KUMI UNIVERSITY

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RESEARCH AND PUBLICATIONS POLICY 2025-2029

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Official Approval

Confirmed on this day ....6th.....of .February 2025.....

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His Lordship Justice Ajiji Alex Mackay
Chairperson
Kumi University Council

Signed on this day.....7th.....of .February.... 20.25.....

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Prof. Jong-In Hong
Vice Chancellor,
Kumi University

A Word from Chairman of University Council

Kumi University was established to address the socioeconomic challenges that were posed by war, cattle rustling and insurgency in the Teso sub region. I am happy that the University has surpassed numerous challenges including the COVID 19 pandemic and is in a position to acquire a Charter status.

The University Council is fully committed to provision of good quality, credible education and services as a world class higher education institution in Uganda and the region. We fully support the Government of Uganda's international commitments such as the United Nations (UN) Agenda 2030 on Sustainable Development Goals (SDGs), especially goal # 4 to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all"*. Uganda is also a signatory to the African Union's declaration for provision of quality education as a requisite for achievement of the Africa Vision 2063.

Uganda's vision 2040 commits government to provide education as a human right. The privatization and liberalization policies have widened access to quality education by enlisting the participation of private actors like Kumi University. Good quality, accessible and affordable education has also been consistently underscored by the National Development Plans (NDPs, I - IV). The University remains compliant with the regulatory functions of the NCHE as well as the 2008 Education Act for the delivery of a high level quality and affordable education service, and; guidelines for professional and ethical conduct of our personnel.

As a Christian founded, private Higher Education Institution, Kumi University seeks to contribute to these national aspirations and yet remain relevant to the needs of local communities in the Teso sub region. These policies are a welcome step for ensuring that admissions, teaching and learning processes, assessments, research, and stakeholder engagements are well aligned with the NCHE regulations, standards and guidelines. The University Council remains committed to providing all the support required to facilitate professional best practices in the University.

For God and my Country

His Lordship Ajiji Alex Mackay
Chairman, Kumi University Council

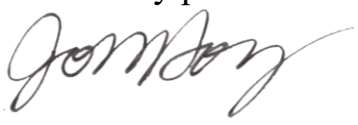
Forward by the University Chancellor

Kumi University is a private higher education institution in Uganda licensed by the Ministry of Education and Sports since 2004 and is in advanced stages of acquiring a Charter status. As a Christian faith-based institution, we are committed to academic excellence and nurturing servant leaders through integrity, and the spirit of service by emphasizing character development and mentorship in dormitory-based community life experience.

The University promotes community engagement through service-learning to address societal challenges and ensures that community service is a core curriculum requirement. Kumi University also remains a global player in research and innovation by promoting international collaborations, student exchange, and partnerships with institutions in Korea, Japan, and the U.S. We will endeavor to upgrade the infrastructure, including classroom renovations, dormitories, a modern library, and online learning facilities.

Policy development is another indicator that Kumi University is fully compliant to supervision and guidance by the National Council for Higher Education (NCHE) under the UOTIA cap 262. Regulation 9 of Statutory Instrument 34 of 2008 (QAR) requires institutions to develop quality assurance systems.

This policy outlines the operational guidelines for promotion of research and innovation among the academic staff and students. Research is a core function of the University and the policy espouses action research for improvement of pedagogy and other services of the University. The Academic staff shall be promoted on the basis of their research outputs and publications in peer reviewed journals. Furthermore, intellectual property rights are highlighted. The policy promotes the establishment of KUMU Interdisciplinary Journal for nurturing research capacity among staffs and graduate students as we seek relevance to the national research agenda and positionining the University in the solution of local community problems.



Prof. Jong-In Hong
Vice Chancellor

1.0. Preamble.

Research and innovation today is a foundation for development nationally and globally. Research and innovation activities have a fundamental influence on the policies and growth of institutions, public and private sector, nations, and globe as a whole. Research and innovation has been rooted in the coordination between research activities and economic, social, political, cultural, gender and institutional processes as highlighted in the research agenda.

A policy geared to this direction has been vested to the very challenges posed by innovations, research and development, science and technology and other activities and its expectation.

The key benefit of research and innovation lies in the generation of new knowledge and translation of such knowledge into new technologies, interventions and strategies that would be delivered to the poor communities. In order to achieve this goal, it is important to pursue the entire research process within the context of contemporary knowledge, professional ethics, effective policy, adequate resources and cooperation with other organizations.

Within Kumi University context, research and innovation encompasses multi-level, multidisciplinary and partnership approaches that support the discovery of new ways of using disciplinary perspective and methodology.

At Kumi University, research and innovation constitute one of the three primary functions. Hence, pursuing research is a fundamental obligation that requires proper guidance. This research policy comes in handy to guide the process of research and innovation in the University. The policy emphasizes the provision of research opportunities, encouraging publication, quality and professional ethics

and proper coordination and management of research and innovation in the University.

In achieving the aims of this policy, the University is committed in partnering with national and international organizations that monitor and support research activities. In Uganda, this refers to such organizations like Uganda National Council of Science and Technology, Agricultural Research Organization (NARO), National Council of Higher Education (NCHE), Resilience African Network (RAN), Industrial Research Organization (IRO), among others.

The Research and Innovation policy has been developed basing on guiding framework of the Kumi University Vision, Mission, and Core values.

1.1 Vision

To become a world class centre for holistic, quality, affordable and community tailored higher education and research.

1.2 Mission:

To provide holistic education tailored at transforming individuals and communities. .

1.3. Motto:

Goodliness & Excellence for Servanthood

2.0. Purpose of the Research and Innovation Policy

The purpose of the Research and Innovations Policy is to strengthen research capacity and output, and mainstream in the coordinated manner the conduct of research and innovation in the University. This will be achieved through four strategic objectives as shown in Section 3.0.

3.0. Strategic Objectives

(i) To create an enabling, harmonious, transparent, and efficient environment for research and innovations

(ii) To strengthen research management and coordination

(iii) To improve research and publication culture

(iv) To strengthen gender responsiveness in research and innovation.

4.0. The Scope

This policy applies to all the research projects undertaken by both staff and students in all the departments of the university.

It also applies to all collaborative research projects within and outside the university.

5.0. Guiding principles

5.1. Research agenda.

The University shall generate a research agenda that shall be reviewed periodically in the following ways:

i Faculties/departments shall formulate research priority areas that will be discussed by KURC and adopted in the University research agenda.

ii The priority areas identified shall reflect national research objectives, priorities, and relevant global trends.

iii The research agenda shall promote both basic and applied research.

iv The review of the research agenda shall be based on the University Strategic Plan.

5.2. Research, Planning and Administration

There shall be the University Research Committee responsible for overseeing research activities. This committee shall consist of the following.

i Director of research. Who shall be responsible for the overall supervision of research activities in the university.

ii Research coordinator.

   a. Who shall be responsible for coordinating research activities within the different departments.
   b. Monitor research activities and or research sites.
   c. Champion and organize collaborations for research and funding ventures for research.

iii The librarian shall by default be the secretary and custodian the research committee.

iv Representatives from each apartment (one for each department) shall be members of the research committee.

5.3. Research Funding

i Research funding shall be solicited from internal fees collections,

ii Through collaboration with other institutions both public and private and from research grants sources.

iii Solicitation of funding shall be encouraged and facilitated at individual, departmental, school, institute, and inter-institutional levels.

iv The funding conditions should be in line with the Kumi University vision and values.

5.3.1 Approval for funding criteria

i. Projects for the University funding shall be selected on the basis of research priority themes, subject to well-defined approval criteria.

ii. Research projects leading to tangible technologies and innovations shall be given priority, upstream basic research shall not be overlooked. An appropriate share of research funds shall be reserved to support such activities.

iii. The University shall provide seed funds to support priority project development and proposal preparation activities; such activities shall include background data collection, planning workshops and project write-up.

5.4. Registration Protocol

i All persons intending to carry out research in and for the sake of the university are required to register their research protocol/ proposals with the Kumi University Research Committee (KURC) and obtain KURC approval of the protocol/proposal.

ii Research protocols/proposals submitted for registration and approval should be well-written and fully developed. Only final research proposals shall be accepted for registration.

iii Data collection instruments, case report forms and informed consent forms should be attached to the protocol/proposal.

iv Research protocols/proposals received shall be reviewed internally by the Kumi University research committee or an Ad hoc committee established for that particular purpose.

v In order to register a research proposal, the lead researcher (principal investigator) should complete the necessary research application forms in print obtained from the research center secretariat.

5.5. Procedure and Requirements for Registration

The KURC shall carry out the selection/vetting of research proposals. This committee shall produce guidelines/criteria for selection and approval before implementation.

5.6. Affiliation to specific Departments

i All researchers and/or research teams are required to identify and get affiliated to a specific department on the nature of the research project.

ii The researcher and/or research teams shall be required to obtain a recommendation from the head of the department, which will be submitted to Research center.

iii The departments of affiliation shall be required to support and work with the researchers, as far as the final stage of disseminating the research findings.

5.7. Research by Students

i Research by students (registered in the various departments of the university) shall be appropriately documented and reviewed by the student's supervisor in close collaboration with the head of department.

ii The head of department shall submit to Research center a list of all approved students' research proposals prior to the commencement of studies.

iii The KURC shall review the students' research reports based on the research agenda and recommend the outstanding reports for further development and publication.

iv The allocation of supervisors for students' research shall be done by the respective faculty and department heads.

v The qualification of the supervisors shall be as follows:

a. Bachelor's students shall be supervised by a lecturer with a master's qualification.
b. Master's students shall be supervised by a lecturer with a Ph.D. qualification.
c. Ph.D. students shall be supervised by a senior lecturer, professor, with a Ph.D. qualification.

5.8. Monitoring of Research Sites

KURC shall have access to data and the research premises, field, or sites.

KURC shall from time to time, visit the research sites announced or impromptu to ensure compliance with this policy and university research guidelines.

5.9. Termination of the research project

Kumi University research center reserve the right to terminate, suspend or revoke a research permit granted to the researcher and/or research team in the event of gross misconduct or violation of the research ethics or the provision of this policy-when deemed necessary.

5.10. Renewal/Extension of the research project

A researcher/and or research teams who wishes to continue with the research protocol beyond the expiry date/set duration, shall make a written request for an extension/renewal to the vice Chancellor, through the Deputy Vice Chancellor (Academic Affairs), through the KURC.

The request shall be accompanied by a progress report and departmental and faculty approvals/recommendations (where applicable)

The researcher/team shall provide any other pertinent information deemed necessary.

5.11. Final Reports

It is the researcher's and/or research team's obligation to submit final reports of their research projects to the KURC for documentation and dissemination.

6.0. Remuneration of Research Staff

i Research staff and faculty members who engage in research, shall be rewarded. And compensation shall be made to any outstanding research work undertaken by an individual faculty member on behalf of the university.

ii The University shall incorporate into its personnel policy, a special scheme for recognizing and rewarding outstanding performance in research. This scheme shall be implemented on a regular basis as part of the staff emoluments review programme.

iii The research performance award scheme shall consist of the following types of awards:

- Token: Awards to include public recognition with a plaque, certificate, money payment, holiday allowance, etc., to be given along with or without any of the other awards.
- Merit: Increment consisting of extra steps in the salary scale, given only in the year of achievement. And merit promotion to be awarded for outstanding performance.
- Shares: Award for intellectual property ownership in the form of copyrights, patent rights, utility models and trademarks.

7.0. Dissemination of Research Results

i The University shall ensure that research results are disseminated widely to the intended beneficiaries.

ii Sponsors of research projects shall be furnished with research reports as per their requirements.

iii The University shall encourage and facilitate projects aimed at enhancing technology assimilation and utilization by industry and end-user communities.

iv The findings of each research project shall be released in intermittent progress reports in a prescribed format and through research seminars. The releases shall facilitate peer review of research performance.

v On completion of each project, the principal researcher shall prepare standard research report in a prescribed format, which shall be reviewed and disseminated to stakeholders and policy makers to aid decision making.

vi The researchers shall be required to prepare manuscripts for publication in international journals. Each research manuscript shall be reviewed at an internal seminar before it is released for publication.

vii The university library shall retain a copy of the publication.

viii The Research Department shall maintain and continuously update the University research database and make it electronically accessible through the University website.

ix All research proposals shall be required to include a provision for at least one workshop, seminar, training of trainers/beneficiaries, or a suitable extension activity for technology dissemination at the end of the project.

x Proposals shall also be required to include a provision for attendance by the researcher(s) (though not a must) of at least one international scientific forum at which the project results shall be presented.

8.0. Ownership of Research Outputs

i In principle, ownership of research results/outputs shall rest with the University. This shall always be the case, without any dispute, when all research funding is from within the University.

ii Where research is financed either partially or wholly from an external source, and there is a desire for shared proprietorship of research results/outputs, then a formula for ownership shall be worked out upfront.

9.0. CONCLUSION

This policy is a deliberate effort to guide the University research towards greater internal efficiency, effectiveness and external relevance. Implementation of the policy is expected to instill uniformity and transparency in the processes of research planning, implementation, monitoring and evaluation. The policy puts great emphasis on the need to strengthen the University's research capacity by establishing and empowering the research management infrastructure, including Research Center and participatory mechanisms for research coordination and decision making at Departmental levels. This is in line with the objectives of Kumi University. The research policy maps out the processes of identification of research needs and prioritization; research project identification and initiation; preparation and approval procedures for proposals, funding sources and modes; project monitoring and control dissemination of research results and evaluation of research effectiveness.

The University Research Policy is intended for use by all Kumi University campuses and external customers and to serve many types of users including students, faculty, researchers, administrators, donors, and target clients. For these reasons, the policy sets out guidelines that promote the technical research aspirations of stakeholders, while it also satisfies the internal administrative requirements of the University.

It is hoped that the Research Policy will stimulate research professionalism and a scientific culture at the University and enable the University to meet its broad research objectives to address its vision and mission, both in the short and the long run.

10.0. Policy Review

This policy shall undergo a review every three years or sooner if necessary, to ensure its relevance and effectiveness. Specific circumstances that may trigger a review include:

1. **Conflict with other policies:** Ensuring alignment and consistency within the University's regulatory framework.
2. **Need for amendments:** Addressing changes that enhance service delivery or adapt to evolving institutional needs.
3. **Other identified reasons:** As determined by the University Administration or the Public Relations and Communications Committee to better serve the institution's goals.
4. Regular reviews will ensure the policy remains robust, responsive, and reflective of KUMU's mission and aspirations.