



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

MMUST AWARDS AND REWARDS POLICY

RESEARCH AND EXTENSION (R&E)

(C) MMUST 2015

SPECIAL NOTE

This policy document is informed by the University Research Policy and Extension Document of 2012. It is an expounded understanding of section 4.8.4 on criteria for recognition, sub-section 4.8.4.1 and 4.8.4.2. Thus, this policy document cannot be implemented independent of the former.

Furthermore, scholars who work harder and funds to MMUST for her development, shall be rewarded for their efforts.

AWARDS

A prize given to a research scholar who has published widely his/her quality findings.

REWARDS

Something good, like: trophy, recognition or money one shall receive for attracting funds to MMUST.

RESEARCH AND PUBLICAITON

Quality research and dissemination through publication to wider audience than MMUST.

POLICY

A set of plans or actions put fourth to guide decisions about research, publication and fund raising awards and or reward at MMUST.

CRITERIA

Standards that shall be used to judge and categorize various scholars for various awards and or rewards.

VETTING

To examine one's scholarly research, publication and fundraising record and in a given year in order to find out if he/she is suitable for a given award and or reward.

1.0 INTRODUCTION

Most universities presently allocate large portions of their resources to research and publication. This is because, for any university in our times to stand out as an institution of stature in the realm of knowledge and dissemination of the same, research and publication are appreciated and facilitated to play a central role in its operations. Masinde Muliro University of Science and Technology has no exception to this understanding as clearly articulated in her Research and Extension Policy Published in 2012, especially, see sub-sections 4.8.4.; 4.8.4.1.8; and 4.8.4.2. Therefore, working within the confines of the Research Policy of this institution, and to encourage quality research and publication by staff and students, this policy comes in handy to streamline and award quality research works by various members from: schools, faculties, campuses and centers.

The Research Awards and funds rewards Criteria shall be used to identify various scholars of excellence in research and publication as per their contribution to the world of knowledge.

Included herein therefore, are sub-sections of this policy: policy context; application of the policy; operationalization of the policy; objectives; requirements for implementation; roles and responsibilities of various stakeholders; administrative structure; review of the policy; and, implementation responsibility.

Most importantly, both, the research and publication awards and funds rewards policy shall be implemented concurrently throughout the period the University is in function and celebrated annually.

2.0 POLICY CONTEXT

Despite the understanding that research, publication and funding are core activities of a University, admittedly, this is not the state-of-the-art at MMUST. Apparently, neither have research activities received the required emphasis nor funding easily accessible. One significant way to arrest the situation is to engage and encourage both staff and students to actively/meaningfully participate in research and publication as well as attract funding to MMUST. Moreover, the challenge for MMUST to uphold her ISO certification and performance standards, makes enhancement of research, publication and funding imperative. This policy is in response to the dire need to re-activate and motivate staff and students to actively participate in these noted activities.

3.0 PURPOSE

The main purpose of this policy is to encourage staff and students to engage in quality research activities and disseminate findings with the public.

4.0 OBJECTIVES

The major objectives of this policy include to:

- i. Develop the culture of research and publication at MMUST
- ii. Encourage quality research
- iii. Motivate staff and students to participate in meaningful research to individuals, institution and community.
- iv. encourage staff and students to publish with quality publishers.
- v. Share findings of various scholars/disciplines widely.

5.0 SCOPE

This policy shall cover all research activities by staff and students in the University:

- Colleges
- Schools
- Faculties
- Campuses
- Centres

For recognition and awards as spelt in the University Research Policy.

6.0 APPLICATION OF THE POLICY

This policy applies to all members of staff and students who are both undergraduate and graduate involved in research on or off the campuses and centers of MMUST. In addition, any person affiliated with MMUST who wishes to conduct research with MMUST students and/or staff is bound by this policy.

7.0 OPERATIONALIZATION AND REQUIREMENTS FOR IMPLEMENTATION OF THE POLICY

Upon approval of this policy by the University Senate, it shall immediately become effective. Specific requirements for implementation shall include, but not limited to:

- a) Qualified and adequate staffing at the Directorate of Research and Extension
- b) Adequate funding for research and publication
- c) Active research and community outreach
- d) Active participation from all principals, Deans/ Directors, Heads of Departments/Campuses/Centers.
- e) Effective vetting committees at various levels: department, faculty, etc.
- f) Sustainable sources of funding
- g) Annual celebration of research, publication and fundraising agenda

8.0 CRITERIA FOR VETTING

Criteria for vetting applicants shall be broadly divided into two:

- a) Awards for Research and Publication. Here, the research and publication awards criteria accepted by MMUST senate (c) 2015 shall apply.
- b) Rewards for persons who attract/raise funds and or equipment or have done distinguished service for MMUST, shall be rewarded:
 - i. Distinguished service award medal
 - ii. Distinguished super fund raiser of the year, 5% of the fundraised
 - iii. Special mentioning university calendar/diary.

9.0 PROCEDURE FOR VETTING APPLICANTS

The process of vetting scholarly works and fundraising activities shall start at the prompt of the R&E directorate's office through all Deans' offices to all departments at MMUST. This process is expected to start preferably in July/August of every year in order to take care of the previous academic year in readiness for awards in December. Interested applicants shall be vetted by a vetting unit/committee at their respective department/faculty/school/college levels who shall recommended to a higher committee in the University.

The final vetting shall be done by the Research and Extension Committee (REC) of the University for the various awards and rewards.

10.0 ROLES AND RESPONSIBILITIES

10.1 University council

The university council shall:

Allocate resources for implementation and continued improvement of the awards and reward.

10.2 Senate

The university senate shall:

Support the Research and Extension Committee to scrutinize and prepare awardees.

10.3 VC

The VC shall:

Oversee the overall management of the awards and rewards scheme.

10.4 Heads of Divisions

Heads of divisions shall:

- Appoint and establish t members of their divisions to harness their research, publication, university services and funds drive activities in their respective divisions on behalf of REC.

10.5 Heads of Departments/sections and coordinators of campuses, centers and units

Shall coordinate and forward information and recommendations from their respective work stations to relevant committees for REC.

10.6 Principals, Deans and Directors

Principals, Deans and Directors shall:

Coordinate implementation of the awards and rewards policy at their respective colleges, schools/faculties/centers respectively.

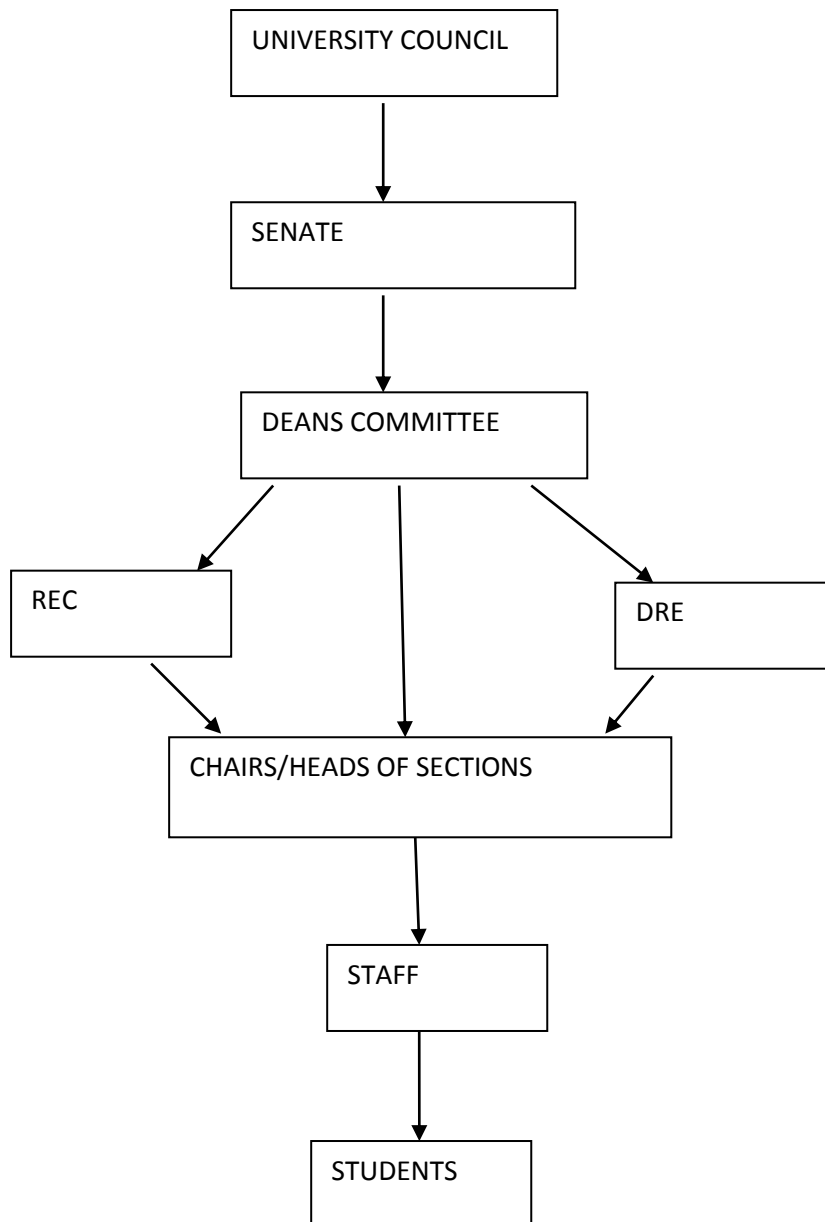
10.7 Staff

The staff shall:

- Take cognassance of MMUST Research Policy, Research and Publication criteria, as well as the awards and rewards policy.
- Keep high standards in their research and fundraise activities
- Increase their research and funds drive activities
- Aim at establishing research teams, local and international links and aggressively search for research funding, among others

10.8 Administrative Structure

To implement this research and publication awards policy, the administrative structure shown in organogram 1, shall apply.



Organogram: Administrative structure for implementation of R&PA Policy

Key:

REC – Research and Extension Committee

DRE – Directorate of Research and Extension

11.0 Review of the R&PAP

This policy shall be reviewed at least once every three years. The essence of the review shall be to reflect and accommodate changing trends in research and publication, distinguished services and fund raising activities.

12.0 Implementation Responsibility

Shall be vested in the Deputy Vice Chancellor in-charge of Planning, Research and Innovation through the Directorate of Research and Extension.