RESEARCH POLICY

2024

ATEBUBU COLLEGE OF EDUCATION

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BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.
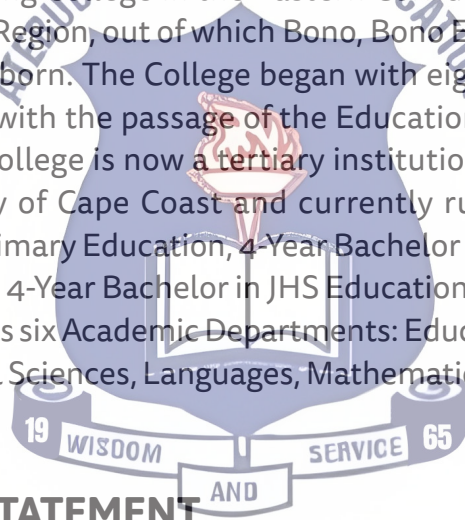
MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship

DEFINITION OF TERMS

1. **Research:** A systematic investigation (i.e., the gathering and analysis of information) designed to develop or contribute to knowledge.

2. **Scientific Misconduct:** It is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the scientific community for proposing, conducting, or reporting research.

3. **Unsolicited Research:** This relate to research work initiated and wholly funded by an academic department or Staff within the College.

4. **Research Grant:** This refers to contractual funds received to conduct scientific inquiry either from the College or an external institution or individual.

5. **Research Contract:** This refers to an agreed upon funds received by an academic department or the College to conduct scientific inquiry.

6. **Consultancy:** This refers to services including research, training and advisory activities demanded by either an external or internal person/department /organisation from a Senior Staff A member of the College.

7. **Innovation:** This refers to a discovery of any new idea or devise emanating from a scientific inquiry or a technological creativity or intervention.

8. **Intellectual Property:** This refers to legal rights resulting from the creation of the mind, which leads to inventions, scientific discoveries, literary and artistic works.

ABBREVIATIONS

a. **UCC** – University of Cape Coast

b. **UG** - University of Ghana,

c. **KNUST** - Kwame Nkrumah University of Science and Technology

d. **GTEC** – Ghana Tertiary Education Commission

e. **IT** - Information technology

f. **NGOs** - Non-Governmental Organizations

g. **SDRC** - Staff Development and Research Committee

1.0 PREAMBLE

Atebubu College of Education is dedicated to educate teachers who possess both academic and professional competence for effective teaching in Ghana's basic schools. This commitment involves actively engaging in high-quality knowledge generation through research efforts. The development of this policy is deeply rooted in the Intellectual Property Act, 2003 (Act 611), which specifically deals with matters concerning intellectual property rights relevant to research outputs. This policy provides clear guidelines for the ethical and legal management of personal data in research, aligning with the principles outlined in the Data Protection Act, 2012 (Act 843). The formulation of this policy also takes into account the National Research Fund Act, 2016 (Act 927), which establishes a fund to support research and development activities in Ghana. The College is dedicated to actively encouraging the pursuit of research excellence through its policies and practices, aligning with its vision of becoming the Premier College of Education in the country. This policy delineates the parameters and directives governing the execution of research endeavours within the institution. This policy encompasses various aspects, including ethical guidelines, submission of research proposals, allocation of resources and support, facilitation of collaboration and interdisciplinary research, guidelines for intellectual property and publication, as well as training and capacity building in research. Additionally, it addresses concerns such as data management and security,

monitoring and evaluation, and adherence to compliance with funding agencies.

In order to guarantee openness, fairness, and congruence with the vision, mission, and values of Atebubu College of Education, the creation of the Research Policy involved extensive consultations from the following sources:

i.   Legal advice was sought to verify that the College's Research Policy is in accordance with all applicable laws and regulations.

ii. The College's preceding Research Policy was revisited and taken into account during the development process.

iii. Research Policies from reputable Universities such as UG, UCC, and KNUST were examined for insights and best practices.

iv. Reference to the 1992 constitution of Ghana was made to ensure adherence to constitutional principles.

v.   The Intellectual Property Act, 2003 (Act 611) and the Data Protection Act, 2012 (Act 843) were consulted to align the policy with the statutory framework.

vi. Harmonized Statutes for Colleges of Education were consulted for Research Policy considerations.

vii. The relevance of the Harmonized Scheme of Service for the Colleges of Education to the policy was taken into consideration.

viii. The formulation of the Research Policy was formed by consulting the Harmonized Conditions of Service for Colleges of Education.

2.0 POLICY GOAL

The Overarching goal of Research Policy of the Atebubu College of Education is aimed to support and enhance the quality and impact of research activities within the College. It is aligned with the broader mission and objectives of the College, as well as the ultimate goals of education and academic excellence.

3.0 GUIDING PRINCIPLES

The guiding principles for the Research Policy of Atebubu College of Education include;

i. Adequate resources, including financial support, facilities, and equipment, shall be designated to support research activities within the College.

ii. There shall be consistent engagement of professional development and training initiatives for researchers to enhance their skills and capabilities.

iii. Promoting collaborative spaces and interdisciplinary interactions within the College community shall be undertaken to foster a dynamic research culture.

iv. The College shall prioritize the establishment of robust partnerships and collaborations with external stakeholders to ensure the relevance and quality of research.

v. The College shall execute the implementation of peer review processes for research proposals, projects, and publications to elevate standards of quality.

vi. The College shall organize a mandatory training session on research ethics for all researchers to ensure a comprehensive understanding of ethical considerations.

4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies are as follows;

i. Create an enabling environment for the conduct of research.

ii. Prioritize and allocate sufficient financial resources to support research activities, including funding for equipment, facilities, and personnel.

iii. Provide administrative and technical support services to researchers, including assistance with grant applications and project management.

iv. To deliver top-tier research globally.

v. Ensure thorough collaboration with stakeholders and research communities

vi. Implement the College's approach to research consistent with international guidelines and best practices.

vii. Ensure the College's commitment to uphold the highest ethical standards for the conduct of research in the College.

viii. Conduct mandatory training sessions on research ethics for all researchers.

ix. Form an Ethics Review Board responsible for reviewing and approving research works.

x. Ensure the College's approach to research is consistent with international guidelines and best practices

xi. Foster collaborations and partnerships with international institutions to exchange knowledge, share best practices, and implement global standards.

xii. Conduct benchmarking exercises to compare the College's research practices with those of leading institutions globally and identify areas for improvement.

5.0 SUPPORTING PROCEDURE

5.1. CONDUCT OF RESEARCH

The College recognizes the importance of research for assisting in achieving the national and international goals of enhancing the quality of life, as well as promoting an academic and intellectual ethos within the institution. Moreover, the conduct of research is one of the three core activities undertaken by Senior Staff A members in the College, hence this Research Policy provides direction with the aim of promoting adherence to good practices in the industry and to systematically track research activities undertaken in the College.

Research can be classified into unsolicited research, research grants and research contracts. These research activities are expected to lead to either of the following:

    i.   peer reviewed journal articles,

    ii. working papers,

    iii. publication in either reviewed or non-reviewed conference proceedings,

    iv. news briefs,

    v. policy briefs and

    vi. technical reports.

Staff members who engage in any research activity are expected to:

i. Adhere to all due processes and standards prescribed by this Research Policy document;

ii. Provide evidence of ethical clearance of the study;

iii. Provide all relevant information about the study to SDRC within the preliminary stages of the drafting of the proposal;

iv. Submit their proposal through SDRC;

v. Archive all research data with SDRC;

vi. State College affiliation on all research output.

vii. In the case of a research contract, 5% each of the total cost of the study would be included as an overhead cost for the College.

5.2. PROVISION OF RESEARCH SUPPORT

The College, through SDRC and in collaboration with other relevant Units shall provide the following support systems:

i. Ensure that all research activities go through ethical clearance at the College or any other relevant institution.

ii. Provide adherence to research ethics through College Ethical Review Committee, a subsidiary unit of SDRC.

iii. Provide research grant in the pursuance of College-wide outlined research interest.

iv. Provide supportive funding, where necessary, to promote quality research in the College.

v. Encourage academic departments to organize conferences.

vi. Provide research grant to support Senior Staff A who present papers in conferences outside the country. The extent of support would be determined by SDRC.

vii. Provide a report on research output within the College.

viii. Provide incentives for outstanding researchers and innovators through formalization of award scheme.

ix. Organize workshops and seminars on good article writing, proposal for research grant and research contract, checking for impact factor and indexing of journals.

5.3. SOURCES OF RESEARCH FUNDING

Funds for the training/workshops and supporting of the conduction of research related activities shall be generated both within and outside the College.

i. The College Management, through SDRC shall provide research grants to support research ideas. Internal sources of funds shall be generated from multiple sources within the College approved by Management.

ii. Management of the College shall approach external agencies such as development partners, Government of Ghana and private organisations/individuals to attract research funds.

6.0 STAKEHOLDERS

6.1. INTERNAL STAKEHOLDERS

i.   **Student:** individuals engaged in research projects, often under the guidance of mentors, contributing to the research culture of the College.

ii. **Staff:** Staff members actively engaged in research activities, contribute to the generation of knowledge and the implementation of the Research Policy.

iii. **Quality Assurance Officer:** Oversees adherence to quality standards and accreditation requirements related to research activities within the College.

iv. **Finance officer:** Personnel responsible for managing budgets, allocating funds for research projects, and ensuring financial compliance with the Research Policy.

v.   **Heads of Department:** Academic leaders who oversee individual departments, ensuring alignment of research activities with departmental goals and objectives.

vi. **Ethical Review Board:** Individuals involved in the review and approval of research proposals involving human subjects, ensuring compliance with ethical standards.

vii. **IT Staff:** Professionals responsible for providing and maintaining technological infrastructure and support for research activities, including access to databases and research tools

viii. **Librarian:** Facilitates access to academic resources, managing the library's collection to align with research needs.

6.2. EXTERNAL STAKEHOLDERS

a. **The College Governing Council:** Oversees the governance and policies of the College.

b. **Publishers:** Organizations involved in publishing research works that informs curriculum development and educational materials.

c. **NGOs:** Non-profit organizations dedicated to educational development and improvement, which may collaborate on research initiatives or share resources.

d. **Parent/Guardians:** Parent/Caretakers interested in research that relates to educational outcomes, school involvement, and the well-being of students.

e. **Community Advocacy Groups:** Organizations representing community interests in education and seeking research that addresses local needs.

f. **Government Funding Agencies:** Entities providing grants and financial support for research projects in education.

g. **International Education Agencies:** Organizations and institutions from other countries interested in global collaborations and the exchange of educational research.

h. **GTEC:** Commission responsible for accrediting educational institutions, which may have an interest in the research activities and outcomes of the College.

i. **Alumni:** Advocate's for the importance of research within the College, both internally and externally, helping to garner support and recognition for the institution's research activities.

7.0 MONITORING AND EVALUATION

The monitoring and evaluation of the Research Policy shall be overseer by the following:

i.   Central Management- Governing Council

ii. Middle Management - College Management

iii. Lower Management- Heads of Department

8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the Research Policy is vested in the College Governing Council. The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.

8.1. RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, the Academic Board and the Disciplinary Committee shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

8.2. APPROVAL BODY

The College Governing Council

8.3. INITIATING BODY

The Academic Board

8.4. EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

8.5. REVIEW DATE

3years from the effective date (January, 2024 to January, 2027)

9.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

9.1. RELATED POLICY AND OTHER DOCUMENTS

Harmonized Statues for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

Research Policy

Staff Development Policy

9.2. OWNER / SPONSOR

College Governing Council

9.3. AUTHOR

College Governing Council
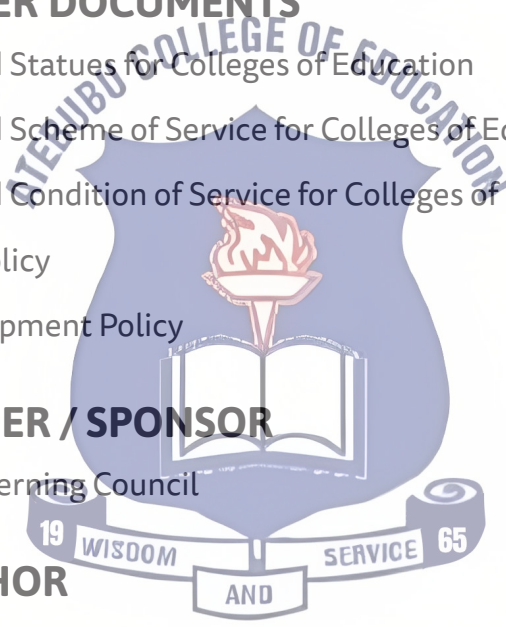
11.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

principal@atecoe.edu.gh

12.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

i. Facebook-Atebubu College of Education

ii. X-@atecoe_official

iii. Instagram-@atecoe_official

iv. YouTube-@Atebubu College of Education

v. WhatsApp line-0200288320

ANNEXES

ANNEX A: RESEARCH PROPOSAL TEMPLATE

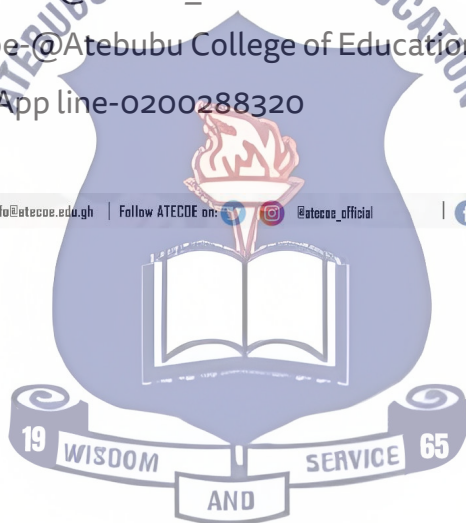Title: [Title of the Research Project]...

Investigators:..

Principal Investigator:..

Co-Investigators:..

Abstract:

[Brief summary of the research project]

....

Objectives:

[List the specific objectives of the research]

....

Methodology:

[Describe the methods and techniques to be used]

....

Significance:

[Explain the importance and potential impact of the research]

....

Budget:

[Provide an estimated budget breakdown]

....

Timeline:

[Outline the proposed timeline for the research]

....

References:

[List any relevant references]

....

ANNEX B: CONSENT FORM TEMPLATE

Consent to Participate in Research Study:...

Study Title [Title of the Study]...

Researcher [Name of the Researcher]...

I, [Participant's Name], hereby consent to participate in the research study titled [Title of the Study]. I understand that my participation involves [brief description of the study procedures]. I have been provided with information regarding the purpose of the study, potential risks and benefits, and my rights as a participant.

[Checkbox] I consent to participate in the study.

[Checkbox] I understand that I have the right to withdraw from the study at any time without penalty.

Participant Signature: _____

Date: _____

Researcher Signature: _____

Date: _____