards of scholarly integrity and ethical conduct.
- Ensure that Research involving human subjects, animals, biohazards, and radioisotopes is not undertaken unless the appropriate approvals have been issued.
- Ensure that all funding to support Research is properly managed, which includes ensuring expenditures and Research records and financial reporting meet Award Agreement or Research Contract guidelines.

### **3.1.5 Obligations of Researchers**

It is CUCA's expectation that all faculty members and affiliated researchers shall carry out their research and other scholarly activities with the highest standards of professionalism and integrity. Specifically, the following are expected as a common practice:

It is the responsibility of the principal researcher to obtain all necessary approvals before conducting a research project.

It is the responsibility of the principal researcher to familiarize him/herself with all policies and procedures pertaining to conducting research within CUCA or other affiliated institutions and share and disseminate the same with other involved researchers.



All researchers are expected to abide by and follow standard research techniques and rigor used in their respective academic areas and particularly during the processes of collecting and analyzing data and during the final stage of reporting findings.

Researchers are obliged not to submit a manuscript to more than one publisher (Journal) at the same time or to use the same data for publication of more than one paper.

When researchers are supervising students and in their capacities as faculty members, shall communicate to their supervisees the student involvement in research policy and the ethical research policy.

A researcher shall not acknowledge contribution of other persons to a specific research project unless the person/s had made substantial contribution to the research project. Substantiality here is measured as one third of the total number of hours required for completion of the specific research project.

All CUCA researchers are required to mention their affiliation to the College in all works that are being published during their employment term with the College.

Researchers are required to report any observations or incidents of research misconduct as defined by the provisions of this policy.

Researchers are required to provide the Research Directorate with a soft copy of final research project report for archival purposes in the Research Directorate repository within a period of 90 days from the date of completion of the research project. This also applies to research conducted by graduate students.

Researchers are encouraged to design, develop, and implement research plans in their respective areas of expertise that are consistent with the research strategy of CUCA.

If a research project involves human beings or animals as subjects of the research, the principal researcher is required to obtain the approval of the Research Ethics Committee before commencing the research project.

When a research project has a high potential for commercialization and the researchers intends to commercially benefit from results of the project, he or she must approach the Research Directorate to apply the provisions of the "Research Commercialization Policy".

### **3.1.6 Collection of Research Data**

For collecting data related to human beings, researchers are required to respect privacy and dignity of participating subjects. This should be in conformity with the College's Ethics Policy.

If a research project entail accessing data that is available on private databases, the researcher must get prior permission to access the data from the administrator of such database. The permission must be obtained in writing with appropriate signatures.

A researcher shall not use data (primary or secondary) which he/she knows or has reasonable means to know that such data is false or being fabricated.

The data must be in a format that can be substantiated by a third party who is knowledgeable in the area of the research project.

The data used in specific research project must be kept with the principal researcher and he/she must be ready to present it for verification by a concerned third party.

In cases where a researcher wants to make use of unpublished work – including usage of certain data which is part of that unpublished work – the researcher is required to obtain the written permission of the author of the unpublished work.

If the data used in a research project is of archival nature, the use of such data shall be as per the instructions and guidance of the archival source administrator.

### **3.1.7 Research Misconduct**

Research misconduct include, but not limited to fabrication, plagiarism, misuse of the intellectual property rights, and falsification of data. Researchers in CUCA are expected to maintain the highest standards of honesty, transparency, ethical behavior and integrity in their research involvements. CUCA shall take the necessary measures to ensure that the researchers are aware of the Ethics Policy of the College.

Any action that is not in conformity with the provisions of this policy is considered as 'research misconduct'. The research misconduct that has been established through the appropriate investigatory channels deserves a punitive action.

- Research misconduct allegations or violation of the research policy shall be communicated directly to the Research Director or the Vice Chancellor.
- Upon a request from the Research Director, the Vice Chancellor may ask the RIRB to convene as a misconduct investigation panel.
- The Vice Chancellor shall determine the terms of reference of the investigation panel and whether it has the powers to take disciplinary actions if the allegations turned to be established.
- The investigation panel shall report back to the Vice Chancellor within a period of 14 working days from the date of its formation. The decision of the investigation

panel should be ratified by the Vice Chancellor. However, any party to the allegation investigated who is not in agreement with the ratified decision of the investigation panel has the right of appeal to the President. The decision of the President shall be final in such circumstances.

### **3.1.8 External Research Contracts and Consultancy**

CUCA uses the following proactive steps to promote research, improve faculty research skills and portfolios, and to ensure the continuity of intellectual contributions and high-quality faculty research:

- Researchers are encouraged to conduct collaborative research projects with other institutions or provide their expertise and consultancy services to designated entities. For such purposes, researchers are required to communicate with the Research Directorate for preparing a client-tailored research agreement.
- CUCA encourages open dialog and productive exchange of ideas between faculty members and executives who represent public and private entities.
- Consultancy service is defined as any professional expertise or advice that a researcher gives to any organization other than CUCA. This is done on the presumption that the consultant will be able to use his/her professional knowledge and expertise to help the client organization solve a complicated technical or operational problem.
- Consultancy projects are normally identified and initiated by the researchers themselves through their personal contacts or interaction with the industry and government.
- A researcher who renders his/her service as a consultant in an approved consultancy project may seek assistance from the Research Directorate at any juncture of the timeframe of the project. The Research Directorate shall render all possible help to bring the project to a successful ending.

### **3.1.9 Dissemination of Research Findings**

CUCA encourages dissemination of research efforts and findings of its faculty members through:

- Publication in international and regional peer-reviewed journals.
- Participation in international, regional, and local conferences and scientific societies.
- Providing consultancy to government entities, private organizations, and other policymakers.

### 3.1.10 Research Funds

CUCA aims to actively support researchers who seek internal or external funding to support their research endeavors. Further to this, the College will be fiscally accountable and transparent in the way in which it allocates, manages, monitors and reports its activities and outcomes. It is the policy of CUCA to make all possible and reasonable effort to financially support research projects conducted under its name.

#### 3.1.10.1 Types of Research Funds Available

CUCA consolidates its research funding programs under three schemes: a) Institutional research funds; b) Local and Federal government grants; and c) International bodies grants.

##### a) Institutional Research Funds (IRF)

These are funds allocated annually for research activities by CUCA as part of its general operating budget. They are given out in the form of grants to perform research-related activities such as:

- Travel expenses to attend conferences, including accommodation
- Payment of conferences attendance fees
- Symposiums organized by CUCA
- Faculty research award compensation scheme

##### b) Local and Federal Governments Research Grants

These types of research grants target projects with broad national scope and are capable of influencing and making larger societal impact. They are normally awarded to multidisciplinary research teams and they extend for longer period of time. Although these funds are normally granted under specific contractual arrangement between the government entities and the individual researchers, the Research Directorate plays a pivotal role in facilitating and supporting the arrangements. All external research funds (including the international funds) must be allocated and disbursed by the “Research Funds Officer” of the Research Directorate and as per the terms of this policy.

##### c) International Bodies Grants

The procedure for securing international research grants shall be based on individual project agreement where the terms and conditions of awarding the grant will be specified. The agreement must articulate the obligations and rights of the involved parties. Such agreements will be subject to terms of the Research Policy. Grants secured under this category of funding are deemed committed to the specific purpose stated in the agreement and can't be transferred to any other project. Disbursement and management of such funds will be governed by the financial regulations of CUCA.

#### **Document History**

*Approved: Board of Trustees, Nov 2014*

*Revised: Board of Trustees, Nov 2018*

**3.1.10.2 Research Funds Procedure**

<b>Procedure Title</b>		Research Funds Procedure
<b>Procedure Type</b>		New <input type="checkbox"/> Revised <input type="checkbox"/> Discontinued <input type="checkbox"/>
<b>Policy Reference</b>		RS04APO-3
<b>Procedure Number</b>		RS04A1PR-1
<b>Responsible</b>		Director of Research

**3.1.10.3 Rationale**

To ensure access and equity to the research funding, it must remain a clear and accessible process for the faculty. To that end, CUCA maintains a straightforward procedure.

**3.1.10.4 Purpose**

CUCA aims to actively support researchers who seek internal or external funding to support their research endeavors. Further to this, the College will be fiscally accountable and transparent in how it allocates, manages, monitors, and reports its activities and outcomes. This procedure aims to make all possible and reasonable efforts to clearly articulate the details to manage the research funding process at CUCA.

**3.1.10.5 Scope**

This procedure applies to all faculty who have completed the probationary employment period stated in the employment contract.

**3.1.10.6 Research Funds Application Guidelines**

- a) The Faculty Research Fund aims to create and support a research culture for developing and promoting research aptitude amongst CUCA faculty at the undergraduate and postgraduate levels.
- b) CUCA faculty members are eligible for research funds once per academic year.
- c) All CUCA faculty members who have completed the probationary employment period stated in the employment contract are eligible to apply for research funds either individually or by forming research teams, including interdisciplinary teams.
- d) Applications for research funds are permissible throughout the academic year.
- e) The maximum grant awarded per academic year is AED 10,000.
- f) The principal researcher must be a full-time employee of CUCA, and must have completed the probationary employment period stated in the employment contract.
- g) The applicant must be a holder of at least a Master's degree within the field of study.

- h) The applicant must undertake to complete the proposed research project to the end.
- i) The below guidelines have been developed for selected common requests and are presented below:
  - Equipment and IT Support (including Software): The College will fund equipment if it is an integral part of the research program. The maximum spent on equipment is 1/3 of the total funding. All equipment, hardware, and Software purchased with Faculty Research Fund becomes the property of the College.
  - Travel: The maximum spent on travel should not exceed 1/3 of total funding.
  - Food Expenses: Faculty members may request up to AED 100/day for food expenses.
  - Sabbaticals: Applications for faculty requesting research funding support during sabbaticals are considered.

#### **3.1.10.7 Research Funds Application**

- a) The principal researcher shall submit the completed research fund application through their Head of the Department to the CUCA Research Committee (CRC).
- b) The CRC shall assess the application and forward its recommendation to the RIRB within a period of 14 working days from the date of receiving the application.
- c) The RIRB shall make its final decision regarding the application within 5 working days from the date of receiving the recommendation of the CRC.
- d) Applications for funds to attend conferences must be submitted to the CRC at least one month before the scheduled date of the event.
- e) There shall be feedback on all applications submitted for research funds. The RIRB may either approve or reject an application. In case of rejection, a justification for the rejection must be provided to the Research Directorate.

#### **3.1.10.8 Funds Request for Conferences, Symposiums, and Workshops**

- a) The CRC will assess the intellectual contribution of the attendee ensuring the conference, symposium, or workshop meets the faculty member's and departments' needs for more broad knowledge and skills.
- b) For expenses that require reimbursement, the CUCA reimbursement policy shall apply.
- c) In case of traveling, the faculty member should complete the application for leave as per the CUCA travel policy.
- d) Based on the CRC approval, the conference attendance shall be considered as an official business leave.
- e) If any classes shall be missed due to conference/workshop/symposium attendance the faculty member shall submit substitution and make-up classes schedule to their respective HOD.
- f) Post-conference, symposium, or workshop attendance, the faculty member is required to submit to their respective department a brief narrative report on the

attended event, in relevance to the added value to the faculty members' and field expertise.

### **3.1.10.9 Evaluation of Funds Application**

The RIRB shall evaluate research funds applications based on the following criteria:

- a. The research proposal is in line with the Research Strategic plan of CUCA.
- b. The research proposal demonstrates the value and has the potential for producing a quality scholarly product or publication.
- c. The Research contributes towards curriculum development.
- d. The Research contributes towards the benefit of the community and national development agenda of UAE.
- e. The Research contributes towards furthering knowledge in the respective field.

#### ***b. Document History***

*Approved: Board of Trustees, Nov 2014*

*Revised: Board of Trustees, Nov 2018*

*Revised and Approved: President, October 2021*

### **3.1.11 Research Awards and Compensation**

Research, in its broadest sense, means independent, original, and intellectual investigation that ultimately contributes to existing knowledge and resolving societal problems. As such, research activities are countless and in order to recognize this basic dimension of the research process, CUCA has adopted a pragmatic definition of the concept of "research output". CUCA recognizes that research output is an important aspect in its evaluation not only as an academic institution but also as a community service provider. In an attempt to operationalize this concept, CUCA recognizes faculty that have distinguished outstanding research and scholarly activities by providing an Annual Incentive Award for Research and Scholarly Activities. The award shall provide an incentive for faculty to excel and improve their contributions in research. The annual performance evaluation for research will also be used as an eligibility factor for the research award.

#### **General Guidelines:**

- Faculty members may apply to receive the award every academic year.
- The application form for research awards must be presented to the faculty's respective Head of Department, with evidence of distinction.
- The HOD will evaluate the application and provide the applicants' documents to the Research Directorate.
- At the recommendation of the CUCA Research Committee the Research Directorate submits applications to the Vice-Chancellor.

- Awards will only be granted to full time faculty members who have completed two academic years within CUCA.
- Adjunct and visiting faculty members are not eligible for the annual incentive research awards.
- The annual award will be paid as a lump sum payment, determined annually through the President office.

### **Application Requirements**

- Applicants should have published journal articles that should be indexed in one of the following databases: Scopus Database, ABDC, Q indexed, Web of Science, and Google Scholar. For Arabic publications, top peer reviewed journals shall be considered.
- Reviewed/refereed books published by a reputable international publisher shall be considered.
- Applicants should have achieved at least two research related scholarly activities, such as but not limited to:
  - Conference papers and presentations
  - Conference speakers
  - Invited Lectures
  - Case Studies
  - Workshops
  - Book Chapters and Book Reviews
  - Editorials
  - Internet Publications
  - Magazine Articles
  - Newsletter articles
  - Exhibitions
- Applicants must have at least two course linked research and scholarly in-class activities (evidenced through the e-Course File).

### **Document History**

*Approved: Board of Trustees, November 2014*

*Revised: Board of Trustees, June 2020*

*Revised: Board of Trustees, May 2021*



### 3.1.12 Outstanding Research and Scholarly Activities Award

<b>Procedure Title</b>	Outstanding Research and Scholarly Activities Award
<b>Procedure Type</b>	New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Discontinued <input type="checkbox"/>
<b>Policy Reference</b>	RS04APO-3
<b>Responsible</b>	Director of Research

#### 3.1.12.1 Purpose

The Outstanding Research and Scholarly Activities Award aims to recognize and encourage excellence in academic research and scholarly activities. CUCA will annually recognize and award up to three faculty members with outstanding research productivity in terms of importance, quality, and the impact of their research on their respective fields and areas of specialization.

#### 3.1.12.2 Scope

This procedure applies to CUCA full-time faculty members who have completed two academic years at CUCA, with an academic rank of Assistant/Associate/Full Professor.

#### 3.1.12.3 Research Compensation Awards Guidelines

- a) The research awards are an effort to encourage, recognize and award faculty members who have shown outstanding research achievements and have made significant scholarly contributions to their relevant fields.
- b) Faculty members may apply to receive the award every academic year.
- c) The research award will be presented every academic year in a ceremony to outstanding researchers.
- d) Full-time faculty members with an academic rank of Assistant/Associate/Full Professor who have completed two academic years at CUCA are eligible for these awards.
- e) Faculty members applying for the award must be first authors of their publications.
- f) Adjunct and visiting faculty members are not eligible for the annual incentive research awards.
- g) The awards are given in three categories according to academic rank as follows:
  - Outstanding Research Award for Full Professor
  - Outstanding Research Award for Associate Professor
  - Outstanding Research Award for Assistant Professor

#### **3.1.12.4 Award criteria and candidacy:**

At the Full Professor Rank:

- A minimum of three journal publications, two of which are Scopus indexed. For Arabic publications, top peer-reviewed journals with impact-factor of 7 or more shall be considered.
- A minimum of two research related scholarly activities.
- A minimum of two course linked research and scholarly in-class activities (evidenced through the e-Course File).

At the Associate Professor Rank:

- A minimum of two journal publications, one of which are Scopus indexed. For Arabic publications, top peer reviewed journals with impact-factor of 7 or more shall be considered.
- A minimum of two research related scholarly activities.
- A minimum of two course linked research and scholarly in-class activities (evidenced through the e-Course File).

At the Assistant Professor Rank:

- A minimum of one journal publication, which is Scopus indexed. For Arabic publications, top peer reviewed journals with impact-factor of 7 or more shall be considered.
- A minimum of two research related scholarly activities.
- A minimum of two course linked research and scholarly in-class activities (evidenced through the e-Course File).
  - o The annual award will be paid as a lump sum payment for distinction in research and scholarly activities.
  - o The sum of payment is subject to the recommendation of the Vice-Chancellor and the final approval of the President.
  - o The CUCA Research Committee may decline to select candidates in any academic year in the case it finds that none of the candidates meets the awarding criteria.

#### **3.1.12.5 Application Process**

- The faculty members will submit the application form for research awards to their Head of Department, with evidence of distinction.
- The HOD will evaluate the application and forward the recommended application to the Research Directorate.
- The CUCA Research Committee shall review and recommend selecting the three candidates based on the applications and documents submitted. The Directorate may request additional information on the candidate if required.

- At the recommendation of the CUCA Research Committee, the Research Directorate will submit the selected applications to the Vice-Chancellor for recommendation to the President.
- The President will make the final decision on the awards.

**Document History**

*Approved: Board of Trustees, May 2021*

*Revised and Approved: President, October 2021*

**3.1.13 Course release policy**

**3.1.13.1 Purpose**

As a core strategic orientation, CUCA highly values and recognizes intellectual and scholarly contribution of its faculty members towards the community. To reflect recognition of its research culture, the college has adopted a course release policy linked to the faculty member's involvement in an externally funded research project.

**3.1.13.2 Scope**

This policy applies to CUCA faculty members

**3.1.13.3 Policy**

Faculty member may receive up to (two) course release, equivalent to (6) credit hours per academic year to work on an externally funded research project, with income stemming from external research grants. The external fund received must be sufficient to cover the cost of the course release, subject to the approvals of the HODs, Research Directorate, and the Vice-Chancellor.

**Document History**

*Approved: Board of Trustees, May 2021*

**3.1.14 Research Time Allocation Policy**

**3.1.14.1 Purpose**

As a core strategic orientation, CUCA research strategy stems from its Strategic Goal of Encouraging a College-Wide research culture among faculty and aims at increasing research output. To operationalize and achieve this goal in line with the research policy and faculty's performance appraisal, CUCA has incorporated research within the faculty schedules to pursue their research interests and agenda.

**3.1.14.2 Scope**

This policy applies to all CUCA faculty members

### 3.1.14.3 Policy

Faculty members should allocate four (4) hours of research time per week within their schedules, aside from teaching hours and office hours. HODs are to assure its implementation.

#### **Document History**

*Approved: Board of Trustees, May 2021*

### 3.1.15 Research Ethics Policy

Policy Title	Research Ethics Policy					
Policy Type	New		Revised	X	Discontinued	
Policy Number	RS04BPO-3					
Responsible	Director of Research					

#### 3.1.15.1 Purpose

The purpose of this policy is to establish the general principles that guide the conduct of research and identify types and classification of research documents used within the administrative system of CUCA.

#### 3.1.15.2 Scope

This policy applies to all types of research and scholarly activities conducted by faculty members, research associates, visiting scholars, graduate and undergraduate students of the College.

#### 3.1.15.3 Policy

CUCA requires all researchers and research managers to be familiar with, and abide by its provisions and to conduct their research and related tasks in accordance with these provisions and all other relevant legal, regulatory and policy requirements.

- Researchers at CUCA (including students) have an obligation to ensure that their research is conducted ethically and with the minimum possible risk to all those involved or affected by it.
- CUCA researchers must respect the participants' welfare and rights for any research involving human participants, and personal data. A breach of these principles may, in some instances, result in a civil or criminal offence.
- CUCA researchers must uphold ethical standards in the conduct of research, accepting and respecting the principles of integrity, honesty and openness. Conducting research with integrity means embracing intellectual honesty and accepting personal responsibility for one's own actions.

- Prior to, during, and following the completion of research activities, researchers are expected to consider the ethical implications of their research and, depending on its nature, the cultural, economic, psychological, physiological, political, religious, spiritual and social consequences of it for the human participants involved.
- Research that involves human participants and collection of personal data shall protect welfare, dignity, and individual rights of all participants and subjects of research. CUCA observes this primary principle within the context of intellectual property rights, protection of private information, and respect of individual privacy.
- There are certain types of research that involves human beings but don't require Research Internal Review Board (RIRB) ethics clearance. These may include, but not limited to:
  - Performance review and testing under normal educational settings.
  - Research involves observation under public settings.
  - Research that uses data from public aggregated databases.

#### **3.1.15.4 Research Ethics Guiding Principles**

CUCA's Research Ethics policy is based on the three core principles of: a) Respect for human beings and humanity; b) Concerns for individual and society welfare; and c) Natural justice.

Non-adherence to the terms of the Research Ethics Policy is considered a serious academic violation that warrants disciplinary action.

Research projects that start before obtaining the Ethics Clearance may be stopped and rejected by the RIRB without further review.

When a member of the RIRB has interest in a particular research project, he or she must fully disclose the nature of the conflict of interest and shall not be allowed to attend the meeting of RIRB in which the mentioned project will be discussed.

In the process of evaluating the request for Research Ethics Clearance, the RIRB shall consider benefits and risks of the proposed research on participants, sponsors, society, environment and researchers themselves. The RIRB shall adopt a risk classification scheme of: a) No risk; b) minimal risk; c) moderate risk; and d) high risk. Only the first two types of risk under this classification warrant issuance of ethics clearance.

Research proposal that involves bio-hazards, radioactive, and other chemical hazards must be carefully scrutinized by the RIRB. This also applies to research proposal that involves animals.

Within the context of research and when a conflict arises between the terms of this policy and any other policy, the terms of this policy shall be applied.

### **3.1.15.5 Ethics Review and the Role of the Governing Bodies (CRC and RIRB)**

An ethics review is mandatory when a research project involves human beings and animals as subjects or participants of research. This may include collection of data through interviews, questionnaires, focus groups, or other forms of interaction in which participants or subjects of research are being affected so that the researcher studies specific type of behavior. In such circumstance, the proposed research project must be scrutinized by the CUCA Research Committee (CRC).

The CRC shall evaluate the research proposals in the light of the guidelines of the Research Ethics Policy and make a recommendation to the Research Internal Review Board (RIRB). The RIRB shall verify the recommendation of the CRC and makes a final decision to clear, reject, or modify the research proposal.

If the RIRB made a decision to reject or modify the research proposal, the principal research may submit a revised version of the proposal to the RIRB without going through the CRC. The Decision of the RIRB regarding the second submission of the proposal shall be final.

In the ethic clearance form – and when the clearance is given – the RIRB shall specify a mechanism to monitor the researcher adherence to the ethics standards stated in this policy.

### **3.1.15.6 Rights of Participants and Subjects**

In conformity with the provisions above, CUCA recognizes the following research participants and subject rights:

- Consent to participate, withdraw from, or refuse to take part in research projects;
- Confidentiality regarding personal information or identifiable data which should not be disclosed without the consent of the participant;
- Protection of data and samples collected (keep secure and anonymous);
- Safety; where participants and other subjects are exposed to unnecessary levels of risk, discomfort, suffering or torture.

### **3.1.15.7 Classification of Research Activity Documents**

Research activity documents in CUCA include range of documents that are related to data collection, evaluating and validating the research activities, and obtaining necessary permissions. The research records in CUCA are categorized on the basis of their sensitivity levels and the associated importance of the research project. These documents are categorized into three groups: a) Unrestricted research documents; b) protected research documents; and c) Confidential research documents. In their research proposal, researchers are required to state the level of confidentiality of their research projects.

Departmental research committees shall determine the level of confidentiality of the research project and therefore its category.

#### **3.1.15.8 Unrestricted Research Activity Documents**

Unrestricted Research Activity records contain information that are not considered as a security risk. It include, but not limited to, information deemed fit for public disclosure. These documents include the research agenda of the research related meetings of CUCA, minutes of the research related meeting proceedings, proposed research conference plans of CUCA, published reports of CUCA's academic staff in open access databases and journals and any other open access research reports and publications. Faculty members are expected to share their research documents with their respective departmental research committee.

#### **3.1.15.9 Protected Research Activity Documents**

Protected Research Activity documents contain information that can be accessed by select individuals with the prior permission from the respective researcher and the research committee in CUCA. Information in this category shall not be displayed on the open access journals and databases and treated as protected information. The risk complexion of this category is low but yet considered as private and considered as inappropriate for public disclosure. These documents include the research draft proposals of individual or collaborative faculty researchers, research planning related documents on chosen markets, details of the target respondents, and details of the collaborators.

#### **3.1.15.10 Confidential Research Activity Documents**

Confidential Research Activity documents shall contain information that is considered as highly sensitive and has the potential to harm the scope of research and pose as threat for the institution's survival and its competitive advantage. These documents include the original extracts of research design and data, final and approved versions of survey instruments, data analysis reports, third party related data, personal details of the respondents and reports on institutional satisfaction survey findings. Data related to research studies that involve direct human involvement, testing and participation of human beings or animals fall into this category. The risk complexion of this category is high and therefore considered inappropriate for public disclosure

*Document History*

*Approved: Board of Trustees, Nov 2014*

*Revised: Board of Trustees, Nov 2018*

*Revised: Board of Trustees, Sept 2020*

### 3.1.16 Research Ethics Principles and Procedures

<b>Procedure Title</b>	Research Ethics Principles and Procedures
<b>Procedure Type</b>	New <input type="checkbox"/> Revised <input type="checkbox"/> Discontinued <input type="checkbox"/>
<b>Policy Reference</b>	RS04BPO-3
<b>Procedure Reference</b>	
<b>Responsible</b>	Director of Research

#### 3.1.16.1 Purpose

This procedures document applies to all types of research and scholarly activities conducted by faculty members, research associates, visiting scholars, graduate and undergraduate students of the College. All Faculty members who wish to conduct a research project involving human participants, bio-hazards, radioactive, and other chemical hazards must be carefully scrutinized by the RIRB. This also applies to research proposal that involves animals. must obtain an ethical clearance before commencing their research. The document includes an overview of the process and guidelines of ethical submission, review and approval. Researchers must ensure they are aware of the research ethics policies and procedures prior completion and submission for ethical approvals.

#### 3.1.16.2 Scope

This procedure document applies to all types of research and scholarly activities conducted by faculty members, research associates, visiting scholars, graduate and undergraduate students of the College. There are certain types of research that involves human beings but do not require Research Internal Review Board (RIRB) ethics clearance. These may include, but not limited to:

- Performance review and testing under normal educational settings.
- Research involves observation under public settings.
- Research that uses data from public aggregated databases.

#### 3.1.16.3 Research Ethics Guiding Principles

CUCA's Research Ethics policy is based on the three core principles of: a) Respect for human beings and humanity; b) Concerns for individual and society welfare; and c) Natural justice.

Non-adherence to the terms of the Research Ethics Policy is considered a serious academic violation that warrants disciplinary action.



Research projects that start before obtaining the Ethics Clearance may be stopped and rejected by the RIRB without further review.

When a member of the RIRB has interest in a particular research project, he or she must fully disclose the nature of the conflict of interest and shall not be allowed to attend the meeting of RIRB in which the mentioned project will be discussed.

In the process of evaluating the request for Research Ethics Clearance, the RIRB shall consider benefits and risks of the proposed research on participants, sponsors, society, environment and researchers themselves. The RIRB shall adopt a risk classification scheme of: a) No risk; b) minimal risk; c) moderate risk; and d) high risk. Only the first two types of risk under this classification warrants issuance of ethics clearance.

Research proposals that involve bio-hazards, radioactive, and other chemical hazards must be carefully scrutinized by the RIRB. This also applies to research proposal that involves animals.

Within the context of research and when a conflict arises between the terms of the research ethics policy and any other policy, the terms of the research ethics policy shall be applied.

Any attempt to gain an unfair advantage such as non-compliance to the CUCA research ethics policies and procedures, failure to obtain an ethical clearance for the submitted proposal, cheating, plagiarism, ghostwriting, and falsification of data would lead to disciplinary consequences.

#### **3.1.16.4 Responsibility of the researcher:**

Prior to commencing the research:

- Faculty research projects proposals should be discussed with their respective department research committee.
- Student research projects should be discussed with the research supervisor. The supervisor submits the student research proposal to their department research committee for discussion.
- Ensure compliance with any requirements, rules and regulations of the country in which the research is taking place, and any organization involved.
- Completing the application and obtaining an ethical clearance before any data collection commences for the research.

While conducting the research:

- Ensure operating with due regard to the ethical considerations relevant to the research clearance granted.
- Ensure that where the scope of the research changes, the ethical clearance they have obtained remains in relevance.

Following Completion of the research:

- Ensure dissemination of findings is appropriate in terms of anonymity and confidentiality.
- Ensure findings and conclusions are accessible for review.

**3.1.16.5 Ethics Review and the Role of the Governing Bodies (CRC and RIRB)**

The research committee of each department submits the research proposals and ethic clearance form to the CRC through their respective HOD.

The CRC shall evaluate the research proposals in the light of the guidelines of the Research Ethics Policy and make a recommendation to the Research Internal Review Board (RIRB). The RIRB shall verify the recommendation of the CRC and makes a final decision to clear, reject, or modify the research proposal.

If the RIRB decides to reject or modify the research proposal, the principal researcher may submit a revised version of the proposal directly to the RIRB without going through the CRC. The Decision of the RIRB regarding the second submission of the proposal shall be final.

In the ethic clearance form – and when the clearance is given – the RIRB shall specify a mechanism to monitor the researcher adherence to the ethics standards stated in the policy. If any significant concerns are raised about the ethical conduct of a research, the RIRB can request a detailed report of the research for further review.

If the RIRB considers that a research is being conducted in non-accordance with the granted ethic approval, it may consider withdrawal of the approval and request suspension of the research.

The RIRB decisions are categorized as follows:

Approved	The research project described conforms fully to the terms of the Research Ethics Policy and therefore is given clearance to proceed with the research project.
Requires Modification	<p>The research project described partially conforms to the terms of the Research Ethics Policy and therefore the principal researcher was advised to modify the research to adhere to the research Ethics Policy.</p> <p>Modification required may include, for example:</p> <ul style="list-style-type: none"> <li>- More information and clarification are required.</li> <li>- Details of the primary aspects of the study are not mentioned or not clear.</li> <li>- The aim/methodology/ data analysis are not clear.</li> <li>- Key information for the participants is not understandable.</li> </ul>

Rejected	The research project described does not conform to the terms of the Research Ethics Policy. The RIRB exercises its discretion to refuse granting the clearance for the proposed project.
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*Approved: Board of Trustees, Nov 2014*  
*Revised: Board of Trustees, Nov 2018*  
*Revised: Board of Trustees, May 2021*

### 3.1.17 Research Commercialization Policy

Policy Title	Research Commercialization Policy				
Policy Type	New	Revised	X	Discontinued	
Policy Number	RS04DPO-3				
Responsible	Director of Research				

#### 3.1.17.1 Purpose

The purpose of this policy is to give guidance on the issues related to commercialization of research output. It intends to clarify rights and obligations of researchers and other involved funding agencies with respect to intellectual property rights. Although no policy of such a type can be exhaustive or descriptive as possibilities of commercialization are boundary-less, these guidelines attempt to set a framework for commercialization of research activities at CUCA.

#### 3.1.17.2 Scope

This policy applies to all research projects conducted by CUCA’s employees and students. It also applies to other external researchers who concluded collaborative research agreements with CUCA.

#### 3.1.17.3 Policy Statement

CUCA follows a researcher-supportive stance on the rights of the researchers to benefit from commercialization of their research efforts. The College gives absolute intellectual property rights to researchers over the output of their research activities. In order to benefit from the rights associated with this stance, the principal researcher must demonstrate – and to the satisfaction of the management of the College – that the research project and its resultant outcomes was completed without use of the College’s

time, facilities, and resources. However, when the College funds specific research project or allows the researcher to use its facilities, the College may partially have the ownership in intellectual property rights over the research project output and therefore commercialization of the research output will be subject to an agreement between the College and the researcher(s).

#### **3.1.17.4 General Guiding Principles**

In terms of commercialization of research output, CUCA recognizes the following modes:

Licensing Mode: Where the College and the principal researcher can license the invention to an existing organization;

Entrepreneurial Mode: Where the College and the principal researcher can use the new invention as the primary product of a newly established business;

Ownership Transfer Mode: Where the College and the principal researcher can assign or sell ownership of (copy rights) to an existing organization.

Researchers are obliged to disclose the Research Directorate any research that has high potential for commercialization as soon as the results of the research became evident.

When a business partner is involved with a particular research project from the beginning, the intellectual property rights shall be outlined and agreed upon in prior collaborative research agreement endorsed by the President of the College and as per the prevalent policies of the College.

Commercialization of research projects outcomes shall be governed by the prevailing UAE intellectual property regulations.

If a particular research project outcome is of commercial or applied nature, the final decision regarding the process of commercialization of such project must be negotiated and documented in writing between CUCA and the principal researcher.

All research outcome commercialization agreements must be approved by the President before they come into effect.

*Approved: Board of Trustees, Nov 2014*

*Revised: Board of Trustees, Nov 2018*

### 3.1.18 Student Involvement in Research Policy

Policy Title	Students Involvement in Research Policy					
Policy Type	New		Revised	X	Discontinued	
Policy Number	RS04CPO-1					
Responsible	Director of Research					

#### 3.1.18.1 Purpose

This policy intends to set general guidelines for students' research. It complements other existing academic policies and regulations and it should NOT be read in isolation of those policies and regulations. The primary aim of this policy is to ensure that students' research is following the norms and standards of research adopted in their respective academic areas.

#### 3.1.18.2 Scope

This policy applies to all CUCA students; graduate and undergraduate.

#### 3.1.18.3 Policy Statement

Students' research is of paramount importance and it is an integral part of the research activities of CUCA. The College highly supports and encourages students' research. Students may be involved in research through graduate research projects, independent studies, or their own course-related research projects. Participation in research provides students with the opportunity to critically apply classroom knowledge to real world community-based problems. Students learn how to conduct, disseminate, and use research techniques to examine social, economic, and technological problems and propose new practices or policy agenda. The College's "Thesis Writing Manual" complement this policy and both documents should be implemented together.

#### 3.1.18.4 Obligations of Students as Researchers

It is CUCA's expectation that all students will carry out their research and other academic activities with the highest standards of professionalism and integrity. Specifically, the following are expected as a common practice in students' research activities:

- The primary responsibility for the selection and conduct of research shall rest with the student researcher and to this end he or she shall:
- Maintain the highest standards of honesty, integrity and ethical behavior in all research.

- Familiarize him/herself with all policies and procedures pertaining to conducting research within CUCA or other affiliated institutions and share and disseminate the same with other involved researchers.
- To misrepresent his or her academic, professional or employment credentials or experience.
- Obtain necessary approvals including, but not limited to, research ethics, protocol and standard operating procedure approvals, before engaging in a research activity for which prior approval is necessary.

Research students are encouraged to design, develop, and implement research plans in their respective areas of expertise consistent with the research strategy of CUCA.

All research students are expected to abide by and follow standard research techniques and rigor used in their respective academic areas and particularly during the processes of collecting and analyzing data and during the final stage of reporting findings.

Research students' are guided by the academic regulations governing their respective academic programs.

Research students are encouraged to use their course-related research projects as steps forward to publish revised versions of those projects in scientific journals.

Students of CUCA are required to mention their affiliation to the College in all works that is being published during their enrollment period with the college.

Students are not allowed to submit the same research project to satisfy academic requirements of more than one course or program.

A researcher shall not acknowledge contribution of other persons to a specific research project unless the person/s had made substantial contribution to the research project.

Researchers are obliged to report any observations or incidents of research misconduct as defined and specified in the College's Research Support Policy.

If a graduate program requires completion of a thesis as part of the academic requirements of the program award, students shall provide the Research Directorate with a soft copy of their final research project reports for archival purposes in the Research Directorate repository.

Reported incidents of students' research misconduct shall be dealt with according to the general academic policies of the College and by the appropriate committees or panels.

#### Financial Support for Students' Research

The College shall also acknowledge the eligibility of all its students for financial support within the limit of its resources and its priorities for funding research projects.

Financial support for students' research shall be governed by the terms of the "Research Support" and the "Research Funds" policies of the College.

**3.1.19 Student Involvement in research procedures**

<b>Procedure Title</b>	Student Involvement in Research Procedures
<b>Procedure Type</b>	New <input type="checkbox"/> Revised <input type="checkbox"/> Discontinued <input type="checkbox"/>
<b>Policy Reference</b>	RS04CPO-1
<b>Procedure Reference</b>	
<b>Responsible</b>	Director of Research

**3.1.19.1 Purpose**

The primary aim of this procedure is to ensure that students' research is following the norms and standards of research adopted in their respective academic areas.

**3.1.19.2 Scope**

This procedure applies to all CUCA students; graduate and undergraduate.

**3.1.19.3 Principles of Students Involvement in Research**

It is CUCA's expectation that all students will carry out their research and other academic activities with the highest standards of professionalism and integrity.

The primary responsibility for the selection and conduct of research shall rest with the student researcher and to this end he/she shall:

- Maintain the highest standards of honesty, integrity, and ethical behavior in all research.
- Familiarize him/herself with all policies and procedures pertaining to conducting research within CUCA or other affiliated institutions and share and disseminate the same with other involved researchers.
- Not to misrepresent his/her academic, professional or employment credentials or experience.

**3.1.19.4 Procedure Guidelines**

Research students in collaboration with their supervisors must ensure to design, develop, and implement research proposals in their respective areas of expertise that are consistent with the research strategy of CUCA.

Student Research proposals shall be submitted to RIRB for evaluation and approval.

Research students must obtain necessary approvals from RIRB, including but not limited to, research ethics, protocol and standard operating procedure approvals, before engaging in a research activity for which prior approval is necessary.

Research projects that start before obtaining the Ethics Clearance and other approvals may be stopped and rejected by the RIRB without further review.

If the RIRB decides to reject or modify the research proposal, the research student may submit a revised version of the proposal. The Decision of the RIRB regarding the second submission of the proposal shall be final.

All research students are expected to abide by and follow standard research techniques and rigor used in their respective academic areas and particularly during the processes of collecting and analyzing data and during the final stage of reporting findings.

Research students are guided by the academic regulations governing their respective academic programs.

Research students are encouraged to use their course-related research projects as a step forward to publish revised versions of those projects in scientific journals.

Students of CUCA are required to mention their affiliation to the College in all works that is being published during their enrollment period with the college.

Students are not allowed to submit the same research project to satisfy academic requirements of more than one course or program.

A researcher shall not acknowledge contribution of other persons to a specific research project unless the person/s had made substantial contribution to the research project. The RIRB can request a detailed report of the researcher's contribution for review.

Researchers are obliged to report any observations or incidents of research misconduct as defined and specified in the College's Research Support Policy (RS04APO-3).

Reported incidents of students' research misconduct shall be dealt with according to the general academic policies of the College and by the appropriate committees or panels.

If the RIRB considers that research is being conducted in non-accordance with the granted approvals, it may consider withdrawal of the approval and request suspension of the research.

For graduate programs requiring completion of a thesis as part of the academic requirements of the program award, students shall provide the Research Directorate with a soft and hard copy of their final research project for archival purposes.

For graduate research degree students: Thesis supervisors are expected to guide their students through the entire process.

For undergraduate research students: Research supervisors are expected to guide their students through the entire process.

*Approved: Board of Trustees, Nov 2014*



*Revised: Board of Trustees, Nov 2018*  
*Approved: Board of Trustees, May 2021*

#### **4. Section Four: Research-Related Forms**

This section of the Research Handbook contains the forms necessary for operationalizing the research activities. Faculty members and researchers are urged to make use of these forms to ease the administrative and procedural side of the research activities. Soft copies of these forms are available at the Research Directorate. Please feel free to contact the Directorate if you need the same.

Appendix (3-A)

Request for Research Ethics Clearance Form

**I. Principal Researcher Details**

Research Proposal Title	
Name of Principal Researcher (PR)	
Rank/ Position of the PR	
Department	
e-mail of PR	

**2. Research Project Related Details**

2.1 Briefly (not more than 60 words), explain the nature of the proposed research project.

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2.2 Does this Research project involve human beings or animals as participants or subjects of the research?

Yes

No

2.3 If Yes, please state the nature and level of involvement.

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2.4 Does this project represent risk or harm to the participants or subjects?

Yes

No

2.5 If Yes, please indicate the level of risk as per the following categorization (tick the appropriate box):

---

No Risk    Minimal Risk    Moderate Risk    High Risk

**3.                      Decision of RIRB**

- The research project described above conforms to the terms of the Research Ethics Policy and therefore was given clearance to “go ahead” with the project.
- The research project described above partially conforms to the terms of the Research Ethics Policy and therefore the principal researcher was advised to modify the research to adhere to the research Ethics Policy.
- The research project described above does not conform to the terms of the Research Ethics Policy. The RIRB exercises its discretion to refuse granting the clearance for the proposed project.

Signature: \_\_\_\_\_  
Chairperson, RIRB

Date: \_\_\_\_\_

Appendix (3-B)

Application Form for Research Fund \*

**1. Research Project Proposal Summary**

Proposed Project Title		
Principal Researcher (PR)	Name	
	Title	
	Dept./Unit	
	Tel	
	Email	

Co-Researchers - including those from other institutions – if any:			
Name	University/ Institution	Designation	Email

**2. Description of the Research Project**

Please provide a brief description of the research project under the headings mentioned below.

2.1 Abstract - Provide a concise summary of the proposed research (max. 250 words).
2.2 Statement of the research problem(s) and research questions (Maximum 300 words)

2.3 Literature review – A concise review of scholarly research information relating to your research topic (maximum 500 words)
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2.4 Research design – Methods to be used in your research process (sampling plan, data collection and analysis). (maximum 400 words)

2.5 Practical implications of the research – anticipated outcomes including potential problem solutions, or contribution to knowledge or understanding of issues (maximum 400 words)

2.6 Research schedule – what are the major milestones of your research (Please provide dates and deliverables expected)

**3. Budget**

Please provide the budget required for your research proposal and justify the rationale for the required budget.

**4. Facilities and Equipment**

Are you requesting any facilities or special equipment? If so, please describe them below.

**5. Ethical Clearance**

If this proposed research project involves human or animal subjects, please indicate whether the project got the approval of the Research Sub-Ethics Committee.

**6. National Priorities**

Please describe briefly how the research proposal contributes to the UAE national development agenda.

\* Please submit completed form to the Office of the Research Directorate.

Signature: Principal Researcher

Date: \_\_\_\_\_

\_\_\_\_\_

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Appendix (3-C)  
Thesis Declaration Form

I, \_\_\_\_\_ certify here that the contents of this thesis; which is being submitted in a partial fulfillment of the award of the degree of Master of \_\_\_\_\_ ; is entirely my own work and has not been submitted for any academic assessment other than the one mentioned above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix (3-D)  
Thesis Assessment Form

Student's Name		ID	
Department			
Thesis Title			
Assessment Component	Max. Mark	Allocated Mark	
Research Problem and Objectives	5		
Relevance of Research Background	15		
Rigor and Depth of Literature Review	20		
Research Design and Methods	15		
Data Collection and Analysis	15		
Results	15		
Conclusions/ Recommendations	5		
Presentation and Organization (Including citation Style)	10		
<b>Total</b>	<b>100.0</b>		

Name: \_\_\_\_\_

(Member of the Thesis Evaluation Committee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix (3-E)

Sample Title Page

(Thesis Title)

A thesis submitted in partial fulfillment of the requirements  
for the degree of Master of \_\_\_\_\_

By

(Name of candidate)



2020

City University College, Ajman

Appendix (3-F)  
Thesis Approval Form

The thesis titled \_\_\_\_\_ [full title of the thesis];  
prepared by \_\_\_\_\_ [Student name] in partial fulfillment of the  
requirements for the degree of Master of \_\_\_\_\_ [name  
of award] at the Department of \_\_\_\_\_; was approved by  
the following evaluation committee members:

Name: \_\_\_\_\_

(Chair, Thesis Evaluation Committee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_

(Thesis Evaluation Committee Member)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_

(Thesis Evaluation Committee Member)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_

(Head of Department [Department name])

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix (3-G)

Student and Supervisor Roles and Responsibilities for Thesis Work The following are the roles and responsibilities of the student and the supervisor to complete a thesis work at CUCA.

- b. The supervisor agrees to support and guide the advisee during the process of preparing and submitting the thesis project titled \_\_\_\_\_ in the Spring semester (2020) and the subsequent semester.
- c. Both the supervisor and the advisee will follow the rules and regulations governing thesis preparation and submission.
- d. The Supervisor will schedule regular meetings (or other monitoring mechanisms) with the advisee to support and ensure progress toward completion of the proposed thesis project.
- e. The advisee undertakes to consider all advises and feedback given to him/her by the supervisor and demonstrates how the feedback is incorporated in the next version of the required work.
- f. The advisee undertakes not to put pressure on the supervisor by submitting required works beyond deadlines or in the last minute of the deadline.
- g. The advisee shall adopt the \_\_\_\_\_ citation style manual throughout the thesis preparation.

Student Name: _____  Signature: _____ Date: _____	ID: _____ Phone: e-mail: _____
Supervisor Name: _____  Signature: _____ Date: _____	Phone: _____ e-mail: _____
HoD Name: _____  Signature: _____ Date: _____	Phone: _____ e-mail: _____

Appendix (3-H)  
Permission to Start Writing the Thesis

I. General Information: (To be fill by the student)

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Total Credit Hours Required for the Award: \_\_\_\_\_ Student GPA: \_\_\_\_

Credit Hours Completed by the Student: \_\_\_\_\_

Do you have a research topic in mind?      Yes       No

If yes, please give the proposed title or research area.

\_\_\_\_\_  
\_\_\_\_\_

Have you consulted with a potential supervisor?    Yes     No     If yes,  
please give the name of the potential  
supervisor.

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

II. HoD Permission: (To be fill by the HoD)

The above mentioned student is:

Permitted       Not permitted

To start preparing for writing a thesis as a requirement of his/ her program of study.

(If the student is not permitted, please state briefly why permission is refused).

\_\_\_\_\_  
\_\_\_\_\_

—

HoD Name:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix (3-l) Thesis  
Meeting Log

Student Name:				ID:	
Program of Study:				Date thesis writing permission given:	
Thesis Title:					
Supervisor Name:					
Date	Time	Concern/ topic discussed	Feedback Given	Initials	
				Student	Supervisor

Appendix (3-J)  
Application Form  
Outstanding Research and Scholarly Activities Award

<b>Please complete the following information:</b>
Name:
Faculty Rank:
Department:
Head of Department:

<b>Please complete the following information for publications:</b>
Research Titles: 1- 2- 3-
Area of Publications: 1- 2- 3-
Publishers: 1- 2- 3-
Research Links: 1- 2- 3-

<b>Please complete the following information for scholarly activities:</b>
Scholarly Activities Titles: 1- 2-
Type of Scholarly Activities: 1- 2-
Area of Scholarly Activities: 1-

2-
Explanation of Scholarly Activities: 1- 2-

<b>Please complete the following information for research and scholarly in-class activities:</b>
Research and Scholarly Activities Titles: 1- 2-
Codes and Names of Courses: 1- 2-
Explain how you have integrated Research and Scholarly Activities into your teaching and learning process: 1- 2-

**Kindly provide the following documents with your application:**

- A copy of your published research and explanation of scholarly activities.
- Evidence of integration of research into teaching and learning.

Application Form and Supporting Documents must be submitted as a single PDF document.

Recognition is for the Research and Scholarly Activities that have been affiliated with CUCA, and should not include the faculty member's research over his/her career.

Signature of Faculty Member:

Date:

HOD Statement and Decision:
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HOD Signature:

Date:

Please submit completed form to the Office of the Research Directorate.