

CASPP018- Scientific Research Policy Procedures

1. Purpose

The aim of these procedures is to reinforce the academic standing of CAS Colleges through effective and systematic contribution in the field of applied scientific research at local and regional levels. The aim of these procedural steps is to clarify the policy for scientific research, organize and direct research activities in the Colleges of Applied Sciences, raise the quality of scientific research, and ensure the best use of existing resources within the framework of the strategic plans of the CAS Colleges and The Research Council alike.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

Scientific Research Regulations: The set of regulations that governs the activities of scientific research in CAS Colleges as issued under the ministerial resolution 2016/38.

3. Procedures

First: Measures to Encourage Scientific Research

- 1- The Department of Scientific Research shall participate in the development of the strategic plan for scientific research in the Colleges in coordination with the Scientific Research Centre at the Directorate.
2. The Department of Scientific Research at the College shall prepare an annual plan for scientific research projects in the Colleges, in coordination with the Scientific Research Centre at the Directorate.
- 3- The Department of Scientific Research shall disseminate the scientific research culture among students and faculty members, and it shall familiarize the College community with the annual scientific research plan and projects as well as the available sources of funding and their conditions.
- 4- The Scientific Research Committee of the College shall encourage faculty members to publish in the Omani Journal of Applied Sciences and shall take part in the initial review process of their published work.
5. The Department of Scientific Research shall follow up on research proposals both during the process of applying for funding and during their execution. Before submitting the proposals to



the Scientific Research Centre (TRC) at the Directorate, the Department of Scientific Research shall also evaluate the extent to which these proposals can compete for the funding opportunities offered by the Scientific Research Council or others.

- 6- The Department of Scientific Research shall hold meetings and field visits to the private sector and public institutions on an annual basis to identify their needs and coordinate scientific research efforts to serve these sectors directly.
- 7- The Academic Departments shall direct faculty members to document their published research in the scientific research management system database.
- 8- The Departments of Scientific Research shall prepare an annual report on the research production in their Colleges.
9. The Scientific Research Centre of the Directorate shall prepare a leaflet to acquaint the society with the research and scientific activities carried out by the CAS Colleges.

Second: Procedures for Obtaining Funds and Support for Research Projects

1. The researcher/s shall submit a request for support to conduct scientific research to the Head of the Department of the concerned faculty, who, in turn, shall submit it to the Head of the Department of Scientific Research.
2. The Head of the Department of Scientific Research shall assess the merits of the application and then forward it to the Assistant Dean for Academic Affairs and Scientific Research, annexing to it his/her own recommendation regarding the application.
3. The Assistant Dean for Academic Affairs and Scientific Research shall express his/her opinion and forward it to the Dean, attaching a memorandum of recommendation for the Dean's final judgment.
- 4- The Dean shall consider the application based on the recommendations submitted by both the Department of Scientific Research and the Assistant Dean for Academic Affairs and Scientific Research of the College. The cost of a scientific research project shall not exceed one thousand OMR. In the event of the cost exceeding this amount, the Dean shall submit the application to the (Scientific Research Centre) Scientific Research Committee of the Ministry and include his/her own recommendation in regard to the application.
- 5- The Scientific Research Centre shall ensure that the application fulfils all the requirements and includes all the necessary attachments. It shall then call for a meeting of the Scientific Research Committee to assess the application, make recommendations, and refer it to the Undersecretary for approval.
- 6- The Scientific Research Centre shall respond to applications for funding within a week from the date of receiving their approval.
- 7- The Department of Administrative and Financial Affairs of the College shall release the funds according to the regulations in force at the Colleges, and in regard to what has already been

accomplished by the project as described in the plan as approved by the Scientific Research Committee.

- 8- The researcher/s shall comply with all conditions, laws and regulations governing scientific (and scholarly) research in the Colleges of Applied Sciences.
- 9- In the event of the application not being approved, the applicant shall have the right to appeal in accordance with the procedures established in the Faculty Grievances Policy CASP017.

Third: Ethical Procedures of Scientific Research

1. The Department of Scientific Research shall promote a culture of integrity, research honesty, adherence to professional standards in the design and implementation of scientific research, commitment to transparency, and fairness in the fields of intellectual property and copyrights.
2. The Department of Scientific Research shall acquaint faculty members and students with the penalties related to scientific research, such as deception, forgery, plagiarism, falsification of research findings, or deliberate deviation from the established norms for conducting research.
- 3- The Dean of the College shall form a Committee for Research Ethics chaired by the Assistant Dean for Academic Affairs and Scientific Research. It includes the Head of the Department of Scientific Research and the Head of the concerned Academic Departments as members.
4. The College's Committee for Research Ethics shall follow up on complaints about research ethics and resolve ethical issues.
- 5- The Committee for Research Ethics shall submit a report to the Dean of the College on cases of complaints, along with recommendations for making decisions.

Fourth: Procedures for Selecting Referees

1. The Scientific Research Centre shall use the help of a number of reviewers to judge research papers, which have been submitted for promotion or publication in the Omani Journal of Applied Sciences.
2. The Scientific Research Centre shall prepare a database with the names of reviewers from inside and outside the Sultanate in all specializations.
3. The Scientific Research Centre shall select reviewers who will judge the merits of the research papers, which have been sent in to the Journal for publication according to the following:
 - It shall provide a proposal, to be presented to the Editorial Committee, with the names of the candidates to be nominated as Reviewers of the Journal in correspondence with their fields of research and specialization.
 - After studying the research papers sent in for publication in the Journal, the Editorial Committee shall select the appropriate reviewers.
4. The Main Committee for Scientific Promotion shall select referees to assess the merits of the research output of the candidate for promotion as follows:



- It shall nominate a number of referees in accordance with the conditions applicable in this regard.
- It shall form a Research Refereeing Committee.

4. Supporting Materials

- 4.1- Scientific Research Regulations
- 4.2- A sample of the application form for funding a research project
- 4.3- A sample of the contract for funding a research project
- 4.4- CAS Bylaws

5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures' Sponsor

The General Director of the Colleges of Applied Sciences.

8. Contact person/office

The Scientific Research Centre at the General Directorate of the Colleges of Applied Sciences