

#### 4.c. Student Involvement in Research

<b>Subject</b>	Research and Scholarly Activities	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	4.c.	<b>Latest Revision</b>	Feb - 2025
<b>Title of The Policy</b>	Student Involvement in Research	<b>Next Review</b>	Dec - 2025
<b>Responsible Entity</b>	Colleges Councils, Scientific Research & Graduate Studies Deanships	<b>Policy Pages</b>	3
<b>Definitions</b>	<p><b>University:</b> Both campuses of AAU University</p> <p><b>Committee:</b> AAU Scientific Research Committee</p> <p><b>Dean:</b> AAU Dean of Scientific Research and Graduate Studies</p> <p><b>College Dean:</b> Dean of concerned college</p> <p><b>Program Director:</b> Director of the Program in the relevant specialty</p> <p><b>Students:</b> AAU Under and post graduate students</p> <p><b>Research:</b> Research funded by Deanship of Scientific Research and Graduate Studies</p>		
<b>Purpose</b>	This policy defines the actions taken by AAU top-management to motivate the students to engage in quality research and other scholarly-related activities		
<b>Scope</b>	All undergraduate and post graduate AAU students		
<b>Statement</b>	<ol style="list-style-type: none"> <li>1. Encourage students' initiative through implementing research projects in all fields and accomplishing them under faculty supervision and providing the necessary financial funding to them according to the budget and resources of scientific research.</li> <li>2. Increase scientific research production improves its quality.</li> <li>3. Enhance communication between research students and faculty members.</li> </ol>		
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• The research is conducted under the supervision of a full-time faculty member at the University.</li> <li>• Students are not allowed to participate in more than one research at a time.</li> <li>• Students are not entitled to participate in their graduation project.</li> <li>• The priority of acceptance would be for students who did not participate in previous research projects.</li> <li>• Applications for supporting students' scientific research are to be submitted using the approved "Student Research Project Form".</li> </ul> <ol style="list-style-type: none"> <li>1. The student can fill in the form online, and send it to his/her supervisor using the faculty ID number. The faculty then completes filling in the form.</li> <li>2. The Program Director thoroughly assesses the research project from both administrative and scientific perspectives. Subsequently, the director presents it, along with recommendations, to the Dean of the College related to the subject matter. A copy of the form is retained for record-keeping purposes.</li> <li>3. The College Dean refers the form, along with any added administrative or/and scientific comments to the Dean of Scientific Research and Graduate Studies.</li> <li>4. The Dean of Scientific Research and Graduate Studies forwards the submitted</li> </ol>		

applications to the Committee. The Committee evaluates the applications, taking into consideration the compliance of the projects to ethical standards. External specialized reviewers could be sought if needed.

5. Follow-up reports signed by the students and the supervisor are submitted twice a year to the Dean of Scientific Research and Graduate Studies, the first after six months after the beginning of the research. The report would include the achievements, related publications, and the budget.
6. Upon completion of the research, the student submits a hard copy and an electronic copy of the research report to the Dean of Scientific Research and Postgraduate Studies.
7. When publishing the research, an acknowledgment to the AAU Deanship of Scientific Research at Al Ain University must be included for its role in financing the project.
8. The student and the supervisor have the right to publish the research by any means, provided mentioning the University's role in supporting the project. In addition, adhering to the instructions regarding the role of the student and the supervisor in the research.
9. The Scientific Research Committee considers the research after its completion based on the final report submitted by the researcher.
10. The support of the researcher shall be discontinued by a decision of the Dean of Scientific Research and Graduate Studies upon the recommendation of the Scientific Research Committee in the following cases:
  - Failure to carry out the research according to the specified timeline stated in the proposal without a justification accepted by the Scientific Research Committee
  - The conviction of the committee of the incompetency of the researcher in carrying out his research
  - The student is no longer enrolled in the university.
  - Proof of disbursement of funds in other than the aspects decided upon or failing to gain necessary approvals. In this case, the amounts disbursed may be recovered.
  - Conducting a serious breach by the student requiring a warning or a final warning as determined by the disciplinary committee.
11. Financial support shall be disbursed in accordance with the Financial Regulations of the University and within the limits and budgetary provisions.
12. The financial support for the research project would be on an annual basis or according to the project's acceptance letter. If the researcher needs to continue for a longer period, he must apply for an extension, with a written justification at least three months before the end of the research.
13. Disbursements are made according to the approved budgets and within the University's financial system, including the procurement system and contracting procedures, by the Program Director with which the supervisor is affiliated. Procurement is governed by the university system and coordinated with the Department of Finance
14. The transfer of allocations from one budget section to another requires the approval of the Scientific Research Committee.
15. All references, supplies and equipment, including computers of all kinds, purchased

	<p>from the scientific research support funds are to be the property of the University.</p> <p>16. At the end of the research, any remaining budget that has not been spent or reimbursed is to be returned</p> <p>17. In the case that one or more members of the research team are incapable of fulfilling their responsibilities in the project, the research team can be amended in an order determined by the program manager to be followed by the supervisor and approved by the Committee.</p> <p>18. The scientific outcomes resulting from the projects supported by the university are subject to the scientific research governance policy in the university, including, but not limited to, the policy of publishing and intellectual property and the trading of scientific research products and scientific research ethics and others announced.</p>
<p><b>Recent Changes</b></p>	<ol style="list-style-type: none"> <li>1. "The policy has undergone a comprehensive review and update, aligning it with current best practices and industry standards."</li> <li>2. "A meticulous proofreading process was undertaken to enhance the readability of the policy, ensuring clarity and ease of understanding for all stakeholders."</li> </ol>