

ST. JOHN'S UNIVERSITY OF TANZANIA



**RESEARCH AND CONSULTANCY POLICY
APPROVED BY SENATE MARCH 2011**

St. John's University of Tanzania Research and Consultancy Policy

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Research and Consultancy Policy for St John's University of Tanzania

1 Overview

This document sets out the policy for Research and Consultancy for St John's University of Tanzania. The policy aids decision making, helps in setting goals and strategies, and provides a framework for developing consistency, quality management, accountability, and strategic direction for research and consultancy activities.

Postgraduate Studies regulations are dealt with in separate policies.

2 Background

2.1.1 The charter of SJUT spells out its objectives and functions. Article 4 (c) makes it clear that the University is committed to the integration of research, teaching, consultancy, extension, public service, and Christian ethics and values, so that it develops people who are creative scientific professionals, with staff who are role models for creative spiritually sound professional people.

2.1.2 This principle leads to the Vision statement for SJUT, which is:

"To be a centre of excellence for developing humankind holistically to learn to serve."

2.1.3 The general objectives of the University are stated as:

- *To advance knowledge transfer from one generation to another in the fields of arts, sciences, research, technology and learning*
- *To provide higher education, and facilities to conduct research and disseminate and utilise research findings for the improvement of the community's well being.*
- *To ensure the process of mentoring of the intellectual, aesthetic, and social growth of students' attitudes*

2.1.4 Its mission statement states that SJUT will:

"Assume responsibility for providing and maintaining high quality education and training in the theological, social scientific, economic and technological disciplines".

- 2.1.5 In line with other tertiary institutions world-wide, SJUT does not aim to be a research institution as such, but it acknowledges and recognizes the importance of research to underpin effective teaching (Academic Quality Assurance Manual). Internationally, research led teaching is a requirement for recognition and acceptance of a degree programme.
- 2.1.6 Historically research has played a vital role in the development of humanity, and society's socio-economic activity. History has also shown that research not only grows from within society to meet and expand society's needs, but it also builds up its own capacity for development.
- 2.1.7 Hence research within SJUT is the key factor for its development and growth as a high quality tertiary organisation. SJUT therefore wishes to encourage and support staff and students to undertake research projects which are relevant and useful to society.
- 2.1.8 At the same time research cannot be conducted in isolation. Increasingly, cooperation and collaboration with other research providers and tertiary institutions are needed to ensure success of any research project, and they are vital in building the University's own research capacity.

2.1 The Research-Teaching Nexus

- 2.1.1 A University is distinguished from other tertiary organisations by the quality of its research, and by the way in which its teaching is informed by the research conducted. Research is about seeking out new knowledge, and critically examining existing paradigms. Teaching is a vital outlet of research activity in tertiary organisations and needs to be closely linked to it. Research enriches and consolidates teaching with new knowledge. It is through research that confidence in teaching is built up, and which leads to the creation of scientific papers, books, and other teaching materials. This implies that, dialectically, teaching at tertiary level is not possible without research and vice versa.
- 2.1.2 Research is also important for staff development. Undertaking research is a stimulating and exciting intellectual activity which motivates academics. More pragmatically, research papers form an integral part of academic staff evaluation and promotion. In Tanzania (and elsewhere) academic members of staff can only be promoted if they have undertaken research, and published their findings in recognised scholarly journals.
- 2.1.3 Higher degrees form an important part of the research of any university. They are also essential for academic staff development and promotion. This is especially true for doctoral studies. Hence it is important that there is a good integration between research and postgraduate studies.
- 2.1.4 The relationship between teaching and research also serves an important function in community development. As students graduate, they carry with them the knowledge they have learnt into their society and workplace. Hence communication of research findings to students is a key component in the process of communication and transfer of research findings into the wider society which is sometimes forgotten. Technology transfer is directly accomplished by the movement of graduates into the workplace and community.

- 2.1.5 Consultancy is also an important activity of academic staff. Consultancies provide a link to the community and government, enabling the university's intellectual resources to be applied to important practical issues affecting community and business. Consultancies are a University extension activity but may involve significant research. They also bring in income to the University and the staff member concerned. However, consultancies can require significant time and resource inputs, and must usually be delivered to a tight time schedule. It is therefore important that consultancies are controlled and monitored to avoid impact on the quality of other teaching and research of the university.
- 2.1.6 It is the intent of the University to develop a culture that is favourable and conducive to research activity. The culture will encourage and reward excellence in Research, Innovation and Development, build research capacity, generate resources for research, build knowledge which enhances teaching and outreach activities, and lead the University towards the realisation of its Vision and Mission.

2.2 Terminology

- 2.2.1 Internationally, the terms Research, Applied Research, Innovation, Consultancy and Development are all used to describe aspects of academic activity performed in addition to the normal teaching role of staff, and there can be extensive debates as to the difference between these activities. All imply a significant element of creative activity. This document will take the term Research to apply to all these activities unless otherwise indicated. By contrast, extension does not involve new knowledge, but rather the sharing of research and teaching developments with the wider society. These and other terms are defined at the end of this policy.

3 Objectives of Policy

- 3.1.1 The objectives of this policy are to define the principles and support systems that will:
- i) Create a research culture within the University
 - ii) Establish the University as a recognised centre of research excellence
 - iii) Enable staff and students to learn to serve through the generation and application of new knowledge (including ideas, theories, processes and practices), together with the critical analysis of existing knowledge
 - iv) Continually improve the quality and value to the community of research and development undertaken at SJUT
 - v) Encourage and empower staff to manage, conduct, disseminate and report research results
 - vi) Build mechanisms for recognising, rewarding, and promoting the research activities of the University to the nation and the world

- vii) Build mechanisms for recording and supporting research, consultancy and extension
- viii) Build up a strong system for monitoring and evaluation of research
- ix) Broaden and develop the research capacity of the institution across all disciplines
- x) Extend and transfer research-based knowledge to the nation and the international community
- xi) Continually improve the quality of outputs, including their impact, level of accountability, and timeliness of reporting
- xii) Remove or reduce obstacles that hinder or discourage research and development
- xiii) Establish procedures to manage and use research resources effectively, efficiently and fairly
- xiv) Increase graduate research activity at St John's University of Tanzania.
- xv) Encourage the research-teaching nexus
- xvi) Enable the commercialisation of research and development outputs, for the benefit of the researcher, the University, and the wider community.
- xvii) Ensure that Research and Consultancy are managed in a form that is consistent with the mission and vision of the University.

4 Policy

4.1 General

- 4.1.1 The policy shall apply to all members of the University Community, and other users of University resources, including visiting scholars, consultants, researchers and students.
- 4.1.2 Overall responsibility for implementation of the Research Policy will lie with the Director of Postgraduate Studies and Research (the Director).
- 4.1.3 The University will encourage, support and require academic staff to undertake research, consultancy, and extension, and to disseminate their findings widely.

4.2 Research Priority Areas

- 4.2.1 SJUT will conduct basic and applied research that will:
 - i) Contribute towards achieving the national millennium goals, and in particular helping to improve the quality of life, increasing literacy and healthiness, and solving other national socio-economic problems

- ii) Contribute to and strengthen teaching, consultancy and outreach (extension) activities
- iii) Create a culture that attracts national and global interest and support
- iv) Help to fulfil the University Vision, Mission and Values statements, particularly in service to others
- v) Help to fulfil other goals of the Nation that are consistent with the values of the University

4.2.2 In particular research programmes will be encouraged that:

- Are cross-disciplinary and build collaborating research teams
- Allow staff to build their research capability
- Build on existing strengths
- Increase the research resources and capabilities of SJUT
- Involve collaboration with other tertiary institutions and places of research

4.2.3 Each year the University will have specific priority areas for research which will be encouraged through the preferential use of university resources. The University will identify existing research strengths and strategically important new research areas and, when available, will commit additional resources to those areas.

4.2.4 Specific priority areas for research will be identified in the University Strategic Plan.

4.2.5 The University will take into account goals and priorities established by appropriate Government bodies in establishing its research priorities.

4.2.6 Staff shall be free to research any area, provided that they adhere to the University's ethical principles and values. However research resources and support will be directed to priority areas of strategic value.

4.2.7 The University shall recognise the value both of internationally recognised research, and of applied research that is of direct benefit to the country and community, and will strive for excellence in both.

4.3 Striving For Excellence

4.3.1 The primary responsibility for ensuring the academic quality, ethical standards and reliability of research and research outputs shall rest with the researcher concerned. Assessment and management of the academic quality of research shall be the responsibility of the faculties, centres or departments concerned.

4.3.2 All research projects shall adhere to the ethical standards and Christian ethos of the University.

4.3.3 The University will provide training for staff in research practice and management, including writing research proposals and implementation of research findings for the benefit of people.

- 4.3.4 SJUT will encourage the dissemination of research findings through extension activities and outreach to the wider community as a mechanism for enabling researchers to learn to serve.
- 4.3.5 The University will have a centralised quality management system for approving and monitoring the progress of all funded research studies.
- 4.3.6 All teaching units will have a research programme.
- 4.3.7 SJUT will encourage and support collaboration between staff, particularly across disciplinary boundaries. In particular co-authored publications will be encouraged with co-authors receiving full credit in staff reviews.
- 4.3.8 Research Centres will be established to promote excellence in defined fields of study.

4.4 Building Research Capacity

- 4.4.1 Subject to finance and availability of facilities, the University will develop and maintain research resources and facilities for staff and research students to international standards.
- 4.4.2 The University Library will manage access to research and funding databases.
- 4.4.3 The University will have procedures to recognise and reward successful researchers.
- 4.4.4 The research component of staff appraisal and promotion assessments will be based on research priorities and policies.
- 4.4.5 From time to time the University will review its policies or practices with reference to this policy (particularly in the areas of staff appointment and promotion), and will adjust or amend those that are found to be inconsistent with this policy.
- 4.4.6 Staff contributions to research capacity building (such as mentoring junior staff, assisting in peer reviews of staff research proposals, involvement in research committees, and other contributions to the research culture) shall be included in the annual review of staff performance and promotion applications.

4.5 Building Graduate Research

- 4.5.1 The University shall develop a graduate research programme throughout the University.
- 4.5.2 All qualified staff (as defined by the Director) shall be eligible to supervise research students. In particular it is expected that all staff with PhDs will supervise at least one junior staff member.
- 4.5.3 Progress of staff undertaking graduate studies overseas will be monitored regularly. Staff shall be encouraged to have a St John's University associate supervisor (or advisor) who is approved by the Director, and (where possible) by the collaborating University.

- 4.5.4 For staff members “Sandwich” programmes (i.e., courses in which the student spends time at SJUT and the host institution offering the higher degree) are preferred wherever appropriate.
- 4.5.5 Staff undertaking further studies shall ensure that all teaching commitments are met to the standards required by SJUT.
- 4.5.6 Doctoral Research shall be managed by the Director.
- 4.5.7 Research and teaching programmes at Masters’ level shall be managed by Faculties.

4.6 Collaboration with outside Organisations

- 4.6.1 SJUT will encourage collaboration with other research institutions where there is a well-defined capacity building component of benefit to St John’s University of Tanzania, or where the study makes a significant contribution to National Development.
- 4.6.2 SJUT will encourage links with industry, commerce, professions, other higher education institutions and other research providers where these links are likely to generate benefits for SJUT or the community SJUT serves.
- 4.6.3 SJUT will work with other institutions to promote and lobby for the growth of the total pool of research funding available for research providers in Tanzania from national and international sources.
- 4.6.4 All visiting students and scholars from other institutions who conduct any work at SJUT will be required to abide by this Policy (particularly in regard to Intellectual Property) as well as any University Intellectual Property Policies in force at the time of their visit.
- 4.6.5 All visiting students and scholars shall be expected to acknowledge the contribution of the University in all publications arising in part or whole from the time spent at the University.

4.7 Intellectual Property Ownership and Commercialisation of Research Outputs

- 4.7.1 The University will have a policy on Intellectual Property (IP) which shall apply to all staff, visiting scholars, consultants, support staff and researchers while working at SJUT. It shall also apply to students undertaking programmes of research for which they are receiving support from internal or external research sponsors.
- 4.7.2 Until such time as the IP policy is approved, the University will own and may choose to protect any IP (including computer programs and software) created or discovered by staff, visiting scholars, consultants, researchers, and supported students while working at SJUT. Any income from this IP shall be shared in part with the inventor, in accordance with the IP policy.
- 4.7.3 For the purposes of protecting its teaching programme, the University shall own the copyright of all lecture material and study guides written for SJUT courses. However, the authors of lecture notes shall be entitled to publish or otherwise use any lecture notes they have created, without limitation.

- 4.7.4 The University will not claim the IP of other scholarly works that can be protected by copyright such as text books and papers, with the exception of lecture notes, study guides, computer programs and software.
- 4.7.5 The University will not own the IP of students unless they are receiving payment for their research studies from a research sponsor or SJUT, or if there is a written contract to the contrary.
- 4.7.6 The University will work with a researcher to commercialise research outputs where appropriate on the basis of benefit to the University and the Nation.
- 4.7.7 The University recognises the rights of local communities to own the IP for Indigenous Knowledge about plants and processes.

4.8 Publicity and Research Databases

- 4.8.1 The University will publicise its research activities, and seek ways to make outcomes available to the wider community.
- 4.8.2 The University will encourage scholarly works as well as extension articles and works of importance to the Nation.
- 4.8.3 A validated research outputs database will be used for all matters relating to staff research activities.
- 4.8.4 The Library representative on the Graduate Studies, Research, and Consultancy Board (GRaCB see 7.3) shall be responsible for establishing and maintaining this database, in discussion with the Director.
- 4.8.5 The Library representative on the GRaCB will be responsible for obtaining and storing copies of all published work by University staff and graduate students, and with distributing appropriate copies to other libraries as required.
- 4.8.6 The University website shall include a section to provide regular updates on research activities and outputs, and shall contain links to staff researchers.
- 4.8.7 Any publication costs should be covered by the research sponsor. Thus all funding applicants should consider including an allowance for publication costs in their initial application.

4.9 Ethical Values

- 4.9.1 There shall be an Internal Review Committee (IRC). The IRC shall be one of the sub-committees of the GRaCB. The IRC shall have responsibility for approving all projects involving human or animal subjects.
- 4.9.2 The IRC shall be responsible for producing policies and guidelines on ethics.
- 4.9.3 The University community shall adhere to a code of ethics dealing with issues arising from the nature of research. The code of ethics will be consistent with the prevailing ethical requirements of the international research community, and will also reflect the distinctive nature of SJUT.

- 4.9.4 The code of ethics will include policies on the environmental impact of research, genetic engineering and research involving animal and human subjects.
- 4.9.5 The IRC will develop a process for monitoring projects to ensure compliance with ethical requirements.

4.10 Consultancies

- 4.10.1 The previous Consultancy Policy of 2009 shall be renamed *The Guidelines on Consultancy*. Except where over-riden by this policy or its updates the clauses contained in that document shall remain in force.
- 4.10.2 Consultancies may be either Institutional (where the University is responsible for the quality of the work), or Personal (where the staff member concerned is acting as a private individual).
- 4.10.3 All consultancies must be approved by the DPGSR on the recommendation of the Dean of the relevant Faculty/School/Institute and the University Research and Consultancy Committee (URCC see 7.4) prior to commencement.
- 4.10.4 Before approving a consultancy, the Director must be satisfied that it can be undertaken successfully without detriment to the teaching and research activities of the staff concerned. Details of any arrangements to cover teaching responsibilities must be included in the request for approval.
- 4.10.5 Institutional consultancies will be supported in preference to Personal consultancies.
- 4.10.6 Institutional consultancies and reports arising from them will be included in staff annual assessment, whereas work done as a personal consultancy will not be eligible for inclusion in staff assessment.
- 4.10.7 When a member of staff engages in a Personal consultancy, he/she must indicate in writing to the sponsor (copy to the Director) that they are acting entirely in a private capacity, and that SJUT will take no responsibility whatsoever for the quality of the work, and will not accept any liability for any consequences.
- 4.10.8 University resources, including staff time and equipment, cannot be used for Personal consultancies unless prior approval is given, and the University obtains full cost recovery for these resources (see definition of full cost recovery).
- 4.10.9 In addition to full cost recovery, the University shall be entitled to receive a proportion of the fee received by the staff member for personal and institutional consultancies (the Professional Fee):
- i) The University proportion of the fee for personal and institutional consultancies shall be set by Senate on the recommendation of the GRaCB.
 - ii) The Fee shall be 25% of the Professional Fee received for Institutional and Personal Consultancies. Where a consultancy is obtained through the efforts of a

member of staff who will not be involved in the work, a further fee of 5% shall apply for this service.

4.10.10 Income derived from consultancies shall be allocated in accordance with clause 5.2 below.

4.10.11 The University will have a centralised quality management system (overseen by the University Research and Consultancy Committee) for monitoring the quality of all institutional consultancies.

4.10.12 The Director will maintain a record of all consultancies (both Personal and Institutional) undertaken by staff.

4.10.13 The University Policy and Guidelines on consultancy shall apply to any part of a research contract involving payments to staff for their time over and above their normal salaries. In these cases the paid work shall be treated as an institutional consultancy.

5 Use of Resources and Funds allocated to Research

5.10 External Research Funding and Grants Administration

5.10.10 SJUT will encourage staff to seek external funding for research.

5.10.11 Procedures will be established to ensure that all externally funded research proposals and projects are checked prior to submission, and monitored for progress thereafter.

5.10.12 Internal peer review of external research proposals will be encouraged.

5.10.13 The University will provide research services to external bodies, and shall seek to include the full direct and indirect costs of the project in the budget to the sponsor wherever possible. However projects may be undertaken at less than the full cost where there are other benefits to the University.

5.10.14 Staff shall not receive additional payments for undertaking research for projects which are funded from internal or external research funds, where conducting research is identified as part of their job description (staff shall, however, be able to use part of the overhead fees collected from their externally funded research projects for research related activities). An exception shall be for approved consultancy work, which shall be subject to the University policy on consultancy.

5.10.15 Staff shall be accountable for the effective use of resources allocated to them for research purposes.

5.11 Use of Overhead Income

5.11.10 Overhead income recovered from a project shall be used to

- Assist the staff members who obtained the income to develop their research activities by allowing them discretionary use of funds for research activities
- Support University research activities and funding rounds
- Encourage staff to seek and obtain external overhead income

- Recognise Research success
- Build University Research Capability
- General purposes

5.11.11 The allocation of funds between these categories shall be decided annually by the Council in accordance with the University strategic plan.

5.12 Management of University Funds allocated to Research

5.12.10 A proportion of University income shall be set aside for Research purposes.

5.12.11 The University will strive to set internal funding levels for research at levels that are consistent with Universities which espouse similar goals, worldwide.

5.12.12 Funds will be distributed by the Director in accordance with the recommendations of the URCC, using transparent, fully contestable processes, which will be advertised throughout the campus.

5.12.13 All academic and support staff will be eligible to apply for internal funds.

5.12.14 Faculties will be expected to provide comment on the academic quality of proposals, but all funding allocation decisions will be made by the URCC.

5.12.15 Applications involving undergraduate and post-graduate students can only be made by their supervisor, who will be responsible for financial management of the project, and for the quality of the research.

5.12.16 Each proposal for research shall have a project leader, who will be responsible for financial management and quality of the project.

5.12.17 Where other resources are required for research purposes (laboratories, administrative support, etc), the project leader shall obtain approval from the person responsible for that facility prior to commencing the research.

5.12.18 Funds will be disbursed to researchers as required for undertaking the project work, subject to satisfactory progress being made.

5.12.19 It is a requirement that all project leaders agree to provide a brief report of progress every 3 months to the Director, who will copy this to the URCC representative of the faculty concerned for information. If progress is unsatisfactory, or if the project leader does not report as and when required, funding will be withheld or withdrawn.

5.12.20 A staff member may only be project leader for one award from internal funding sources at a time, but may participate in other internally funded projects as a named collaborator.

5.12.21 Any unused funds must be returned to the University research pool at the completion of the project.

5.12.22 A final report will be required for every project. This report must include a full financial report of use of funds as an Appendix. Part of the report may be in the form of a scientific publication, but the report must comply with the requirements of the URCC. In addition an electronic copy and a hard copy must be forwarded to the University Library. No further proposals will be considered from the staff member until this final report is submitted and accepted.

6 Policy Review

6.10.10 The clauses in this policy shall be used to enable an evaluation of the progress in achieving policy goals on an annual basis.

6.10.11 This policy shall be subject to periodic review.

7 Implementation

7.10 University Research Handbook

7.10.10 Details of the procedures for implementation of this policy will be contained in the University Research Handbook. The handbook shall be prepared and maintained by the Director, in consultation with the GRaCB.

7.11 Director of Postgraduate Studies and Research

7.11.10 There shall be a Director of Postgraduate Studies and Research who shall report to the DVCA.

7.11.11 the Director shall be responsible for:

- Implementation of the Research and Consultancy policies
- Oversight and management of the Directorate and its staff
- Working with the Directors of Quality Assurance and Human Resources to ensure that the policies and documents related to Quality Assurance, Staff Employment, Promotion, Ethics, and Postgraduate Studies are all consistent with each other and reflect the University vision and mission statements.
- Oversight and development of Masters programmes to ensure consistency across Faculties
- Development and management of the PhD programme across the University
- Development and maintenance of strategic plans for postgraduate studies, research and consultancy
- Reviewing and updating all University Handbooks and guidelines on postgraduate studies, research and consultancy on a regular basis
- Creating and distributing internal research application forms for each funding round, reporting forms, and all other documentation required for managing research.
- Advising DVCFP and SJUT's financial services on the allocation of funds to academic staff for research purposes in accordance with the decisions of the URCC.
- Monitoring the progress of research, and for advising financial services to approve or withhold research expenditure.

- Checking and approving proposals for external research funding, and for sign off of project proposals up to an authorised level. For projects with a total value in excess of this, he/she shall first refer the project to the DVCA.
- Maintaining a record of staff research, and keeping senior management advised of new research developments.
- Maintaining a record of Institutional and Private Consultancies.
- Facilitating the issue of research permits to national and international researchers.
- Managing and promoting consultancy work by SJUT staff.
- Arranging staff training workshops on postgraduate supervision and research practice.
- Providing timely feedback to staff on the quality of proposals for external funding.
- The allocation of internal funds to projects and staff in accordance with research priorities.
- Arranging for information on Research activities to be provided to enable the University to publicise and promote its research activities to society.

7.11.12 The Director shall provide an annual report on Postgraduate Studies and all Research to SJUT's Senate.

7.12 Graduate Studies, Research, and Consultancy Board (GRaCB)

7.12.10 There shall be a Graduate Studies, Research, and Consultancy Board (GSRaCB) which will be responsible for advising and assisting the Director on the implementation of University policy. It shall meet twice each semester.

7.12.11 The GRaCB members shall be:

- Director (Chairperson)
- Deans and Directors of academic units
- Director of Information and Library Management
- Director of Centre for Information and Communications Technology
- Director of Quality Assurance
- Directors of Research Centres
- Professor Of Research
- DVC Finance and Planning
- DVC Academics
- VC (*ex-officio*)

7.12.12 The role of the GRaCB shall be:

- To promote and offer appropriate advice on all aspects of postgraduate studies, research, and consultancy within Teaching and Learning at SJUT.
- To make recommendations to Senate on policy and strategic planning for postgraduate studies, research, and consultancy.
- To provide advice and support to the Director on the implementation of policy, strategic planning, and identification of priorities.
- To receive and review reports and requests submitted from its sub-committees.
- To facilitate research permits to national and international researchers.
- To make recommendations to the Director on new and emerging technologies and research priorities.
- To consider the positioning of the University for future Research Assessment Exercises in conjunction with other institutions.

7.13 University Research and Consultancy Committee (URCC)

7.13.10 There shall be a University Research and Consultancy Committee (URCC). The URCC shall be a sub-committee of the GRaCB. The URCC will be responsible for advising and assisting the Director in the implementation of University policy.

7.13.11 The URCC members shall be:

- Director (Chairperson).
- At least four (the maximum number shall be one active researcher from each academic unit) active researchers, from separate academic units, nominated by their Dean or Director.
- Directors of Research Centres.
- Professor of Research.
- DVCA (*ex-officio*).
- DVCPF (*ex-officio*).
- VC (*ex-officio*).

7.13.12 The URCC shall be a sub-committee of the GRaCB

7.13.13 The role of the URCC shall be:

- To standardize the research process.
- To send all agenda and minutes to the chairperson of the GRaCB and make recommendations to the GRaCB on matters relating to research and consultancy.
- To consider and respond to all policies from appropriate research bodies and agencies.
- To review proposals seeking internal resources for research from staff, and to allocate research funds and resources to staff in accordance with the strategic priorities as set out in the research policy and guidelines.
- To assist in the development and monitoring of Doctoral Research.
- To approve the proposed arrangements for supervision of PhD candidates, supervisors and programmes.
- To administer a regular progress review of all Registered Doctoral Candidates.
- To administer the Doctoral Research Programme.
- To arrange oral examinations (*viva voce*) for PhD theses.
- To encourage and support academic staff in engaging in research.
- To provide advice and support to the Director.
- To make recommendations to the Director on new and emerging technologies and research priorities.
- To review and monitor the level of private and institutional consultancies, and their impact on teaching and research.
- Ensure that information on all completed theses, research work, and consultancy work is made available to the Library representative on the GRaCB and to the Directorate of Postgraduate Studies and Research.

7.13.14 Faculties may set up their own research and consultancy sub-committees to act in an advisory and support role to the URCC. Such sub-committees shall be able to provide comment and feedback on the academic quality of proposals, which shall be taken into consideration by the URCC in making its decisions on internal funding.

7.14 University Postgraduate Studies Committee (UPoGSC)

7.14.10 There shall be a University Postgraduate Studies Committee (UPoGSC), which will be responsible for advising and assisting the Director on the implementation of University policy regarding postgraduate studies.

7.14.11 The UPGoSC members shall be:

- Director or Assistant Director or the Director's nominee (Chairperson)
- Masters Course Co-Ordinators (where the Course Co-ordinator is also the Dean/Director he/she may nominate a senior member of staff involved in teaching at Masters level or above to the committee).
- An administrator from the Directorate of Postgraduate Studies and Research
- DVCA (*ex-officio*)

7.14.12 The UPoGSC shall be a sub-committee of the GRaCB.

7.14.13 The role of the UPoGSC shall be set out in full in the Regulations and guidelines for postgraduate studies.

7.14.14 In particular its function shall be:

- To send all agenda and minutes to the chairperson of the GRaCB and make recommendations to the GRaCB on matters relating to postgraduate studies at SJUT.
- To advise Faculties on the administration of Masters programmes
- To encourage and support students in engaging in research.
- To provide advice and support to the Director.

7.15 University Internal Review Committee (IRC)

7.15.10 The Board shall comprise:

- A senior member of the School of Theology and Religious Studies (SOTR) (Chairperson)
- Three other members of the University Staff invited by the chairperson and who are considered to have interest or expertise in ethics.
 - Director (or nominee).
 - The University Chaplain or Assistant Chaplain or senior member of staff nominated by the Chaplain if the Chaplain is also Dean of SOTR.
 - A University legal expert.
 - Two representatives of the local community.
 - A representative of the University of Dodoma.
 - DVCA (*ex-officio*).

7.15.11 The IRC shall be a sub-committee of the GRaCB.

7.15.12 The role of the IRC shall be to ensure that all research and consultancy is conducted in accordance with all appropriate ethical and moral standards and requirements, and in compliance with the values of the University.

7.15.13 As a sub-committee of the GRaCB, the IRC shall send all agenda and minutes to the chairperson of the GRaCB and make recommendations to the GRaCB on matters relating to ethical and moral standards in compliance with the values of the University.

8 Definitions

For the purposes of this policy the following definitions shall apply:-

8.10 “Director”

Director shall mean the Director of Postgraduate Studies and Research unless otherwise stated.

8.11 “Research”

Research is “the systematic investigation into and study of materials, sources, etc., in order to establish facts and reach new conclusions” (Concise Oxford Dictionary). In this document it shall be taken to include development, applied research (e.g. consultancy) and innovation.

8.12 “Development”

Development means the innovative and creative adaptation of information and knowledge for a new purpose, thereby creating new information.

8.13 “Extension”

Extension means extramural instruction, and implies taking knowledge and information into the wider community, and applying it to serve people.

8.14 “Innovation”

Innovation means to introduce new ideas and methods.

8.15 “Consultancy”

A consultancy is work done for an external organisation, which may or may not include a research component, and for which the organisation pays a fee. All consultancies are subject to the University policy on consultancy.

8.16 “Institutional Consultancy”

An Institutional Consultancy is a consultancy where the agreement is between the University and the client.

8.17 “Personal Consultancy”

A Personal Consultancy is one which is undertaken by a staff member, and for which the University has no legal liability whatsoever.

8.18 “Research Centre”

A Research Centre is an entity that facilitates the development of research (and hence teaching and outreach to the wider community), in a specified field of endeavour, and which meets a standard defined by the University.

8.19 “Postgraduate Studies, Research, and Consultancy Board” (GRaCB)

The Postgraduate Studies, Research, and Consultancy Board is a body responsible for advising the Director of Postgraduate Studies and Research on research and consultancy policy, strategic planning and implementation of policy, and which reports to Senate.

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9.10

The University Research and Consultancy Committee (URCC) is a body responsible for assisting and advising the Director of Postgraduate Studies and Research on the implementation of policy..

9.11 “University Postgraduate Studies Committee” (UPGoSC)

The University Postgraduate Studies Committee Committee is a body responsible for assisting the Director of Postgraduate Studies and Research to manage the postgraduate studies programme.

9.12 “Faculty Research Committee” (FRC)

A Faculty Research Committee is a body responsible for assisting the Faculty concerned, to implement research policy, and to provide an academic assessment of research.

9.13 “University Research and Consultancy Handbook”

The University Research and Consultancy Handbook is the document which details the implementation of this Policy.

9.14 “Overheads”

Overheads are charges included in the budget of a research project to cover some or all of the non-direct costs of operating the project (e.g., staff training, financial and other support staff and services, office maintenance, academic salaries, depreciation of assets, and other infrastructural costs, etc).

9.15 “Full Cost Recovery”

Full cost recovery means the complete recovery of all costs associated with an activity. This includes direct costs (staff time, wages, materials used, etc) and indirect costs such as depreciation on equipment and buildings, heating, lighting, University operational overheads and running costs such as the support of other administrative staff in financial services etc. These may be calculated using a single percentage overhead charge on a project, or may be costed item by item.

9.16 “University Internal Review Committee (IRC)”

The Internal Review Committee is a committee responsible for ensuring that research and consultancy work is conducted in accordance with all ethical, and moral expectations, and in compliance with the University’s values.