



Mazoon College

Category 3: Research Policies (RP)

History: () New (√) Revised

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Index

RP001 - Research Management Policy

RP002 - Research Component of Coursework Program Policy

RP003 - Research Ethics Policy

RP004 - Intellectual Property Policy



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1. Research Management Policy (RP001)

History

Version	Effective Date	Amended	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	June 2019	No	Sep 2024	PMC	College Council	Research Center	Staff and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Research Center	Staff and Students

1.1. Introduction

Research policy at Mazoon College (MC) is a supportive document which provides guidance on how staff (academic and non-academic) and students engage in or conduct research activities.

1.2. Policy Statement

The goal of the research policy at Mazoon College is to foster a culture of inquisitiveness, creativity, critical thinking, and research-oriented learning and activities. The policy emphasizes promoting scholarly research that advances knowledge, addresses societal challenges, and contributes to regional and national development. The College encourages academic staff and students to actively engage in effective, ethical, and collaborative research that has a meaningful impact on society. The policy provides support for research funding, upholds academic integrity, promotes interdisciplinary collaboration, and facilitates knowledge sharing.

1.3. Procedures

- Research Plan

A research plan incorporates input from the departmental level, with active participation from faculty members and students to outline the intended research outputs of individuals or groups. Faculty members guide students in research activities, fostering their analytical and problem-solving skills. Research priorities and annual research targets are established in alignment with the



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departmental operational plan, ensuring opportunities for students to contribute to meaningful projects and gain hands-on research experience.

- **Research Center Operational Plan**

An operation plan for every year is prepared by the Research Center, which addresses the targets and deliverables for an academic year aligned with strategic plan of the college.

Set research priorities accordingly.

- **Archiving**

Research Center will archive the agreements, funding details, ethical approvals and statistics of research output.

- **Ethics and Research Integrity**

Ensure compliance with legal and ethical requirements, and evaluate issues related to plagiarism, data falsification, and conflicts of interest.

- **Finance and Allocation of Resources.**

Allocate research budget. Establishing procedures for obtaining financing for research both internally and externally ensuring transparency and financial accountability

- **Building Capacity**

Provide training and workshops to staff and students to enhance their research skill and knowledge. Improving abilities in grant management, proposal writing, and research methodology creating chances for researchers in their early careers.

- **Cooperation and Partnerships**

Encourage cross-institutional, inter and multidisciplinary research collaborations by building partnership with other HEIs, business, government organizations, both public and private bodies.



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- **Research Support**

Provide continuous and ongoing support and guidance to staff and students for publications and participations in research activities. Foster the college research culture by encouraging the researcher to share their research output and knowledge through workshops and seminars.

- **Dissemination of knowledge**

Provide support for conference participations and publication activities, community outreach initiatives for the benefit of society at larger scale.

1.4. Implementation

The implementation starts with focusing on a set of key strategic objectives related to research mentioned in college strategic plan.

1.4.1. Role and Responsibilities

The research activities in MC are managed and coordinated by the Research Centre, comprised of a head and research committee representatives from each department under the direct supervision of the Dean.

Research Center

- Create guidelines for proposal submission, review processes, and funding allocation to ensure transparency and fairness. Include provisions for ethical considerations, such as research involving human subjects' and intellectual property rights.
- Implement mechanisms for monitoring and evaluating research outcomes, promoting accountability and quality assurance.
- Regularly review and update the policy to adapt to emerging research trends, technological advancements, institutional and community needs.
- Communicate the policy effectively to the college community, fostering awareness and engagement among faculty, students, and staff.



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Researchers

- Follow research managements plan or any research related activities including conducting a research study. Uphold academic honesty and adhere to research ethics and Intellectual Property Policy.

Research Committee

- The College Research Committee is responsible for overseeing and ensuring the effective planning, implementation, and monitoring of all research activities within the College.
- Promote a robust research culture, maintain compliance with academic standards, and support the strategic research goals of the institution.
- Verify and approve the ethical forms and research proposal submitted by the students and staff on their research.

Dean

- Establish a research committee comprising faculty members from diverse disciplines and administrative representatives to oversee policy implementation.
- Monitor the overall functioning of RC and approve funding requests and claims.

1.5. Monitoring and Review

This policy will be reviewed based on new issues which are not addressed by this policy, or a combination of the following methods (at least):

- Impact study.
- User survey.
- Document analysis.
- Benchmarking exercises.

1.6. Forms and Templates

- Application for Research fund
- Load reduction application form
- Research Data collection form



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2. Research Component of Coursework Program Policy (RP002)

History

Version	Effective Date	Amended	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	May 2019	No	Sep 2024	PMC	College Council	Research Center	Staff and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Research Center	Staff and Students

2.1. Introduction

Research is a significant component of coursework that plays a crucial role in a student's academic journey by bridging theoretical knowledge with practical, real-world scenarios. By undertaking a research study, students develop curiosity, analytical skills, and the ability to learn independently. This process enables them to achieve course outcomes and, ultimately, the program's outcome. The involvement of students in research fosters independent learning and hones essential research skills, which are vital for attaining the graduate attributes of Mazoon College.

Related Policies

- Academic Integrity Policy
- Research Ethics Policy

2.2. Policy Statement

This policy aims to provide a comprehensive learning support to attaining the research work embodied experience in their coursework. This policy urges a commitment to ensure that the highest levels of academic integrity are maintained for research, and it complies with the procedures prescribed by Mazoon College. The research component of a program should:

- Support the learning for achievement of the learning outcomes of the course and/or program
- Align complexity of the learning within the program (as per the Oman Qualifications Framework)



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- Contribute to the achievement of the graduate attributes of Mazoon College.

2.3. Procedures

2.3.1. Assigning supervisors

Departments will assign one academic staff member as a supervisor to each of the capstone/undergraduate research and graduate projects. For the research-based assignments, course teachers will supervise and assess the students.

2.3.2. Training students

Assist students in developing research skills through the research component of coursework. For capstone /undergraduate research, projects multiple training session are possible for completing different milestones of the project.

2.3.3. Research ethical clearance

The student, under the guidance of the supervisor, must apply for an ethical clearance form from the Research Committee of Mazoon College prior to the commencement of the research, using the template provided in the Research Ethics Policy.

2.3.4. Declaration of originality

Students must acknowledge the originality when submitting their final draft of their research to their supervisor.

2.3.5. Assessment of research projects

The academic department will maintain a practice of rigorous, fair, and reliable assessment of projects. They will provide a mechanism and procedure in project guidelines to assess the projects through project submission reports and viva.

2.3.6. Internal and External Examiners

The department will assign the examiners as per the undergraduate and postgraduate research projects guidelines.



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2.3.7. Record of research project outcomes

The assessment outcome for the research project applies to grades allocation to students. The award report must be approved as a result sheet like other courses.

2.3.8. Archiving

A copy of the final version of the research project report should be archived in the College Library for the purposes of students' reference.

2.4. Implementation

To ensure the effective implementation of this research policy, Mazoon College will adopt the following measures:

- Components of the coursework are incorporated into the curriculum across all the majors in relevant courses. Ensure that these components are designed to align with the specific learning outcomes of each course and program. Aligning the research components of coursework appropriate to the level of study as outlined by the Oman Qualifications Framework.
- Equip students with necessary skills by ensuring the students have sufficient access to resources, including academic journals, databases, software tools, and laboratory facilities.
- Regularly monitor student progress in their capstone project through feedback. Develop clear assessment criteria for research projects that are aligned with the learning outcomes and cognitive complexity required by the program. Ensure that all research conducted by students adheres to the ethical standards.
- Create guidelines for proposal, review processes, and submission. Include provisions for ethical considerations, such as human subjects' research and intellectual property rights.

2.4.1. Role and Responsibilities

Project Supervisors

- Mentor the students for completing projects.
- Maintain regular meetings with students to provide them feedback.
- Provide constructive feedback to students on their research.



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Students

- Follow the research project guidelines and syllabus.
- Uphold academic honesty and adhere to research ethics and Intellectual Property Policy.

Heads of the academic Departments

- Nominate internal and external examiners for undergraduate and postgraduate research projects according to the guidelines.
- Ensure that the process goes with policy lines and follow due procedure.
- Review and verify results.
- Arrange the external moderator for the post moderation of research projects samples.

Research Centre

- The College Research Center shall be responsible for the overall functioning of research activities within the College.

Dean

- Review and approve funding requests and claims related to research and project activities.

2.5. Monitoring and Review

This policy will be reviewed five-yearly cycle. Based on either of the following factor a prior change is also applicable.

- Change in guidelines by the MOHERI, OAAAQA, or OQF.
- Change in curriculum
- Faculty input to improve the process with reference to the best practices.

2.6. Forms and Templates

- Research Ethics Clearance Request Form



3. Research Ethics Policy (RP003)

History

Version	Effective Date	Amended	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	Feb 2019	No	Sep 2024	PMC	College Council	Research Center	Staff and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Research Center	Staff and Students

3.1. Introduction

The Research Ethics Policy at Mazoon College (MC) is to reflect the general guidelines that reinforce the college's research ethical standards. Research ethics is an important concern of academia to maintain the integrity of ethical conduct for research work of staff (academic or nonacademic) and students. The purpose of the policy is to ensure that research is conducted with responsibility, transparency, and in compliance with ethical guidelines, regulations, and professional standards.

3.2. Policy Statement

Mazoon College is committed to establishing and promoting the ethical practice in the conduct of research activities by staff (academic or non-academic) and students. It is also concerned with the following principles:

- Confidentiality and data protection
- Fairness, transparency, and accountability
- Compliance with laws and regulations
- Fair and unbiased reporting



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- To confirm that participants involved in research or experimentation shall remain anonymous to others, they participate by free will.
- To ensure that researchers design their experiments to avoid conscious or unconscious bias.
- To confirm that researchers use fair subject selection; that is, they should be fair in both recruiting and deciding which participants can be in the research.

3.3. Procedures

Academic, non-academic staff, and students should ensure that they show a due concern to the ethical code of conduct when they make their research proposal/project.

- Ethical approval form to be submitted to research center prior to commence a research.
- Any research involving human participants or data collected through primary or secondary sources will go through ethical reviews by the research committee of the college.
- Upon approval from the research center, the researcher is able to commence the research.
- In case there appears an issue of ethical misconduct, the research center reports the case to the Dean and the Dean will establish an Ad Hoc committee to investigate and recommending disciplinary action.
- Recommended disciplinary actions shall be submitted to the dean to endorse disciplinary actions to be taken.
- The penalized researcher has the right to appeal to the college dean within the 10 working days against the decisions of the Ad Hoc committee.

3.4. Implementation

3.4.1. Role & Responsibilities

Researcher

- Adhere to ethical principles when planning, conducting, and reporting their research.
- Ensure confidentiality, and informed consent.
- Maintain high standards of honesty, accuracy, and reliability in their research activities.
- Avoid plagiarism, falsification of data, and other unethical behaviors that undermine research integrity.



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Research Centre

- Provide necessary resources and support to researchers.
- Approve the ethical clearance request of research activities
- Maintain the record of research activities.
- Maintain a record of submission of declaration of ethical conduct of research reports.

Research Committee

- Review all research involving human participants or data collected through primary or secondary sources.
- Ensures compliance with ethical standards before research commences.

3.5. Monitoring and review

A review of the Research Ethics Policy and Procedures will be conducted after five years. Policy amendments can be made in the case that regulations require them to reflect current ethical standards and regulatory changes.

The research center will provide researchers with updated procedures and communicate any updates.

3.6. Forms and Templates

None



4. Intellectual Property Policy (RP004)

History

Version	Effective Date	Amended Date	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	Feb 2019	Yes Dec 2020	Sep 2024	PMC	College Council	Research Center	Staff and Students
V.2	Sep 2024	-	Sep 2029	PMC	BoT	Research Center	Staff and Students

4.1. Introduction

This document establishes the Mazoon College (MC) structure of Intellectual Property (IP) Policy, it includes the ownership and management of MC Intellectual Property. The term “Intellectual property rights” refers to the protection of copyrights, patents, and trademarks as stipulated in the Omani law. The staff (academic or non-academic) and students of MC should comply with the IP policy.

4.2. Policy Statement

Mazoon College is committed to foster scholarly research that contributes to the creation of knowledge and supports academic advancement and innovation. The college support development and dissemination of intellectual property through appropriate resources, administrative assistance and rewards.

The following principles guide the Intellectual Property (IP) policy at Mazoon College (MC):

- The IP policy includes patents, copyrights, and trademarks, protecting works such as books, articles, computer software, syllabi, and lecture notes under copyright law.



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- MC holds ownership of IP when the creator is a staff member (academic or non-academic) or a student, provided the innovation is related to the college's programs.
- Both MC and researchers share ownership of discoveries or inventions resulting from research funded by MC.
- IP developed by staff or students from government-funded research through MC is considered institutional work, with creators' rights protected through formal agreements.
- The college recognizes the originator's right to be acknowledged as the creator of IP.
- MC respects the authors' right to retain ownership of IP, such as textbooks or artistic works, generated from their research.

4.3. Procedures

- All IP must be used with the college's consent and proper acknowledgment.
- Consent is required from MC before disclosing any confidential information.
- Creators may commercialize their IP with MC's consent, and the same applies to the college's IP.
- Revenue generated from researchers' IP is shared according to the terms of the governing agreement.
- A written contract is required between Mazoon College or a sponsor and the creator(s) of IP. This agreement outlines the terms of ownership, management, and potential commercialization of the IP.
- Use of IP protected property requires explicit consent from Mazoon College and proper acknowledgement of the college's ownership.
- IP can be commercialized with the consent of Mazoon College and in accordance with agreed terms. Proceeds from commercialization are shared as per the agreement between the college and the creators.
- Revenue from IP after realizing all direct costs incurred by the institution in the process of managing and commercializing the IP (e.g., patent filing fees, legal expenses) will be distributed as follows.
- 70% of net revenue belongs to the creator(s). In case of multiple creators, distribution will take place according to a pre-agreed percentage, as in an agreement between creators on their relative contributions.



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- 30% of net revenue will be retained by Mazoon College to support research, innovation, and IP management activities.

4.4. Implementation

The implementation of this IP policy is intended for the creation of new knowledge and ideas by staff (academic or non-academic) and students.

4.4.1. Role & Responsibilities

Staff (academic and non-academic)

- Responsible for ensuring that any IP created within the scope of their employment or educational program at Mazoon College complies with the IP Policy.
- Must adhere to confidentiality agreements regarding any confidential information received from the college.
- Responsible for disclosing potential IP to Mazoon College and entering into agreements regarding ownership, management, and potential commercialization.

Students

- Responsible for complying with the IP Policy when creating IP as part of their coursework, research projects, or other academic activities.
- Adhere the confidentiality agreements and acknowledge Mazoon College's ownership.
- Require to disclose potential IP to Mazoon College and entering into agreements regarding ownership, management, and potential commercialization.

Research Center

- Responsible for overseeing the implementation of the IP Policy across Mazoon College.
- Ensure that faculty and students are aware of and compliant with national laws and college regulations related to IP.

Dean

- Responsible for providing resources, administrative support, and rewards to facilitate the development and dissemination of IP.



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- Ensures that all IP-related activities align with the college's mission and goals, fostering a supportive environment for innovation and knowledge creation.

4.5. Monitoring and Review

The responsibility of monitoring and review of this Policy shall be that of the research center of MC and it shall be reviewed on the basis of new needs in order to include any further clarifications or modification.

4.6. Forms and Templates

- Research Ethics Clearance Request Form (Research Ethics Policy)
- Application for Research Fund (Research Management Policy)
- Load Reduction Application Form (Research Management Policy - TRC Projects)
- Research-Teaching Nexus Form (IP Policy)
- Research Data Collection Form (Research Management Policy)
- Intellectual Property Declaration (IP Policy)