

## DAU 3-22 Research Project Policy

Policy Code	Policy Name		
DAU 3-22	Research Project Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Standing Committee for Postgraduate Studies -Scientific Council -General Directorate of Scientific Research and Innovation - Research Support Unit -Scientific Research & Innovation Committee at the college and department levels	10/2023	10/2027	

### 1. Policy Purpose

This policy sets the general principles which govern the conduct of a research project undertaken by a postgraduate student at DAU and determines the process and the criteria for monitoring and evaluating a research project to ensure that academic standards, integrity, fairness are in place. The policy also defines clear responsibilities of the students and academic supervisors who are engaged in a research project.

### 2. Policy Scope

This policy is applied to all research projects conducted by a postgraduate student as a requirement of completion of his/her master's degree at DAU. This policy is applied to all postgraduate students at DAU and all DAU's academic staff who are responsible for supervising and examining research projects.

### 3. Policy Statement

A research project is an in-depth study of an issue or topic relevant to the field in which a student is studying. It may be in the form of a small-scale research study, a detailed report, or a case study. Any research project associated with DAU's must have high academic standards and should be in accordance with the rules and requirements of the Ministry of Education. University arrangements should be in place to embed principles, procedures, and guidelines that regulate research projects and support students and staff in adhering to them.

#### General Principles of Research Projects

- All teaching staff and students who are engaged in a research project are responsible for their own awareness and compliance with this policy.
- A research project course should be equivalent to a minimum of 3 Credit hours as specified in the program specification.
- The duration for a research project course is set out in the course syllabus and specification; this includes the requirements to ensure that projects are achievable within the relevant expected course duration.
- All research projects conducted under DAU's auspices should comply with the relevant ethical procedures set out by DAU's Research Ethics Policy.
- Students are permitted to register for the course only when all the prerequisites for this course have been met as specified in their study plan.
- Research projects should be planned and conducted so that students under faculty supervision are involved as much as possible in the process.
- Students and teaching staff should be provided with a research project handbook that lists all information regarding research projects, including rules, regulations, structure and components, supervision log, evaluation rubric, and requirements for final submission.
- All research project assessment components should comply with DAU's assessment policy.

- A supervisor should not be appointed or continue to supervise a student if there is a reasonable possibility that doing so would result in a real or perceived conflict of interest that would in any way impact that student's progress. A supervisor cannot be a relative or have a personal relationship with the student.
- Both the supervisor and the examiner/s should have theoretical and methodological expertise relevant to the student's research project.
- According to DAU's Student Appeal Policy, students may submit a complaint or grievance in relation to the application of this policy.

### The role of the Research Supervisor

- Provide guidance to the supervised student in preparing a project proposal and outline.
- Support the student's research project by meeting with him/her at least once a week.
- Research topics must be relevant to the course, have a reasonable timeframe, be appropriately resourced, and comply with all relevant policies and processes.
- Mentor the student on research-related matters.
- Notify the student and the Scientific Council if a student is not making satisfactory progress and/or needs additional support.
- A student's work should be assessed continuously throughout the period of supervision, including advice on presentation and style.
- Provide summative and formative feedback to students.

### Student Responsibilities

- To be familiar with all the rules, policies, and regulations that govern a research project.
- Attend regular meetings with his/her supervisor.
- Submit a project proposal including an abstract, literature review, gap identification, objectives, and research methodology as early as possible.
- Submit the final report by the deadline.
- Submit the final project report in accordance with the program requirements specified in the course syllabus and research project handbook.
- Submit sections of the report as the student progresses with the research project, so that the supervisor can monitor progress and ensure writing is proceeding smoothly.
- Be aware of the DAU's policy regarding student conduct and academic misconduct.
- Present the research project orally and defend it verbally.
- Submit the research project report through the LMS, which will be subject to plagiarism checks.

## 4. Policy Procedure

### Monitoring Procedures of Research Projects

- Research projects at DAU are monitored and reviewed through regular supervisory meetings and periodic progress reports.
- Student should submit a monthly progress report to his/her supervisor.
- Student should submit a project action plan at the beginning of the semester so that his/her progress can be assessed against the project's action plan.
- The supervisor should develop a project supervision log to outline the dates of supervisory meetings to follow-up the progress of the student's project.
- The Scientific Research & Innovation Committee and the Quality Assurance Unit should retain copies of students' project action plans and regularly audit supervision logs to ensure projects' follow-up is in order and on time.
- The Quality Assurance Unit should produce a monthly audit report and submit it to the Standing Committee of Postgraduate Studies.

## Research project evaluation procedures and panel formation

- The Scientific Council forms an examination panel for evaluating the student's final report.
- The examination panel should include at least three members, including the project supervisor and members of the program faculty. College Council Chairman nominates faculty members based on their previous experience as supervisors or examiners at the master's level and good academic standing.
- One month before the exam date, the panel should be formed.
- Three weeks before the exam date, the panel members should receive the student's submission.
- Research project students must present their research findings for examination at a time determined by the Director of the program after consulting with the examination panel.
- The panel members should independently evaluate the final report using the grading rubric, which is outlined in the research project handbook.
- The student demonstrates a professional level of familiarity with, and critical appraisal of the relevant literature as follows:
  - The subject is adequately explored.
  - The research techniques and methods are appropriate, justified, and applied.
  - The results are adequately outlined and interpreted.
  - The conclusions and implications are developed appropriately and clearly according to the nature and content of the research framework.
  - The research questions are examined and investigated in accordance with academic standards.
  - High-quality presentation of the project.
- The panel members shall share their scorings, discuss their views, and arrive at a grading consensus that is outlined and signed by the panel members in the project final exam report.
- Research project examiners must award a numeric mark in accordance with the grading scale specified in the course syllabus and research project handbook. The examiner may ask a student to:
  - Revise or explain any section of the final report.
  - Respond to inquiries about the undertaking in writing.
  - If the work doesn't meet the examination criteria, re-present it or re-document it.
- Two valid examiners' reports must be received before the result can be confirmed.
- An external examiner reviews and moderates all assessments for a research project course. If the external examiner raises any concerns, the program research committee will be responsible for handling them.
- The program research committee should produce a final report on the fairness, objectivity, and credibility of the graduation project evaluations, then submit it to the Graduate Council Chairman, who escalates it to the postgraduate council for approval, which submits it to the College's Council afterwards

## Student Appeal and Grievance

In accordance with DAU 5-9 Student Complaints/Appeals policy, students may submit complaints or grievances about the results of the research project evaluation.

## 5. Related Policies/ Documents/ Forms

DAU 3-2 Academic Progress Policy  
 DAU 3-4 Program Specification Policy  
 DAU 3-7 Grading and Assessment Policy  
 DAU 5-1 Postgraduate Admission Policy  
 DAU 5-9 Student Complaints/Appeals policy  
 DAU 10-3 DAU's Research Ethics

## 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy