

ZIAUDDIN UNIVERSITY

GUIDELINES, POLICIES AND PROCEDURES

Policy Title	Research Policy
Policy Number	022
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Contact	ORIC Department

PURPOSE:

Research excellence in all fields of study is central to the mission of Ziauddin University and a top priority as the key element to success of the University's academic profile that needs to be preserved. The ZU community is in continued pursuit of ever greater accomplishments in research through our commitment to innovation, excellence and quality. This policy draft establishes a general framework for the conduct of research with following specific goals:

- Achieving a high standard and ethical conduct of the research process.
- Ensuring responsible conduct of researchers.

SCOPE:

The ZU Research encompasses College of Medicine, Dentistry, College of Rehabilitation, Speech & Language in FHS. Moreover, Ziauddin University offers unparalleled opportunities for research to the Faculties of Pharmacy, Nursing, Engineering, Law, Liberal Arts and Human Sciences, Eastern Medicine and Natural Sciences.

POLICY STATEMENT:

The transmission of knowledge and conduct of scholarly inquiry are central and complementary functions of the university with interdisciplinary approach as well. They can be carried out effectively only if scholars are guaranteed certain freedoms and accept corresponding responsibilities of high research and ethical standards.

ZIAUDDIN UNIVERSITY

RESEARCH POLICY

Ziauddin University espouses the principles for responsible research conduct with high standards of scholarly integrity. Therefore, the research conducted at ZU must be in accordance with these principles:

- Maintain the highest standards of honesty, integrity and ethical behavior.
- Familiarize with and abide by the rules regarding the regulations, policies and guidelines.
- Do not misrepresent academic, professional or employment credentials and experience.
- Do not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- Do not engage in research misconduct including plagiarism knowingly.
- Establish procedures for the retention and recording of data in an organized and ethical manner.

1. Responsibilities of University:

The University fosters an environment conducive to research and is responsible for the governance and management of research and providing support for the conduct of ethical research and dissemination of findings. The University shall take reasonable measures to ensure that researchers are made aware of, and kept informed about changes to the regulatory framework relevant to research through the Faculty Research Departments and ORIC. The ORIC is responsible for the management of the policies related to research and will serve as the central point of reference for information and advice.

1.1 Governance and Management of Research

- i. Identify and comply with relevant laws, regulations, guidelines and policies laid down by the Faculty Research Departments headed by a dean, full-time Ph.D. faculty members and laboratory staff. The ORIC shall be an institutional umbrella for Research.
- ii. BASR is the statutory body for the accountability of all the research based post graduate programs at ZU with additional sub-committees operating in liaison for maintaining good governance and management practices as mentioned below:
 - Guidance & Examination Committee (GEC)
 - Clinical Research Committee (CRC)
 - IRB/ Ethical Review Committee (ERC)

- Research Advisory committee (RAC) for individual Ph.D. students
- University Research Council (URC)

1.2 Office of Research, Innovation & Commercialization (ORIC)

ORIC is the central coordination body for research at Ziauddin University which supports the overall drive to conduct scientific investigations based on policy guidelines and critical analysis leading to meaningful research. The ORIC is a hub of all activities and works particularly to accelerate the accomplishment of high-quality research by fostering linkages, and establishing connectivity between intellectual and professionals with a bench to bedside or bench to industry approach.

1.3 Training and Support for Quality based Ethical Research

Ziauddin University, through its Research department, is committed to:

- Provide ongoing training and education that promotes and supports responsible research conduct for all researchers and those in other relevant roles.
- Ensure supervisors have the appropriate skills, qualifications and resources.
- Support responsible dissemination of research findings through journals published at the university (Pakistan Journal of Medicine and, Pakistan Journal of Rehabilitation, Ziauddin Journal of Pharmaceutical Research and others).
- Provide access to facilities for the safe and secure storage and management of research data, records and research materials and, where possible and appropriate, allow access and reference through ORIC.
- Conduct regular coursework for Masters and Ph.D. students in research methodology, epidemiology, biostatistics, and laboratory techniques for Health Sciences students.
- Hold symposia, workshops and seminars for further training of faculty, staff and students of other faculties, including short courses in ethics.
- Support most of its research demands, through the dedicated space (Research Department and ORIC office) as well as research laboratories and extended facilities like internet, digital libraries etc. available to students and all researchers across ZU.
- Offer research funding through the ORIC with special allocation of funds and send money as research grants for masters and Ph.D. students. Moreover, separate funding can be offered to supervisors on merit and worth of the project after approval.

- Ensure ethical research through an Ethical Review Committee (ERC/ IRB) comprising of Chairperson, Deans and senior faculty members with 25% representatives of external members for transparency of the ethical review process.

2. Responsibilities of Researchers

The primary responsibility for conduct of research for degree award shall rest with the supervisory team. However, individual scholars are free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism as required by the University's Policy on Openness in Research.

More specifically, the researchers will be responsible for:

- 2.1 Obtaining necessary approvals of the study protocol requires following the standard operating procedures, and prior approval from authorized committees with the final endorsement by BASR. However, the faculty research for publications related to promotions and retrospective data retrieved from the files may directly be submitted to the Ethical Review Board as per requirements.
- 2.2 Using scholarly and scientific rigor and integrity in obtaining, recording and analyzing data, and in reporting and publishing results.
- 2.3 Completing research work in stipulated time.
- 2.4 Ensuring that publications do not misrepresent data or images and that the nature and purpose of any image manipulation is explained.
- 2.5 Acknowledging affiliation with the university in all publications resulting from research undertaken while a member of the university community.
- 2.6 Ensuring that authorship of published work includes all those, and only those, who have made significant scholarly contributions to the work and who share responsibility and accountability for the results. (Details of the authorship guidelines are given in annexure.)

3. Responsibilities of the Supervisors

Supervisor of students engaged in academic research leading to degree award (Masters and Ph.D.) shall take reasonable measures to ensure that:

- 3.1 The students have been advised and monitored for their obligations in respect of academic integrity and the ethical conduct of research, and advice on the implications of research misconduct.

- 3.2 The students are provided with a copy of any research related documents which they are required to sign.
- 3.3 The students have received a copy of the rules relevant to their particular research. This includes any special conditions concerning such matters as constraints on publication, limitations on future use of data, and ownership of intellectual property that may influence a student's decision to participate in the research.
- 3.4 Satisfactory guidance and advice is provided on the smooth conduct of the student's research program with regular evaluation/monitoring of their research progress.
- 3.5 Regular contact is maintained with the student and they are available to the student when s/he needs advice.
- 3.6 Regular evaluation of students' progress takes place in the form of presentations and group or individual meetings.
- 3.7 Timely, constructive and effective feedback is provided on the student's work.
- 3.8 Integrity and quality of students' work is maintained.

Quality supervisory expertise, including the appropriate skills to perform the role satisfactorily, is supported by relevant continuing professional development opportunities.

4. Collaborations/MOUs with Other Universities

- 4.1 MOU can be signed between two institutions officially regarding sharing of facilities/resources and faculty at the level of Director ORIC and/or Vice Chancellor following a written document guideline to be followed
- 4.2 The Dean Faculty, Research Office and supervisor can negotiate research facilitation for students with other institutions without extensive official commitment in relation to appointment of co-supervisors. Written agreements would be channeled through the ORIC.
- 4.3 Co-supervision is promoted from separate institutions to support funding, use of lab equipment, obtaining samples and patients. This requires a letter of collaboration duly signed by the co-supervisor with clear mention of the support offered by the collaborating institution. The concerned faculty Deans should monitor and supervise the process with full responsibility.