





**MASENO UNIVERSITY**

<b>DOCUMENT TITLE:</b>	PROCEDURE FOR RESEARCH		
<b>DOC. NO:</b>	MSU/PRI/RPI/OP/01	<b>ISSUE NO:</b>	2
<b>DATE OF ISSUE:</b>	8 <sup>TH</sup> JUNE, 2018	<b>REV. NO:</b>	1
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## 0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC PRI
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC PRI
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC PRI
4.	08/06/2018	2-5	Rearrangement of clauses as a result of omission of title that was previously clause 1	DVC PRI
5.	08/06/2018	2	1.0 omission of title.	DVC PRI
6.	08/06/2018	3	3.1 and 3.6 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01 respectively	DVC PRI
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1	DVC PRI
8.	08/06/2018	ALL	Change of font type and size	DVC PRI

## 0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users

### 1.0 PURPOSE:

To ensure that quality research is conducted professionally in accordance with the rules and regulations of the University.

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## **2.0 SCOPE:**

This procedure covers the conceptualization of ideas, review of literature in the research area, development of methodology, conduct of the research, analysis and dissemination of the results.

## **3.0 REFERENCES:**

- 3.1 ISO 9001-2015: Quality Management System requirement.
- 3.2 Maseno University Quality manual
- 3.3 Maseno University Research Policy
- 3.4 SGS Rules and Regulations
- 3.5 University Strategic Plan
- 3.6 MSU/VC/MR/OP/01

## **4.0 DEFINITION OF TERMS/ABBREVIATIONS**

- 4.1 **Proposal** -Statement of area of research interest and methodology
- 4.2 **Ethics Committee** - Committee that considers ethical issues in Research proposal.
- 4.3 **Principal Investigator** - the main researcher
- 4.4 **SGS** - School of Graduate Studies
- 4.5 **HODs**- Chairman of an academic department

## **5. RESPONSIBILITIES**

Director RPI shall be responsible for the effective implementation of this procedure.

## **6.0 METHOD**

### **6.1 Research by Students**

- 6.1.1 A student shall identify a research topic and develop a concept paper in line with the department's area of specialty and present it to the HODs.

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6.1.2 The HODs shall assign supervisor (s) to the student from amongst the Graduate faculty with an interest in the study theme.

6.1.3 The Supervisor(s) shall assist the student to develop a research proposal for presentation at a Faculty/ School of Postgraduate Committee seminar for review by academic staff.

6.1.4 The Faculty/School Postgraduate Committee seminar shall critique the proposal and makes appropriate recommendations for changes to improve it.

6.1.5 After making the appropriate recommendations the student and supervisor(s) shall sign the proposal and submit it to the Ethics committee (where applicable) for review and approval.

6.1.6 The final proposal shall be submitted to the SGS by the department.

6.1.7 The SGS shall give a written approval for the research to be conducted.

6.1.8 The student shall conduct the research according to the proposal and under the guidance of the supervisor(s).

6.1.9 The students shall document the results in the form of a dissertation/report or thesis (as applicable) as per the requirements of the training programme.

6.1.10 The student shall present the dissertation/project report or thesis for examination.

## **6.2 Research by Staff**

6.2.1 A staff member shall identify a research topic and develop a research proposal on his/her own initiative or in response to a call for proposal by a funding agency, an individual or member of a research team.

6.2.2 The staff member shall submit the proposal for review and possible funding if applicable.

6.2.3 The staff member shall submit the proposal to the Ethics committee (where applicable) for review and approval. For proposals depending on funding agency, this shall be done only after the agency approves the funding.

6.2.4 The Ethics Committee (where applicable) shall give a written approval for the research to be conducted.

6.2.5 The Staff member shall conduct the research according to the proposal.

6.2.6 The staff member shall submit progress and financial reports to the agency.

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6.2.7 The staff member shall analyze, prepare paper(s) and submit to a peer reviewed journal or publish a book (as the case may be).

6.2.8 The staff member shall submit a copy of the publication to the Chairman of the Department and the library.