



ELADA
INSTITUTE

RESEARCH POLICY
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1. BACKGROUND

As a Higher Education Institution, Elada Institute is committed to carry out and disseminate the results of research. This commitment to contributing to research is subject to fundamental academic principles of respecting the freedom of thought and the diversity of scholarly endeavours across disciplinary fields of study.

2. PURPOSE

The Research Policy has been developed to clearly set out the framework within which all research at Elada Institute must be undertaken. This Policy applies to all persons employed by Elada Institute and to any person undertaking research involving Elada Institute staff and/or other resources. All collaborative research projects in which Elada Institute is involved must also comply with this Policy.

In line with the basic tenets of academic research practices, scholarly research conducted at Elada Institute is free, provided compliance with the principles of research ethics as described above and keeping with the mission and interests of Elada Institute. Academic staff members at Elada Institute (permanent and Adjunct Faculty) are therefore encouraged to conduct scholarly research in any field of interest to them and to seek funding for this research in any way they deem appropriate.

Following the mission, vision and core values of Elada Institute, the academic development process for both faculty members and students is encouraged and supported. While emphasising the paramount role of research activities as part of the developmental process of academic staff, the emphasis on students participating in appropriate research activities shall be considered as a complementary aspect of research. Students' participation in research shall go together with the development of faculty teaching and research skills in the respective postgraduate courses. The latter offers a platform for academic development based on educational inter-disciplinarity.

3. ORGANISATIONAL SCOPE / APPLICATION

The Policy applies to all accredited and registered programmes offered by Elada Institute, including its Short Learning Programmes. It applies to all employees, partners and staff contracted to provide, promote and maintain the high standards expected of teaching, learning and assessment. The Quality Assurance Manual forms part of Elada Institute's quality framework, and this policy should also be read in conjunction with all relevant policies, including the following:

- Teaching and Learning Policy

- Intellectual Property Policy
- Library Policy
- Plagiarism Policy
- Survey Policy

4. POLICY STATEMENT

Elada Institute commits to complying with all Higher Education quality assurance requirements for the programmes we offer and qualifications we award, as prescribed in legislation.

5. DEFINITIONS

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

Research Ethics: Ethical principles, as determined by the Department of Health (2015) and as prescribed by general rules governing human rights, animal protection, and respect for the environment, shall be observed at all times in any kind of research activity at Elada Institute. Any staff member or student whose work may in any way be related to these principles shall be bound to fully disclose the methods and results related to his/her research in order to ensure full transparency and accountability to the Institution and to the overall scientific community.

6. POLICY PRINCIPLES

6.1 Research Committee

The main objective of the Research Committee is to design, update and implement a Research Policy that will assist in meeting the minimum standards and requirements of the Higher Education Quality Committee (HEQC), the Council on Higher Education (CHE), and the Department of Health. The Policy should support the presentation and publication of higher research amongst students as well as permanent and Adjunct Faculty Staff members. The different approaches are illustrated in Figure 9.1; the methodologies used include institutional surveys (full or partial), administrative data, and varying combinations of these data sources, often combined with R&D coefficients from time-use surveys.

The Research Committee will consist of the following members: –

Members

- Dean of Faculties (Co-chairperson)
- Heads of Faculty (Chairperson)
- Senior Lecturers
- Quality Assurance Manager
- Head of Brand (Ex-officio)
- Library Manager
- Educor-Research Manager (Invitee)
- Secretary

Co-opted Members

The Committee has the power to co-opt any office bearer or an external academic as a member.

The Research Committee will meet annually and will set the provisional dates for the next meeting during the last meeting of the previous year and in terms of the academic calendar, as approved by the Academic and Regulatory Affairs Committee. Minutes of all recommendations and decisions of the Research Committee will be recorded and reported to the Academic and Regulatory Affairs Committee for consideration and ratification.

6.2 Research Ethics

The Research Committee also functions as a Research Ethics Committee. All research will be guided by strict ethics practices and codes. The Code of Professional Research Ethics and Practices should be adhered to by all researchers.

6.2.1 Code of Professional Research Ethics and Practices

- Ethical responsibility rests with the individual researcher;
- Due care will be exercised in gathering and processing data, taking all reasonable steps to ensure the accuracy of results and the protection of human participants;
- Due care will be taken in the development of research designs and in the analysis of data;
- The research tools and methods of analysis used will be well suited to the research problem at hand;

- Interpretations which are inconsistent with the data available will be avoided;
- High methodological standards will be used, and accuracy will always be a priority;
- With reference to contract research, the dissemination of information is the prerogative of the client;
- All guarantees of privacy, confidentiality and anonymity will be honoured;
- Sponsorship will be acknowledged, and it will be stated that the research findings do not necessarily reflect the views of the sponsor;
- Cooperation with host nations when carrying out comparative research will be practised;
- The principle of informed consent will be adhered to;
- Participation must be voluntary;
- Potential subjects need to be able to make an informed decision regarding participation;
- A brief description of the purpose and procedure of the research should be given;
- Any risk, physical or mental suffering of either human or animal subjects must be avoided;
- Researchers will take on the responsibility of promoting freedom of expression and research autonomy;
- Researchers must be educated regarding issues of copyright infringement and plagiarism; and
- Researchers must to be educated on how to deal with human subjects.

6.3 Plagiarism

Elada Institute endorses the importance of integrity and ethical conduct in research preparation, whether for a thesis or dissertation. Elada Institute therefore believes that an understanding of the vital importance of responsibility and professionalism in this regard is part of what a staff member conducting research should provide.

It is very important to us that all our staff members know how secondary material should be used and what the scholarly methods of presenting and referencing are. Hard, Conway and Moran (2006:1059) define academic dishonesty as:

providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations (cheating); and presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgement (plagiarism).

From the definition above, plagiarism is an academic offence and as such, is not allowed. Copying the words and/or ideas from another student, author, or researcher without acknowledging that student, author or researcher and then using that work as one's own is plagiarism.

6.4 Referencing Techniques and the Citing of Sources

Elada Institute furthermore endorses proper referencing in research work. Two referencing systems are used by The Institute: the Harvard method or the American Psychological Association (APA) system. References may be included in the main text or in footnotes.

Neither one is more correct than the other, although in certain types of academic writing, the use of footnotes is more common. Whichever of the two is used is largely a matter of taste. The systems must not be mixed; the system which has been chosen must be applied consistently throughout the thesis or dissertation.

6.5 Research Grants

Research grants will be allocated at the discretion of the Educor Executive Committee.

6.5.1 General Regulations

- I. All applications must be submitted according to a schedule of dates for consideration by the Research Committee. Applications must be accompanied by all relevant documentation. A project proposal must, for instance, be included for domestic and foreign research grants as well as for institutional research.
- II. A project proposal could contain the following information:
 - A description of the problem to be investigated;
 - An indication of the purpose of the study;

- The reasons for undertaking the study; that is, an explanation of the scientific necessity for conducting the study and of the potential contribution of such study to the field concerned; and
 - An outline of the research design of the study, where applicable. The research methodology must be explained in such a way that the reliability, validity and relevance of the results, and the validity and reliability of the sources of information, can be evaluated.
- III. An indication of the research output; that is, how the research results will be published (article/s, research report, etc.)
- IV. Documentary proof or vouchers must be kept and submitted in respect of all claimed expenses, as well as proof of days absent, where applicable.

6.5.2 Conference Participation

- I. Applications to attend a conference must be submitted at least two months before the date of the conference concerned.
- II. The application must be accompanied by: –
- A detailed itinerary;
 - A provisional conference programme;
 - Confirmation that a paper will be delivered;
 - An abstract of the paper.
 - A report-back session/s with colleagues in the researcher's department/faculty to share research information acquired during the visit.
- III. If confirmation that the paper has been accepted has not yet been received at the time of the application, the Chairperson of the Research Committee should be informed as soon as such confirmation is received. If confirmation is not received in time, but the application is nevertheless approved, a grant may be made on the express condition that the applicant does, in fact, deliver a paper at the conference.
- IV. The grant may be used to cover the following expenses: –
- An economy class air ticket at a reasonable rate;
 - A daily allowance for a maximum of 12 days;

- Registration fees;
 - Visa and medical insurance;
 - Intercity transport;
 - Field trips, or professional visits;
 - Fuel (as in the case of driving one's own vehicle);
 - Accommodation.
- V. Applications from members of staff who, for any reason, are already outside the country will be considered with lenience, but such applications must reach the Academic Board before the start of the conference and must include a provisional conference programme. On this basis, a grant can be made covering the following expenses: –
- Registration fee;
 - Additional traveling costs to and from the conference centre;
 - A daily allowance for the duration of the conference only.

7. POLICY IMPLEMENTATION

Elada Institute is responsible for supporting, developing, enhancing, monitoring and reviewing its set standards against legislative requirements and those of regulatory authorities. The Research Policy governs the implementation of strategies, systems and resources allocated towards the achievement of these standards.

8. PROCEDURES

Policies are designed and adopted to influence and determine all major decisions and actions and all activities within the boundaries set by them. Procedures are the specific methods used or to be used to express policies in action in the day-to-day operations of The Institute.

The procedures and processes which govern this policy are listed under “Supporting Documents”.

9. SUPPORTING DOCUMENTS

The following documents (resources) support the operational implementation of this policy and serve to direct the implementation of the Policy:

| Document No: | Document Name: |
|--------------|---------------------------------------|
| | Research Committee nominations |
| | Research Committee appointment |
| | Research articles |
| | Guidelines to write research articles |
| | Research Application Procedure |

10. POLICY LIFE CYCLE

Policies are reviewed as and when required.

11. REFERENCES

- CHE (2005) *A Good Practice Guide for Quality Management of Research*. [online] Available at: <https://www.che.ac.za/publications/research/good-practice-guide-quality-management-research> [Accessed 14 October 2021].
- Educor Research Policy
- Frascati Manual
https://www.google.co.za/search?q=frascati+manual&rlz=1C1GCEU_enZA820ZA820&oq=frascati+manual&aqs=chrome..69i57j0l5.34921j0j8&sourceid=chrome&ie=UTF-8