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RESEARCH AND INNOVATION POLICY

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ABBREVIATIONS AND ACRONYMS

DR	Director Research
HEC	Higher Education Council of Rwanda
REB	Rwanda Education board
PI	Principal Investigator
RSRC	Rwanda Science and Research Council
RC	Research Committee
RO	Research Office
UoK	University of Kigali
URC	University Research Committee
VC	Vice Chancellor

CHAPTER ONE

BACKGROUND TO THE UNIVERSITY OF KIGALI RESEARCH AND INNOVATION POLICY

1.1 PREAMBLE

Knowledge creation, accumulation and dissemination have been growing steadily over the past decades. The bulk of this knowledge has been created by the universities. As universities are mandated to undertake teaching, research and community service they are expected to prioritize research not only as a stimulating intellectual pursuit to contribute to the stock of knowledge but also to provide mechanisms for resolving the challenges faced by humanity. This requires universities to transform themselves into research and developmental institutions rather than mere teaching institutions.

Pursuit of research is indispensable for nations such as Rwanda that intend to build a knowledge-based society to ensure sustained growth in the economy and improvement in the quality of life for the people. Research, technology and innovation are thus needed to transform countries like Rwanda from heavy reliance on agriculture and exploitation of natural resources to technological innovation as a basis for growth, development and transformation of society.

Creation of knowledge through research and scholarship lies at the heart of the University of Kigali's Vision and Mission. Consequently, the university has put in place this Research Policy in order to guide the conduct and management of research by the constituents of the University and also to outline the processes and practices that will ensure excellence in research. This Policy outlines a framework that will ensure intellectual commitment from each academic staff, student and other constituents and stakeholders in order to achieve broader goals of the University and contribute towards the national goals of development outlined in Vision 2020 and Vision 2050.

This Research Policy for the University of Kigali is inspired by the Mission of the University of Kigali “to enhance education and research in the higher learning” and the process of rapid global, regional and national changes. It is guided by the Higher Education Council (HEC) of Rwanda, which was set up in August 2007 and charged with “upholding quality assurance among higher learning institutions in Rwanda, to promote research and professional development, to support the march towards knowledge based economy” and the Rwanda Science and Research Council (RSRC), which was launched on 24th January 2017 “to promote research and contribute towards achieving Rwanda’s Vision 2020.”

Research and development form the key aspects of the University of Kigali’s (UoK) core business, as research and development address the essential aspects of research activities and outcomes by establishing institutional framework for research and administrative support for attracting research grants, encouraging research mentorship, improving research culture, developing responsive reward system for research, increasing research output, expanding research activities and research collaborations, and developing relevant policies and programmes for research.

1.2 University of Kigali and its Research Vision and Mission

The vision, mission and core values of the University are the foundation of what goes on in the institution and beyond. All aspects of the research and innovations policy reflect aspects in the vision and mission. They are as stated below:

1.2.1 University Vision

To provide quality higher education programmes that match the labour market and development needs of Rwanda, the region and the world.

1.2.2 Research Vision

To conduct scholarly and the highest quality research at the University of Kigali for professional excellence in academics, economic development and a sustained community service.

1.2.3 University Mission

To be a pole of radiance and excellence nationally and internationally with its quality education, research and provision of innovative services to the community.

1.2.4 Research Mission

To conduct scholarly and high quality research that contributes to new knowledge and sustains the provision of quality education for competence, confidence, creativity and moral character among the graduates.

1.2.5 Responsibility of the University

The University shall create an environment that promotes and encourages the responsible conduct of research at both individual and institutional levels. The University shall have a framework to ensure that all regulatory and other issues regarding processes, policies, and procedures are addressed by;

- a) Providing peer leadership in support of responsible conduct of research;
- b) Encouraging respect for everyone involved in research;
- c) Promoting productive interactions between researchers and supervisors;
- d) Advocating adherence to the rules regarding all aspects of the conduct of research;
- e) Anticipating, revealing, and managing individual and institutional conflicts of interest;
- f) Arranging timely and thorough inquiries and investigations of allegations of scientific misconduct;
- g) Applying appropriate administrative sanctions and/or offering incentives such as educational opportunities pertaining to integrity in the conduct of research;
- h) Monitoring as well as evaluating the institutional environment supporting integrity in the conduct of research and using the knowledge for continuous quality improvement.

It is in this way that the University is able to equate academic excellence with responsible conduct of research, provide discipline, specific guidelines and policies for responsible conduct of research related to particular discipline, and provide the capacity for ethical decision making.

1.3 Strategic Considerations

The University of Kigali puts research at the heart of its operations.

In its strategic plan, the following are the strategic considerations:

1.3.1 Strengthening institutional support: The University shall continuously strengthen ‘Research Groups’ and relevant research coordination structures to aggressively seek grants from governmental and non-governmental agencies to support research activities. By increasing research grants, more research activities can be carried out, which in turn will contribute to increased publications output and knowledge creation. Improving research funding will also have an overall financial return in investing on research, particularly in core research areas, as well as emerging research fields.

1.3.2 Encouragement of research mentorship and capacity building:

Skills transfer programmes shall be established where non-existent and strengthened where existent in various Units of the University whereby senior and experienced staff members shall team up with junior and less experienced staff members for mentoring, capacity building and professional development initiatives. Centres and Faculties shall be encouraged to draw up skills transfer programmes in order to facilitate this process at that level.

1.3.3 Improvement of research culture:

(a) Regular consultative Faculty, Centre, Campus, School Workshops shall be organized by the respective Units aimed at identifying and formulating multidisciplinary and interdisciplinary research programmes in priority areas in liaison with the research office. Faculties, Centres, Campuses, Schools shall develop Research Agendas with specific research focus areas for priority research. Regular capacity-building and professional development workshops on generic research issues shall be conducted by the Research Office (RO) to ensure that academic, staff and students acquire the necessary skills for research.

(b) The ‘Meritorious Research Awards System’ shall be strengthened to recognize and celebrate the research efforts of academic and staff at various levels in accordance with the ‘Meritorious Awards Policy’ of the University. Various academic Units of the University shall be encouraged to put in place their own reward systems in order to promote research activities in their respective Units.

(c) All academic Units shall be encouraged to conduct Research Seminars and Research Conferences in order to improve and foster research culture. Students, academics and staff shall make presentations at these Seminars and Conferences. University level Seminars shall be coordinated and supported by the RO in collaboration with other Units or external bodies. The Faculty, Centre, Campus, Department-level Seminars shall be organized and supported by the respective Units in collaboration with any other Units or external body.

(d) The University shall put in place a promotion policy and process to give recognition to authors for their contributions to research. The University shall encourage both internal and external collaboration in research.

1.3.4 Development of relevant research related policies and procedures:

Appropriate research-related policies, processes, guidelines and support structures will be put in place to leverage research activities from time to time as the need arises. Key Policies shall include ‘Research Policy’, ‘Research Ethics Policy’, ‘Intellectual Property Policy’ and ‘Meritorious Awards Policy’.

1.3.5 Research groups:

The University shall encourage the formation of Research Groups and shall provide financial, administrative and material support to productive Research Groups in order to keep the momentum of research productivity.

1.3.6 Research Centres and Centres of Excellence:

The University shall establish Research Centres in various fields of research, with a focus on strategic and applied research. These Centres shall be transformed into

Centres of Excellence in the respective fields of research. These efforts will raise the research profile of the University by focusing on strengths in areas of research excellence. These Centres will help position and promote the University's research and build the University's research reputation.

1.4 Definition of key concepts

(a) Applied Research: Applied research refers to the work undertaken to develop or test existing knowledge and which is primarily directed towards either specific practical objectives or towards the evaluation of policies and practices. It is designed to solve practical problems in order to improve human conditions.

(b) Basic Research: Basic research refers to experimental or theoretical work undertaken to acquire new knowledge with no specific output in mind. The main motivation is to expand knowledge, not to create or invent something.

(c) Consultancy: Consultancy refers to development of existing knowledge and application of analytical and investigative skills to the resolution of problems presented by a client, usually in industrial, commercial or professional context.

(d) Innovation: Innovation refers to application of research results and discoveries into new products or ideas for solving given problems or challenges.

(e) Intellectual Property: Intellectual property, as defined by the World Intellectual Property Organization (WIPO), refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. It includes industrial property (including inventions, patents, trademarks, industrial designs, and geographic indications of source) and copyright (including literary and artistic works and architectural designs).

(f) Research: Research refers to any form of disciplined inquiry that aims to contribute to a body of knowledge or involves a disciplined inquiry at any level, which is designed to demonstrate mastery of research skills and techniques. Research may be multidisciplinary or interdisciplinary.

(g) Scholarship: Scholarship refers to work intended to expand the boundaries of

knowledge across disciplines through analysis, synthesis and interpretation of ideas and data. It is founded on rigorous and documented scientific methodology.

(h) Strategic Research: Strategic research refers to work intended to generate new knowledge which might provide a future application.

(i) Technology: Technology refers to a broad branch of knowledge that deals with the creation and purposeful application of information in the design, production, and utilization of goods and services, and their interrelation with life, society and environment. It draws upon a wide range of subjects.

1.5 Policy Statement

The University of Kigali (UoK) recognizes and values the importance of research in the creation and dissemination of new knowledge and fostering socioeconomic development by addressing challenges faced by society. The University supports and promotes research that enhances the institution's role in making a positive difference to quality of life in society. Hence, to realize its Vision and Mission, UoK is committed to improve mechanisms, structures and processes that will enhance and promote the conduct and productivity of research and publication activities at the University. UoK shall ensure that all its governance and/or its management processes and structures are in line with internationally-accepted standards of quality research. The University will continue to invest in research and development activities to ensure sustainable development of Rwanda and beyond. UoK shall encourage all faculty, staff members and students to participate in research activities in accordance with the provisions of this Policy and other related Policies and Guidelines.

1.6 Aim

The aim of this Research Policy is to promote excellence in research and development, innovation and dissemination of research results in the realization of the University's Vision, Mission and Strategic Objectives. It will also ensure proper and efficient coordination and management of research-related activities in the

University.

1.7 Scope

The policy spells out rules and regulations that shall guide research at the University. It spells out provisions for coordination of internally and externally funded research. It includes policy on dissemination and publication of research findings as well as policy for intellectual property and copyright. Procedures

This Policy applies to all members of the University involved in research of any magnitude. It includes but is not limited to:

- (a) All Faculties, Schools, Campuses, Academic Centres, Academic Departments and other Academic structures under the UoK;
- (b) All academics, staff, whether temporary or permanent, part-time or full-time, who are active in research at UoK;
- (c) All students, whether full-time or part-time, visiting or resident, engaged in research activities at UoK; and
- (d) Visiting scholars and collaborating research partners under the auspices of UoK during their stay with UoK.
- (f) Associate members of the University.

1.8 Strategic Goals

- a) Stimulate cutting-edge research efforts throughout the University
 - b) Develop an enabling environment for research through effective administration and provision of research facilities
 - c) Provide research experiences that enable both students and staff to fulfill their intellectual, social, and career objectives to enhance institutional profile
 - d) Attract and increase funding for research both internally and externally
 - e) Maximize the impact and international recognition of the University research
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- f) Promote basic, applied, and practical research among University researchers at national, regional and international levels
- g) Employ the research capabilities, expertise, and resources at the University to produce research outputs of the highest quality and value so as to address societal problems.

1.8 Policy Objectives

The following are the objectives of the Research Policy:

- (a) To provide a framework within which UoK researchers have to conduct their research and publication activities;
 - (b) To provide and outline structures for research coordination and management within the University of Kigali;
 - (c) To outline mechanisms for improvement of funding for research and publication activities at the University of Kigali;
 - (d) To provide a guide for the University academic and staff to undertake research in groups within identified research focus areas specified in Research Agenda of Faculties, Centres, Campuses and other academic Units of the University;
 - (e) To promote research collaboration within the University and with private and public sector institutions, and associated strategic alliances, to the benefit of all stakeholders involved and the nation at large;
 - (f) To promote a culture of research within the University where all academic and staff members willingly cherish the novelty of engaging in research, where trust and confidence prevails to support free expression of ideas, as these are essential for discovery and innovation;
 - (g) To promote research ethics and protect Intellectual property;
 - (h) To establish an interface that embraces knowledge transfer alongside research and teaching in order to ensure that learning of students benefits from research;
 - (i) To outline a framework of quality assurance and benchmarking of researchers and research output of the University of Kigali against international standards and best
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practices;

(j) To outline various strategic focus areas that the University will prioritize in order to meet the above objectives.

(k) To ensure compliance with ethical and other obligations in the conduct of research at University of Kigali.

The goals outlined in this Research Policy shall be accompanied by more detailed measures of institutional performance in University of Kigali's Strategic Plan. Each Faculty, Centre, Campus and academic Unit will develop its own Research Agenda, clearly identifying research focus areas, appropriate to the respective Faculty and Centre's environment but addressing the overall UoK strategic objectives.

1.9 Policy Provisions

1.9.1 Research engagement: All academic and staff members of the University of Kigali are required to conduct research and engage in scholarship and to publish their findings. The University shall allocate a proportion of time for conducting research. Academic and Staff members shall be free to conduct basic or applied research. The conduct of consultancy shall be governed by the University's Consultancy Policy.

1.9.2 Coordination and management of all research activities shall be done through various structures of the University:

(a) The Research Office (RO), as an oversight body, is mandated to oversee the overall coordination and management of research activities of Faculties, Centres, Campuses and other academic Units of the University of Kigali. Faculties, Centres, Campuses, and Schools shall establish internal coordination and management structures for the day-to-day running of their research activities at that level.

(b) The RO shall serve as the Secretariat to the University Research Committee (URC) of the University and shall operate according to the terms of reference set by the Vice Chancellor (VC), University Management and/or relevant University Committees. All research structures in various academic Units of the University shall operate and function through facilitation and guidance by the RO through their

respective representatives on the URC.

(c) The University Research Committee (URC), as a Senate Committee, shall have mandate to develop the University's strategy for research, scholarship and innovation contributing to the University's Vision and Mission. It will also promote research, scholarship and innovation, and well-being of researchers and scholars at the University in accordance with its terms of reference.

(d) Faculties, Centres, Campuses, Schools and other academic Units shall establish Research Committees (RCs) to support and facilitate research activities of their academic, staff and students at that level. Such committees formed by the respective Boards of those Units shall report to the URC through their elected Chairperson, who shall serve as member at the URC.

1.9.3 Financial Resources to Support Research

(a) Internal University Research Funds: The Research Office shall manage a Budget to fund research activities of the academic and staff members. Approval of research proposals for funding will be done by the URC in accordance with its 'Terms of Reference and Guidelines' for assessing research proposals. Funds will be used to support research that is aligned with the University's strategic priorities. The general principle governing the allocation of all research funds in the University shall be to recognise it as an investment that will maximize the range of outcomes that the University expects to result from the academic, staff and student research.

(b) Externally-sourced Research Funds: Academic and Staff members shall be encouraged to apply for research funds from external sources. All externally-funded research shall be declared to the URO, to which copies of the Proposals, Contract documents and periodic Reports should be submitted for records, monitoring and evaluation. Researchers shall not sign Contract agreements without the involvement of the University's Legal Office to ensure proper legal advice on contractual matters.

1.9.4 Statutory, Ethical and other Obligations

(a) All academic and staff members are required to carry out their research activities in compliance with the statutory, ethical, contractual and other obligations as necessary. Thus, conduct of research and publications should be done in a manner that will not bring the name of the University into disrepute.

(b) All research projects conducted by academic, staff and students that involve human subjects, animal subjects and environment, including those undertaken as part of teaching or consultancy programmes, must be conducted with prior approval of the relevant Ethics Committees and in accordance with the ‘University Research Ethics Policy’ and ‘Research Ethics Guidelines’.

(c) Researchers shall not seek funding from sponsors whose agendas, norms and conduct is not consistent with the objectives and values of UoK and the Republic of Rwanda. Researchers must seek advice on this matter from the Research Office of the UoK and the Directorate General Science, Technology and Research, Government of Rwanda before applying for funds from a prospective donor.

(d) In case of breach of any statutory, ethical, contractual or other obligations by any researcher, the University shall take necessary corrective measures through relevant channels.

1.9.5 Publication and Intellectual Property

(a) As the University of Kigali is a public-institution, the standard expectation is that all research outputs will be published in public fora only. This is, however, subject to any considerations that justify either restricted publication or delayed publication including the need to observe any contractual confidentiality or privacy obligations entered into in respect of the research, or the need to ensure protection to any intellectual property arising out of the research.

(b) Academic and staff members and research students are required to comply with the provisions of the ‘University’s Intellectual Property Policy’ with respect to registration, benefit-sharing, data-sharing and commercialization of any invention

and other products that may arise from their research activities.

(c) Publication procedures and processes should be conducted in an ethical manner as prescribed by the ‘University’s Research Ethics Policy. Due recognition must be given to UoK, funding agencies, collaborators, co-researchers, partners, participants, and others in appropriate manner as co-authors or in acknowledgements as may be necessary.

(d) In the cases of patent development, registration and commercialization, sharing of benefits between the university and the inventor(s) shall be settled in accordance with the provisions of the ‘Intellectual Property Policy’ of the University.

1.9.6 Quality Assurance and Benchmarking of University of Kigali Research

(a) University of Kigali shall ensure quality assurance and evaluation of research activities in accordance with the ‘Quality Assurance Policy and Guidelines’ of the University.

(b) Researchers shall be guided to benchmark themselves against international standards in accordance with criteria drawn out by the Higher Education Commission (HEC) of Rwanda and the Rwanda Science and Research Council (RSRC) or any other recognized body in Rwanda or a recognised international body.

(c) Research outputs shall be benchmarked against the ‘international best practices’ in accordance with the international norms.

1.9.7 Research Environment at the University

Research grows and flourishes in an atmosphere of academic freedom. This policy guarantees academics that required academic freedom and responsibility in conducting and managing the research processes.

Researchers shall enjoy the right to academic freedom. They Shall have the right to disseminate the results and findings of the research without suppression from external sponsors. The policy assures protection of freedom of inquiry, thought,

expression and publication.

Individual scholars shall freely but responsibly select the subject matter of their research in relation to the mandate of the University and obligation to contribute to the creation of knowledge for the growth and development of the country, region and beyond.

They will be free to seek support from recognised sources for their work. Their findings

and conclusions shall be available for scrutiny and criticism by peers. Research techniques should not violate established professional ethics. The University shall endeavour to distribute research resources in a fair and just manner.

1.9.8 Governing Principles

Research in the University shall be governed in line with other University policies, guidelines, standards and regulations. This will in addition include the principle of integrity, transparency, compliance and responsible conduct of research.

Scholars in pursuit of creating, refining and extending knowledge shall adhere to the stipulated ethical standards.

Resources allocated and acquired for research and scholarly work will be transparent and in compliance with the University and funding agency's policies, procedures and regulations.

Allegations of research misconduct shall be dealt with through an established procedure to ensure thorough checks for fairness to individuals implicated.

The University of Kigali will ensure that capacity building is continuous so as to attain the highest standards in research quality.

CHAPTER TWO

RESEARCH AT THE UNIVERSITY OF KIGALI

The University strives to offer excellent academic and professional skills. The research policy provides guidelines to ensure a culture of excellence in research.

2.1 Basic Requirements

All Undergraduate students will take a course in research methods and carry out field research or research projects that will be submitted as part of the degree award requirements. Faculties shall clearly spell out the available options but at the end of the exercise, students should have the basic experience to enable them carry out research.

All graduate students shall study the research methods course and carry out fully fledged research work.

2.2 Teaching Research Methods

Lecturers shall be fully qualified and competent for the level being taught and supervised. Undergraduate Lecturers and Supervisors shall hold a Masters degree with a research methods component, while the Postgraduate students' research methods course shall be disseminated by a PhD holder.

2.3 Supervision of Undergraduate Research

All staff who qualify shall be allocated students to supervise.

There shall be a research committee for every faculty constituted by the Dean. This committee shall allocate students to supervisors. For effective supervision, each Lecturer shall be allocated between 15 and 20 students per academic year depending on workload and experience. This is intended to ensure a balance between teaching, research and community outreach that the staff are supposed to be involved in. Allocation of new students shall take into account the number of continuing supervisees a lecturer already has. Departments/Faculties shall ensure that students

complete research in the stipulated time. There shall be penalties/costs involved for late completion of research.

2.3.1 Monitoring Progress of Student Undergraduate Research

The supervision process shall be conducted in a professional manner. A form shall be used for all supervision and monitoring of student research. The initial date of commencement of supervision, subsequent meetings and summary of progress shall be shown on this form, signed by both parties. Supervision shall take place at the University or in a public academic setting and it shall be during normal working hours. All aspects of the supervision including conduct, safety and security of the student's work shall be guided by ethical considerations.

2.3.2 Submission of Undergraduate research reports

The deadline for submitting undergraduate research reports shall be every.....of the calendar year. Late submission must be by but this will attract a penalty which shall be determined by the University from time to time, through Senate

2.4 Graduate Research

The University shall offer an advanced research methods course for students undertaking Masters and/or PhD degrees. Students may organise remedial courses, at their expense

to make up for the required background. Faculties/Departments shall allow students to choose between an academic or professional programme. The students who choose an academic programme shall do field research including data collection, analysis, interpretation and writing of a dissertation. Those who choose a professional degree programme shall do library research and write an extended essay for their dissertation.

All students shall publish at least one article in a peer reviewed journal.

2.4.1 Teaching and supervision of Graduate Research

Staff who teach and supervise graduate research shall preferably hold a PhD degree with experience in postgraduate research. Holders of Masters Degrees should have proven experience in research methods and statistics and a track record of publications since graduation.

2.4.2 Mentorship to New Graduates

Masters graduates with no experience in student supervision shall be mentored by a senior scholar for at least two students to completion. A full report shall be written by the mentor on the readiness of the academic staff to supervise on their own.

2.5 Procedure for Graduate Research

Graduate research shall start with a synopsis which shall be looked at by a group of academic staff selected by the student's supervisor. The student will then prepare a research proposal which will be presented to a panel of senior staff for assessment. Once the proposal is passed, then the student will proceed to collect data, analyse and write the dissertation or thesis. The dissertation or thesis shall be examined both internally and externally.

2.5.1 The role of the Department and Faculty

The Dean of faculty shall be responsible for ensuring the quality and standard of the subject matter of the dissertation. The Graduate school shall be responsible for the quality and standards of research methodology and overall quality of the dissertation. The supervisor shall be responsible for giving professional guidance to the student to ensure that the research and dissertation or thesis shall rest with the student. The student shall be responsible for presenting the proposal, doing the research, preparing, presenting and defending the dissertation at a viva voce panel and of meeting all requirements for clearing the research and compliance with all stipulated standards and the guidelines of the Rwanda Science and Research Council. University of Kigali shall establish an Internal Review Board (IRB) to vet researcher

proposals in fulfilment of the requirements of the High Education Council.

The faculty shall guide and ensure that all registered student choose researchable topics within national research agenda and that there is a member of staff who is qualified and competent enough to supervise the students to the completion of the research.

There will be committees to monitor and evaluate the quality of research at different levels. Faculties, Schools shall establish Departments, Faculty, School Higher Degrees Committee (DHDC/FHDC/HDC) to ensure informed selection of research topics, and competent student research at the department and faculty level.

All research proposals and reports, dissertations or theses shall conform to the University of Kigali research guidelines for the format and presentation of the final research report, dissertation, or thesis.

The guidelines are titled: University of Kigali Research Guidelines.

Research proposal, reports, dissertations and theses that do not conform to the format for the Guidelines shall not be accepted for examination.

2.5.2 Monitoring of progress and adherence to deadlines

The ratio of the staff to student supervision for graduate research shall not exceed 5 new masters students, groups or projects and not more than 3PhD Students per supervisor per academic year, depending on experience and work load. Departments/Faculties shall be free to seek competent academic supervisors from certified universities to assist where there is need to do so. External Supervisors shall be vetted and cleared by the Graduate School before they commence supervision of student. Allocation of new students for supervision shall take into account the number of continuing supervisees a lecturer already has. Departments /faculties shall do all they can to help students complete research in the stipulated time.

There will be penalties/ costs attached to failure to finish research within the time for completion of the degree.

The student is responsible for conducting and completing research in the stipulated

time for the degree. The research supervisor is responsible for guiding the student and monitoring progress. The supervisor and student shall conduct the supervision progress in a professional manner.

A supervision form shall be used for all supervision .It shall indicate date of initial and consequent supervisor and the date of supervision meeting shall be shown.

The time allowed for supervisor to mark the work and call a supervision meeting shall not exceed one month from the date of submission of the work by the student for supervision.

Receipt of work for supervision should be dated and signed for by the supervisor and the subsequent re- submission of corrections made by the students shall not exceed two months from the last date of supervision feedback from the supervisor to the student.

Supervision shall take place at the University during normal working hours, as much as possible, and in public place as opposed to personal home. Residence or other private or non academic settings.

Ethical considerations shall guide all aspects of supervision, especially the conduct, safety and security of the student's work.

2.5.3 Adherence to stipulated deadlines for submission of dissertations

The deadlines for submitting the dissertation/thesis for examination in the University of Kigali shall be on or before.....There will be a financial penalty for late submission of dissertation.

The University through senate shall determine and publish the amount of financial penalty for late submission from time to time. The deadline for submission shall be in line with the Academic Registrar's deadline for receiving marks for research reports/dissertations /thesis and all other examination results for preparation of the graduation list for March of every year.

2.6 Rules and Regulations against Plagiarism

Plagiarism shall disqualify the work submitted for the award of a degree at the University of Kigali and shall be punished accordingly. Plagiarism includes but is not limited to copying other students, scholars, people's work from other institutions or the University of Kigali and presenting it as one's own work.

Failure to acknowledge source of information of ideas, and wilful deceit by using other peoples' academic work in presenting assignments, research report dissertations, thesis or other academic work is plagiarism and shall not be tolerated.

University of Kigali shall maintain zero tolerance for plagiarism.

2.7 Accepted Academic Writing Style

The University shall accept standard academic writing styles for the academic disciplines offered at University of Kigali example, the **APA writing style**, shall be the acceptable style for writing.

The list of accepted academic writing styles shall be updated as departments/faculties submit and adopt other academic styles for their respective disciplines.

2.8 Co-authorship of Supervised Research Output.

Students and supervisors shall be free to co-author and publish research findings. Co-authorship and co- publication shall be governed by policy as follows:

a) The principle author is the student and the supervisor is the Co-author. A principal author is the owner of the research idea or initiator of the research. The student is the principle author of the first article of supervised research for the award of a degree the supervisor is the co-author. Claim for co-authorship will not extend to subsequent publications unless there is substantial contribution that merits. The PI shall be the principal author for joint/team research by a staff and student facility. Further publication authorship shall be determined by the terms governing the joint research project.

b) The co-author. Co-authorship shall be based on substantial contribution to the conceptualisation and design of the research, acquisition, analysis and interpretation

of data, drafting or revision of the article/ report/ dissertation/thesis for important contribution to content and final approval for the version to be published. Authorship includes contribution by writing or reviewing one or more sections of the research paper/report/dissertation/thesis.

The University encourages co-authorship and publication. At the end of every academic year, undergraduate and graduate research work that is grade B+ and above (75% and above) will qualify for publication in the University of Kigali journal. The normal process for quality and format of the journal articles and acceptance for publication shall apply. Researchers shall be free to publish in other reputable peer-reviewed journals in Rwanda and Internationally.

2.9 Internship and Research outside the University by students

University of Kigali departments or programs shall establish formal internship programs to expose their students to the work of outside entities. During these internship, students may work either on campus or at the site of the outside entity.

Alternatively, students may undertake a research project or other activity in collaboration with an out entity, in some cases do research at the outside entity's site; where this is allowed as part of the student's academic program (for example, research, for a PhD. Dissertation or an undergraduate Honours project) a faculty Dean shall approve and oversee the student's project and be responsible for the student's grade and the certification of the appropriateness of the research or project report dissertation or thesis.

The work of research at an outside site shall only be approved if there are no secrecy conditions or where secrecy does not interfere with University supervision, access and dissemination to enable assessment and grading for the award of University credentials, diploma, degree or any other academic award.

Students shall ensure access to their work by their faculty supervisors and for presentation of their work by their faculty and that shall be required as a component of internship and to summarize their work in oral reports, term papers or their

dissertation. In cases where the research is primarily performed on site at an outside entity, that entity may keep certain information in confidence (as happens in many research interactions between academic researchers and outside entities) the outside entity may also request the right to delay for up to 90 days publication of any work pending review of the intellectual property. However, this delay shall not be allowed to hinder the student's completion of academic work, such as oral presentation of term papers, or defence of theses, or dissertations.

CHAPTER THREE

POLICY GOVERNING FUNDED RESEARCH

Research shall be funded either through University of Kigali resources and this shall be referred to as internally funded research or other sources and this shall be referred to as externally funded research .

3.1 Internally Funded Research

The University shall have a research vote for staff and faculty. Access to the funds in the vote shall be open and competitive. The research vote shall be managed transparently, fairly and meritoriously at all levels. Open competition shall be used to identify and select worthy research projects. The rules, procedures and principles outlined in the University of Kigali Staff research Competition Guidelines shall govern access and utilisation of internally funded research.

3.2 Externally Funded Research

University of Kigali shall encourage and train staff and faculty to seek and win external research funding.

The roles, responsibilities and obligations of participants in externally funded research shall be spelt out clearly in the individual funding arrangements.

This policy shall supplement such arrangements to ensure efficient and effective overseer responsibility-role by the University

3.2.1 Responsibility and obligations of the Principal and other Investigators

The principle investigator, co-investigators and other research support team shall adhere to the rules, procedures and other agreements reached with the sponsor/funder of the research and all the rules and standards set by the University of Kigali and the Rwanda Education Board (REB) for science and Technology. The PI shall:

- a) Determine the intellectual direction of the research and scholarship.
 - b) Establish project teams in line with sponsor and institutional guidelines including seeking approval to include researchers who are not members of the University of
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Kigali.

Other project designations shall include:

- a) Associate Investigators
- b) Co-Investigators or
- c) Consultants or as the research project may require.

3.2.2 Non staff Principal Investigators

In some exceptional circumstances, the University may accept non staff Principle Investigators. Such cases shall include:

- i) When the proposed project is of interdisciplinary nature
- ii) There being no staff qualified enough to undertake the responsibility of PI on a funded research project or
- iii) The proposed research cannot be funded effectively without the indulgence of an external PI among other reasons, and on a case by case basis.

3.3 Responsibilities under research projects

3.3.1 The University of Kigali

The University shall provide support and appreciation to the Researchers by ensuring a regulated and conducive environment for research activities. Facilitation shall be provided to ensure professional mentoring occurs within the research projects. Other responsibilities shall be detailed on a case by case basis.

3.3.2 Staff and students

The best interests of each member of staff and student shall be of particular interest to the University.

- i) Each member shall review intellectual and tangible property rights to ensure competence
 - ii) All aspects of access to data and finding ownership of intellectual property shall be taken care of to ensure inclusion and recognition of effort.
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iii) The PI and researchers shall know, observe and adhere to all requirements of the rules and actuates assigned to them in the research project which includes;

- a) Preparation and costing of the research proposal
- b) Obtaining permission and approval for research protocols and instruments
- c) Health and safety during the research enterprise
- d) Fiscal obligations
- e) Control of equipment provided for the research project
- f) Review and certify salaries of contracted staff
- g) Timely submission of technical and progress reports

3.4 Conflict of commitment and interest

Researchers shall avoid conflict of commitment where time committed for research is compromised. Regarding commitment, other commitments that consume the time for the research must be waived. Conflict of interest is when the interest of the individual researchers overlap the professional obligations of the University and the funding agencies. Researchers will be required to disclose potentially conflicting relationship for certification by the University beforehand.

3.5 Governance related to research,

Researchers shall channel their governess through the PI and follow procedures outlines in the University Human Resource Manual

3.6 Research misconduct

The University shall ensure detection and prevention of misconduct in research

Research misconduct shall include fabrication, falsification, performing, reviewing or reprinting research results unauthorised.

The procedure for addressing research misconducts will be the following:

- i) Preliminary inquiry into misconduct
 - ii) Investigation into misconduct
 - iii) Report on findings including the policies of reference and procedures followed.
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The report shall be sent to the University disciplinary committee, which will determine the disciplinary action to be taken.

3.7 Data ownership, access, retention and sharing responsibility

Except when precluded by specific terms of sponsorship or other agreements tangible, research property including scientific data and other records are owned by the University of Kigali.

3.7.1 Owner ship of intellectual property

a) Copy right policy; all work done at the University including that by students shall be copy righted to the University.

b) Patents

All participating researchers shall sign patents and copyright agreements with the relevant industry before commitment of industrial research.

c) Licensing

The University shall encourage the development for public use of inventions and technology resulting from University research.

All researchers are covered by the University policy on inventions

Patents and licensing.

3.8 Revision and amendment:

This Policy shall be revised and/or amended in a cycle of every 5 years.

