

# **SELECT COLLEGE**



## **ONLINE MASTER'S PROGRAM RESEARCH AND COMMUNITY SERVICE GUIDELINE**

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**Addis Ababa, Ethiopia**

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## **1. Introduction**

As clearly stipulated in the Higher Education Proclamation No. 1152/2019, research and community service is part and parcel of the duties of higher learning institutions. Hence, higher learning institutions have the mandate bestowed upon them by law to conduct research, disseminate research outputs and innovations, and provide consultancy, community, and training services. Accordingly, it is expected that most community service projects to be the results of prior research engagements of staff. Ultimately, research should result in either intervention to solve community problems or innovation idea to be commercialized and disseminated to community (technology transfer project/community service project). Understood in this way, there is strong linkage between research, technology transfer and community service activities. However, the idea for community service project can come from variety of sources and it is not a must that a community service project should be preceded by research project by the same staff. Yet, the need for the community service project has to be justified by evidence from research findings of others, need assessment by the community service team or demand from the community or organizations.

Select College has commenced its operation on October 15, 2009 G.C. with a name “Select College”. It is one of the Private Higher Education Institutions in Ethiopia, has been active in the teaching-learning process and in undertaking research and provision of community services since its inception. In order to foster the research culture of its staffs and students, the College conducts different types of research seminars, conferences and symposia. Moreover, the College has been engaging in several problem solving and community-oriented works.

Lately the College has been going through major changes and has expanded the research and community service organizational structure by establishing research and community service at College and campus levels. These developments call for a critical assessment of the College’s experiences in research and community services with the goal of setting things systematic so that future endeavors in this area are to be laid on objective, efficient and systematic foundations. This will involve revising and improving the College’s research and community services policy (guideline). To this end, the research and community service office of the College has developed this guideline.

### **Vision**

Select College envisions being the most reputable private higher education institution in Ethiopia by 2025 G.C in quality education, research, training and community development.

### **Mission**

Select College has the following missions to accomplish:

1. conduct quality and outcome based training to produce higher level human resource and supply to the industry;
2. produce competent entrepreneurs who could contribute to the technology transfer endeavors of the country;
3. provide quality higher education at all levels with affordable price through Regular and Extension programs so as to produce competent professionals who can able to support the development Endeavour of the country
4. undertake research that helps to solve the socio-economic problems of the country and that can also add new values and knowledge to the society;
5. render consultancy and short-semester training services to businesses, government and nongovernment organizations to help them accomplish their objectives;
6. Render various community services to fulfill social responsibilities expected of as an academic institution.

### **Goals**

In order to meet and exceed the quality and standard requirements of students, trainees and stakeholders, the goals of SC are to:

1. create a competent, motivated, adaptable and innovative workforce for the country which can contribute to poverty reduction, social and economic development through facilitating demand-driven, high quality educated man power which is relevant to driving force of the economy;
2. promote the entrepreneurial development plans of the country by the Undergraduate and graduate programs;
3. offer research-led diversified programs that are relevant to the country;
4. prepare trainees with the necessary knowledge, skill and attitude so that they can fit for purpose;
5. undertake research on local and national basis;

### **Values**

Select College has committed itself to promote the following organizational and individual values both at institutional level and among its staffs.

### **Organizational Values**

- Quality
- Excellence
- Secularity
- Equity
- Gender Sensitivity
- Reliable Partnership
- Academic Freedom
- Efficiency
- Diversification
- Expansion
- Involvement
- Collaboration
- Transparency
- Decisiveness
- Accountability
- Responsiveness

### **Individual Values**

- Honesty
- Confidentiality
- Loyalty
- Problem Solving
- Innovativeness/Creativity
- Self-initiation
- Competence
- Collaboration

### **Aim of the Research and Community Service Guidelines**

The overall aims of this policy and guidelines are to:

- Conduct problem-oriented researches on priority areas based on local, regional or nationwide interest(s)
- Making research an integral part of the teaching-learning process through interdisciplinary and group researches from which students can benefit;
- Develop flexible and feasible working procedures for research proposal preparation, review and approval, and financial request;
- Create internal funding mechanisms for research and publication;
- Develop a system to award best researchers so as to enhance staff motivation and productivity in research;
- Promote collaborative research with local and international research institutions and organizations that would facilitate the university's capacity building efforts and generation of external research funds;

- Develop mechanisms for improved management of information systems and facilities access to international literature and database;
- Establish a research and publication database;
- Develop research quality assurance mechanisms;
- Develop monitoring and evaluation mechanisms to ensure the proper implementation of research and publication activities;
- Formulate appropriate methods for the promotion and dissemination of research results.
- Conduct national and international conferences, workshops and seminars
- Plan and carry out capacity building activities to academic and research staffs
  
- To identify, design and provide community service priority areas that shall cater to the developmental needs of the country;
- To set guidelines to prioritize, formulate and implement community development projects targeted at bringing solutions for major constraints of development in the country;
- To inspire both the faculty and students to relate their academic pursuits to the needs of the community through on- going exchanges, field work and outcomes that propel and support community development and enable the development of ideas and models that can readily be useful in both learning and development;
- To serve as a center of research on particularly topics that adds value to community and national development;
- To ensure the transfer and dissemination of research outputs to end users;
- To increase staff research commitment from academic and basic research to problem solving and applied research;
- To develop trusts of the society to the university, strengthen partnership and increase learning interests and acceptance;
- To facilitate social, economic, cultural policies, strategies, and programs of national development;
- To encourage knowledge, skill, and technology transfer between the university and the community;
- To increase problem solving and decision making abilities of the community.

**PART ONE**  
**GENERAL PROVISION**

**1. Short Title**

This policy and guidelines may be referred to as “Research and Community Service Guidelines of Select College.”

**2. Issuing Authority**

This Guideline is issued by the Research and Community Service Office and then approved by the Senate of the College.

**3. Definitions**

In this Regulation, unless the context requires otherwise:

- 1/ **“College”** shall mean Select College (SC).
- 2/ **“Senate”** shall mean the Senate of the SC established under the provision of Higher Education Proclamation No. 1152/2019.
- 3/ **“Academic Commission”** shall mean the academic commission of each campus, established under the provisions of the College’s Legislation.
- 4/ **“Academic Staff”** shall mean all teaching and research staff of the SC and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and Graduate Assistants employed for teaching and research, and other employees considered as academic staff by the decision of the Senate.
- 5/ **“Academic Community”** shall mean all academic staff and students of the SC.
- 6/ **“Quality of Research”** shall mean the research that clearly indicates its purposes, presents the research problem in context, and that contributes something to the solutions of practical problems and/or to transfer knowledge and technology.
- 7/ **“Scientific Misconduct”** shall mean fabrication, falsification, plagiarism, or any other practices that seriously deviate from those commonly accepted codes of conduct within the scientific community for proposing, conducting, or reporting research.
- 8/ **“Original Work”** shall mean a work whose:
  - a) Content is not copied word by word from other sources.
  - b) Approach is geared towards the special needs of the College.
  - c) Subject is in an area where the contents of the teaching material focus more on Ethiopia and then expand to outside Ethiopia as well, and
  - d) Adequately demonstrable efforts to include relevant research, project publications, national statistics, etc., that reflect Ethiopian conditions.



## PART TWO

### RESEARCH AND COMMUNITY SERVICE GUIDELINE

#### 4. Research Priority Setting

- 1/ Though every research type has its own purpose, SC shall give priority to applied, experimental, basic, and action research because of the preponderance of problems that the nation has encountered seeking solutions.
- 2/ Problems related to, for example, business and economics, technology related issues, peace and development, finance, marketing, leadership and management, natural resource management, education (student - centered learning, quality and curriculum-related issues, teacher development, etc), good governance, poverty reduction, gender - related issues, HIV/AIDS, special needs and other development-oriented issues, shall be given priorities.
- 3/ Research activities must focus on applied research and knowledge and technology transfer - oriented research works.
- 4/ The following are guidelines for the setting of research priorities in the various disciplines. The setting of research priorities shall be shouldered by each responsible centre.
  - a) In determining their research priorities, responsible centers shall take into account:
    - i. the needs and priorities of the country and/or the College;
    - ii. the missions and objectives of the College and departments of the College;
    - iii. the need and existing socio-economic and environmental problems of the region and neighboring community;
    - iv. the magnitude of the problem (present/future);
    - v. applicability with the existing condition; and
    - vi. its contribution to development of science and technology and quality education
  - b) The responsible centers must take the need directly from the customers and they shall analyse and prioritize it accordingly.
  - c) The decision of responsible centers on their priorities shall be accompanied by the minutes of the meeting and submitted to the next body for approval.
  - d) The College's research team shall approve its research priorities.
  - e) Following the exact Procedures College's research team shall submit its decisions to the college SC.
  - f) The research office shall provide the final research priorities to the senate for the final decision.
  - g) Responsible centers shall revise their priorities regularly to adapt it to the dynamic nature of science, development, and societal needs.

## **5. Research Planning and Management Process**

### **1/ The Research Process in the College Shall have Three Phases:**

- a) *Pre-award:* the pre-award phase includes identifying customers and stakeholders' needs, funding opportunities, setting priorities, preparation of proposals, submission of proposal for review, acceptance of research award, and signing of project contract.
- b) *Post award:* Important activities during this phase will be execution of the project, submission of technical and financial progress report and review of project outputs.
- c) *Termination:* It is the last phase in the research process that involves the delivery of final report and the organization of an exit workshop involving all stakeholders, dissemination of research outputs through community service sub-process, handing over of project properties as per the agreements, possibilities for continuation and sustainability of project activities.

### **2/ The Research Process and Administration in the Various Disciplines:**

- a) The SC promotes collaborative and team research projects and ensures that they are within the stated priority areas.
- b) A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the respective programs for internal assessments.
- c) Proposal reviewed and endorsed by the respective programs shall need to be further approved by the research teams.
- d) All proposals, after having passed through internal assessment, shall be submitted to the College's research and community service office for appropriate action.
- e) The research and community service office reserves the right to have the proposal reviewed by independent professionals.
- f) Where funds are sought from external sources other than the College, it is the researchers' responsibility to secure funds directly from potential donors.
- g) Reviewers shall follow the guidelines set by the research and community service office to evaluate the adequacy, relevance, and potential contributions of the research projects.
- h) Based on the response of internal and external reviewers, the research and community service office and research institute team shall give the final approval of research proposals.
- i) The research and community service office will announce officially the commencement of the accepted research proposal to the respective principal researcher.

- j) The overall administration of research that is conducted College-wide is vested in the college research and community service office. However, Programs are also responsible for the administration of the research activities performed at their section when necessary.
- k) The implementation of guidelines to be issued by the research and community service office shall be shouldered by the responsible research team.
- l) Researchers whose proposals are approved and funded shall submit periodic reports to the respective College, or Program, and to the College's research and community service office.
- m) All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the College's research and community service office.

### **3/ Research Data Management**

- a) The researchers are expected to produce research results that meet basic research standards to ensure their quality. The research and community service office shall ensure the quality of research through anonymous peer- review of the research work.
- b) Every researcher should carefully keep the data collected from the research participants, for at least two years after the completion of the research project. The research and community service office has the right to ask the researchers to submit their data when the need arises.
- c) Researchers are expected to collect genuine and accurate data and make generalizations based on those data.
- d) Researchers should use carefully planned and developed data gathering tools to ensure the validity and trustworthiness of the results.

### **4/ Honorarium for Evaluators of Project Proposals and Research Articles**

Making financial incentives to those professionals involved in evaluating research project proposals and articles is very necessary.

- a) When found necessary, project proposals may be reviewed by professional reviewers, after they pass the prescreening process by the College, and the research and community service office.
- b) Articles to be published in journals or proceeding of SC shall be critically reviewed by internal and/or external professionals in the field and editorial board.
- c) Incentives will be given for each reviewer as honorarium. The amount of payment shall be determined by the College's management.

## **6. Research Resources Utilization and Administration**

### **1/ Fund Utilization and Administration**

- a) Shall have its own funding mechanisms for conducting research and for material and human capacity building.
- b) SC can allocate the research budget in grant.
- c) External funds shall be considered for project proposals that need high amount of money for execution.
- d) The research and community service office shall provide general information and facilitate possible research fund sources and modes of funding both within and outside the College.
- e) Funds shall be allocated to research proposals after they undergo a thorough internal and external assessment.
- f) A reasonable amount of research fund shall be determined and allocated by the College Senate and management.
- g) If the research budget is granted by the College, an agreement will be signed between the College and principal investigator.
- h) The research and community service office shall not strictly allocate funds for some permanent instruments and equipment but will do so for consumable types. However, if urgent needs for permanent types arise, the College may provide the necessary financial support.
- i) The budget shall be allocated mainly into three phases (50% at phase I, 35% at phase II, and 15% at phase III or completion and submission stage). The amount of budget in each phase may vary depending on the type of research project.
- j) Preparation of progress reports by the principal investigator is mandatory, especially to release the required budget for the second research phase.
- k) The researcher can ask the research and community service office for additional money if he/she faces a financial problem due to inflation and other uncontrolled situations which will negatively impact the results of the research.
- l) The research and community service office may allocate reasonable amount of additional money for the researcher based on the severity of the problem and the moral value of the request.
- m) The research budget shall be utilized based on the financial regulations determined by the College. However, the research and community service office shall control and maintain all research financial flows and utilization. The finance office of the College shall have no

right to block or stop the research fund granted for researchers unless required by research and community service office.

- n) Researchers may use the finance allotted for the project by shifting from one item to the other with the advice of the research and community service office.
- o) Every researcher is accountable for proper utilization of the fund. He/ She is expected to settle the finance they have drawn from the College and/or any other funding agencies in the name of the College within a maximum of one month after the submission and formal acceptance of their research reports.
- p) Researchers are expected to maintain healthy financial flow.
- q) Any researcher who used forged receipts and distorted financial flow may be subjected to disciplinary measures as per the rules of the College.
- r) The researcher should submit a final copy of his/her research report both in hard and soft copies to the College. Failure to do so implies the research work has not been completed, which in turn, makes the researcher to be accountable for this failure.

## **2/ Material Resources Utilization and Administration**

- a) The researcher shall purchase materials as per the federal procurement proclamation, directives, and procedures.
- b) The researcher shall recruit personnel for his/her work and make payments in payroll based on the budget plan.
- c) All equipment purchased within a research project, in principle, are the property of the College so that material resource management shall be implemented in accordance with the policies and procedures governing the disposal of the College's property.
- d) The researcher has the obligation to properly utilize the material purchased by him/her or supplied by research and community service office and to return them back to the office promptly upon completion of his/her research works.
- e) The control of equipment is mandatory under externally sponsored contracts and grants as per the College's policy. Researchers are responsible for securing the necessary approval for the purchase, proper tagging, inventory, and disposal of equipment.

## **7. Duties and Responsibilities of Functional Units**

The duties and responsibilities of functional units with regard to research are set in the College's senate legislation.

## **8. Developing Research Culture (Mechanisms to Encourage Research)**

### **1/ Research Capacity Building in Methodology and Analytical Capability is Mandatory.**

The College shall strengthen the methodological capabilities of researchers by investing in human resource development and acquisition of relevant software.

### **2/ Reward:**

The College shall reward academic staff based on their performance in research by giving appropriate recognition, material and financial research rewards annually by using the selection criteria set by Research committee.

### **3/ Academic Staff Promotion**

The academic promotion from level to level due to research activities can be performed as per the rules and regulations set in the legislation.

### **4/ Research load credit allocation**

Credit exemption for those involved actively in research proposal writing, investigation, and engaged in research coordination will be decided based on the senate legislation.

### **5/ Access to Facilities and other Conditions**

- a) Space and Equipment:** Appropriate space and equipment might be provided to support the research,
- b) Internal Research Funds:** In certain circumstances, there may be internal research funding support available from the Research Office.
- c) Research Leave:** Leave might be provided to researchers based on the rules and procedures in the senate legislation.
- d) Conference Support:** Programs are encouraged to consider adequate support for conference funding,
- e) Other Infrastructural Support:** In general, the support provided to staff on externally funded research should be equitable to other research staff within the College.
- f) Intellectual Property:** The College's policies and practices should ensure that intellectual property and patent rights of researchers are respected and not violated. It is very important to balance the need for publication and dissemination of research results and the maintenance of

capacity to attract research funding, with the need to protect intellectual property for short periods to allow commercialization or other exploitation of significant discoveries.

**g) Information and Documentation:** SC shall be committed to improve the research database, documentation of submitted proposals and on-going and completed projects, and improve the dissemination of research outputs among academic staff and to outside interested parties. Developing culture of publications and organizing seminars and symposium to share the research ideas and outputs will be encouraged.

#### **6/ Encouraging Women Involvement in Research**

- a) In order to promote gender equity at all levels, the College shall give priority to female researchers in all aspects of the research career.
- b) The modalities of support to women shall further be formulated with the consultation of the concerned Office.

#### **8/ Promotion of Students' Research**

- a) The College shall support undergraduate and graduate students by providing senior project/essay, and other resources. The research office can identify and forward research areas and themes for post-graduate students.
- b) The college shall also improve the organization of a database and make it easily accessible to students to use in research.
- c) In order to promote the involvement of students in research endeavors contributing to the problems of scientific and national interest, the College may establish a Student Research Fund. Students of the different programs shall submit proposals and compete for research grants.

#### **9/ Research Partnership**

The research and community service office shall:

- a) Promote and encourage team research.
- b) create awareness among the staff of the College on the research policy and guidelines to ensure ownership;
- c) Work closely with relevant offices to achieve the concept of scientific professionalism;
- d) Liaise with relevant offices to ensure that research methodology is part of all undergraduate and post graduate curricula; and.
- e) Contribute towards the fostering and enhancement of research culture both within and outside the College.

## 9. Dissemination of Research Results

SC shall:

- 1/ conduct needs assessments on identifying major social, economic, and development bottlenecks that may require practical solutions;
  - 2 / encourage academic staff to carry out research that is geared towards the solutions of problems in the neighboring community of the College and the country at large;
  - 3/ encourage academic staff members to disseminate their research findings within or outside the College through any media with the scrutiny of the research and community service office and approval of the President;
  - 4/ encourage the dissemination of research results through seminars, workshops, symposium and publications;
  - 5/ ensure that research is done in a scientific standard research structure (in terms of format, presentation, and content);
  - 6/ encourage and support the inclusion of research findings/publication into accessible database (electronic or otherwise);
  - 7/ encourage the publication of research findings in the local media;
  - 8/ set up and implement a feedback mechanism to assess research effectiveness in solving social problems; and
  - 9/ utilize the feedback mechanism to foster continued refinement of the research agenda (priority).
10. Research Performance Evaluations through Recognized Research and Innovation Outcome
- 1/ Types of recognized research and its innovative outcomes shall be pronounced through scientific publications (journals articles, books, edited works and proceedings) based on the framework set in senate legislation.

### **Scientific publications for Recognition Include:**

#### **a) Journals**

- i. Journals refer to peer reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines and sub-disciplines, involves:
  - a. Original research articles in reputable international journals
  - b. Review articles in reputable international journals
  - c. Articles in journals known to have internationally recognized impact index
  - d. Original research article in reputable Ethiopian journals
  - e. Review articles on reputable Ethiopian journals



- i. Ethiopian Journals to be labeled as reputable for the purpose of rewarding shall meet the following minimum criteria:
  - a. The purpose of the journal must be to disseminate research results and the content must support high-level learning, teaching, and research in relevant subject areas.
  - b. Articles accepted for publication in the journal must be peer-reviewed.
  - c. The contributions to the journal must be beyond a single institution.
  - d. The journal must be in publication regularly for more than three years.
  - e. The journal must have an editorial board that may include members beyond a single institution and is reflective of expertise in the relevant subject area.
  - f. The journal must be distributed beyond a single institution.

**b) Books**

- i. Each book to be recognized under this category shall meet the following criteria:
  - a. The purpose of the book must be to disseminate well organized and research based knowledge and new developments within specific disciplines, sub-disciplines or field of study.
  - b. The content of the book must be in the area of specialization and research of the author.
  - c. The book must be accepted by higher scholars of the profession and supporting evidence provided from the publisher.
  - d. The length of the book must be a minimum of 49 pages, excluding references, bibliography, appendices, this being similar with the minimum norm of 49 pages proposed by the UNESCO definition of a book as a non-periodical literary publication consisting of 49 or more pages, covers excluded.

**c) Proceedings**

- i. Proceedings refers to a published record of a conference, congress, symposium or other meeting whose purpose is to disseminate original research output and new developments within specific disciplines, sub-disciplines or field of study.
- ii. Each proceeding to be recognized for award by this policy shall meet the following minimal criteria:
  - a. The purpose of the proceedings must be to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study.
  - b. Articles accepted for publication in the proceedings must be peer reviewed.
- iii. Where proceedings are published in a reputable journal, the output will be treated as a journal article only.

- iv. The following types of papers appearing in proceedings are not recognized by this policy for award; (a) correspondence to the editors (b) abstracts and extended abstracts, (c) obituaries, (d) book reviews, (e) news articles (f) advertorials, and (g) previously published material.

## **11. Scientific Misconduct**

1/ Scientific Misconduct relating to research is unacceptable and will result in disciplinary action include copying of others' work and plagiarism.

2/ Applicability of scientific misconduct

Scientific misconduct is applicable to:

- a) Research proposed, conducted or reported by SC and related individuals, i.e., those with an appointment or official affiliation with the College, including College and programs.
- b) Academic staff, students, voluntary consulting appointments and visiting scholars who make significant use of the College's research resources (including participation in any sponsored project award to the College),
- c) Research proposed, conducted or reported elsewhere by such College's-related individuals as part of their -College's related duties or activities.
- d) At the discretion of the College to research proposed, conducted or reported where such research is claimed, cited or implied to have been done at the College, or where the College's appointment or official affiliation is claimed, cited or implied in connection with the research.
- e) Any researcher who used forged, tortured, and cooked data may be subjected to disciplinary measures as defined in the College's Legislation.

## **12. Ethical and Environmental Considerations**

- 1) Issues of ethics in research shall be handled and cleared by the College according to the National Law.
- 2) The College ensures that all research projects minimize their unfavorable impact on the subjects and environment by scrutinizing research proposals at all approval levels.
- 3) The ethical review committee for research shall be appointed by the College's Senate whenever it is needed.
- 4) Duties and responsibilities of ethical review committee shall be outlined by research and community service office.

### **13. Proprietorship of Research Outputs**

The proprietorship of research results/outputs shall rest with SC and the researcher unless specified in agreement between the two contracting parties in accordance with the existing Legislation.

### **14. Copyright**

Copyright of materials produced by this regulation shall be retained by SC as publisher.

### **15. Controlling Mechanism of Plagiarism**

#### **15.1. What is Plagiarism in Research?**

Plagiarism is the unethical practice of using words or ideas (either planned or accidental) of another author/researcher or your own previous works without proper acknowledgment. Considered as a serious academic and intellectual offense, plagiarism can result in highly negative consequences such as paper retractions and loss of author credibility and reputation. It is currently a grave problem in academic publishing and a major reason for paper retractions.

It is thus imperative for researchers to increase their understanding about plagiarism. In some cultures, academic traditions and nuances may not insist on authentication by citing the source of words or ideas. However, this form of validation is a prerequisite in the global academic code of conduct. Non-native English speakers face a higher challenge of communicating their technical content in English as well as complying with ethical rules. The digital age too affects plagiarism. Researchers have easy access to material and data on the internet which makes it easy to copy and paste information.

#### **15.2. How to Avoid Plagiarism in Research Papers**

Writing a research paper poses challenges in gathering literature and providing evidence for making your paper stronger. Drawing upon previously established ideas and values and adding pertinent information in your paper are necessary steps, but these need to be done with caution without falling into the trap of plagiarism. In order to understand how to avoid plagiarism, it is important to know the different types of plagiarism that exist.

##### **15.2.1. How Can You Avoid Plagiarism in a Research Paper?**

Guard yourself against plagiarism, however accidental it may be. Here are some guidelines to avoid plagiarism.

## 1. Paraphrase your content

- Do not copy–paste the text verbatim from the reference paper. Instead, restate the idea in your own words.
- Understand the idea(s) of the reference source well in order to paraphrase correctly.
- Examples on good paraphrasing can be found here ([https://writing.wisc.edu/Handbook/QPA\\_paraphrase.html](https://writing.wisc.edu/Handbook/QPA_paraphrase.html))

## 2. Use Quotations

Use quotes to indicate that the text has been taken from another paper. The quotes should be exactly the way they appear in the paper you take them from.

## 3. Cite your Sources – Identify what does and does not need to be cited

- The best way to avoid the misconduct of plagiarism is by self-checking your documents using plagiarism checker tools.
- Any words or ideas that are not your own but taken from another paper need to be cited.
- Cite Your Own Material—If you are using content from your previous paper, you must cite yourself. Using material you have published before without citation is called self-plagiarism.
- The scientific evidence you gathered after performing your tests should not be cited.
- Facts or common knowledge need not be cited. If unsure, include a reference.

## 4. Maintain records of the sources you refer to.

- Maintain records of the sources you refer to. Use citation software like EndNote or Reference Manager to manage the citations used for the paper
- Use multiple references for the background information/literature survey. For example, rather than referencing a review, the individual papers should be referred to and cited.

## 5. Use plagiarism checkers

You can use various plagiarism detection tools such as iThenticate or HelioBLAST (formerly eTBLAST) to see how much of your paper is plagiarized.

**Tip:** While it is perfectly fine to survey previously published work, it is not alright to paraphrase the same with extensive similarity. Most of the plagiarism occurs in the literature review section of any document (manuscript, thesis, etc.). Therefore, if you read the original work carefully, try to understand the

context, take good notes, and then express it to your target audience in your own language (without forgetting to cite the original source), then you will never be accused with plagiarism (at least for the literature review section).

**Caution:** The above statement is valid only for the literature review section of your document. You should NEVER EVER use someone else's original results and pass them off as yours!

What strategies do you adopt to maintain content originality? What advice would you share with your peers? Please feel free to comment in the section below.

If you would like to know more about patch writing, quoting, paraphrasing and more, read the [next article](#) in this series!

### **15.3. How can we prevent plagiarism?**

Because writing tasks often feel daunting to students, there is the temptation of plagiarizing written work. Written resources have become more easily available on the internet, and students may not have a clear understanding of what constitutes plagiarism in each of their courses (either because of lack of knowledge or because of mismatches relative to their previous experience). See also CMU's academic integrity website for additional information and resources.

#### **1. Clearly define plagiarism.**

At the beginning of the semester – in the syllabus and verbally – give students a clear definition of what constitutes plagiarism and what is considered appropriate collaboration. Note that these definitions may differ from one faculty member to another and from one course to another, so it is especially important to make our expectations clear to students in each course we teach.

#### **2. Committing plagiarism.**

Your good ideas become better when you test them against others' ideas. For this course, feel free to discuss your ideas about the assignments with other students. However, using someone else's words, ideas, or concepts without citing your source is plagiarism. So is presenting part or all of another student's work as your own. In the world of writing – especially academic writing – this is a serious crime and is treated as such. Anyone who commits plagiarism may receive a failing grade for the entire course and be referred to the appropriate dean's office for further disciplinary action. [From H. Franklin's Interpretation and Argument Syllabus, 2008]

### **3. Provide examples of proper citation.**

Give students examples of how and when they should credit the work of others in their writing. This way, they will have concrete cases to which they can refer when questions arise.

### **4. Create original assignments.**

The more unusual an assignment (e.g., taking a different perspective on a problem, question, or reading), the less likely students will be able to find something (from the internet or their peers) to submit as their own work. In addition, an assignment that has multiple parts may reduce the likelihood of plagiarism.

### **5. Require rough drafts.**

Adding milestones to a written assignment where students must submit preliminary drafts of their work discourages them from the prospects of plagiarizing. It also helps them spread a larger writing task over a longer period of time, so students are not as likely to be in the situation where they are sorely tempted to take the easy way out of the assignment.

### **6. Suggest that students submit electronic copies of their drafts to Turnitin.com.**

Instructors can use this online resource as an instructional and educational tool as well as a detection aid. Turnitin (pdf) can provide valuable information to students on drafts if we allow them to view their “originality reports” where they see how much of the paper is actually written in their own words, and then revise accordingly. Many students, especially first year undergraduates, have very narrow definitions of plagiarism, believing that re-ordering, paraphrasing or inserting a portion of another text into their own is not plagiarism. Turn tin can help to educate students about what is appropriate and what is not.

### **7. Require that students submit electronic copies of their papers and (where feasible) copies of the material they used as sources.**

With electronic copies of students’ written work, it is easier for instructors to detect plagiarism using one of several software packages. In addition, by assigning students to submit their background research material, they will also be less inclined to skip steps and resort to plagiarism.

### **8. Inform students about support services.**

Academic Development helps students be more effective in their academic work, but not all students know about this resource. Giving a quick endorsement of this kind of help can really encourage students to take

advantage of the support that is available. Also, for non-native speakers of English, the Intercultural Communications Center (ICC) offers writing help.

## **16. Review of the Policy and Guidelines**

Due to the dynamic nature of science and society, it is necessary to revise this policy and guidelines to adapt it to the changing societal needs. So, this research and publication policy and guideline can be reviewed regularly by THE research and community service office and/or concerned body of the College. The formats included in this document shall also be liable to change any time when found necessary.

## APPENDICES

### Appendix: I



#### Select College

#### Research and Community Service Office

#### Guidelines for Research Proposal Preparation

1. Title of the research
2. Introduction (Background and justification)
3. Statement of the problem or research questions
4. Objective (s)
5. Literature Review (optional)
6. Material and methods:
  - Location and description of the study area
  - Experimental treatments, procedures, and design
  - Data to be collected
  - Data analyses
7. Duration of the research work (in year/s)
8. Name of researchers to carry out the project:
  - Principal investigator/s
  - Co-researcher/s(Not more than four)
9. Expected outcomes (significance of the study)
10. Budget source (internal and/or external)
11. Budget requirement (in detail)
12. Facilities available to carry out the research project
13. Work plan for research activities (in detail)
14. Reference materials used



Appendix: II



Select College

Research and Community Service Office

***Standard Format for Research Proposals<sup>1</sup>***

**1. Cover page<sup>2</sup>:**

**2. Research project<sup>3</sup>:**

**3. Signatures:**

\_\_\_\_\_

*Principal investigator*

\_\_\_\_\_

*Head, Department*

\_\_\_\_\_

*Dean, College*

**4. Short summary of the project<sup>4</sup>:**

**5. Research work to date (if any)<sup>5</sup>**

<sup>1</sup> It is advisable that proposals should not be longer than 15 pages, single spaced and 12 spacing, including cover page, and all the footnotes in this format need to be read carefully.

<sup>2</sup> This should include the title, Investigators' name, title and addresses, Department, Faculty, Month and year

<sup>3</sup> Keep the title of the project short and simple. The title should clearly describe the basic objectives of the proposed project and be understandable by a scientist who is not an expert in your field.

<sup>4</sup> Give a short summary, maximum 400 words, of the proposed project, sufficiently informative for other scientists who are not necessarily in your field of expertise. This summary should contain a problem statement of the project, followed by the objectives and a brief description of how these will be accomplished, with expected results

<sup>5</sup> List all your major publications, especial/y those which are related to your proposed research project. Also give all information available about articles in press, in particular to which journal they have been submitted)

- **Describe ongoing work at your institution related to research and development:** Provide information about the scientific work at your institution in the area of the proposed research project; also mention any present or planned cooperation research with other institutions
- Participation in workshops, seminars, conferences, etc.

## 6. Proposed Research Project:

a) Background and Justification<sup>6</sup>:

b) Objectives of the project<sup>7</sup>:

c) Hypothesis (Optional):

d) Review of literature (optional)<sup>8</sup>:

e) Description of study area<sup>9</sup>:

f) Methodology<sup>10, 11</sup>:

---

<sup>6</sup> Discuss the historical development of events regarding the specific topic you are interested to study. Describe basic assumptions concerns that led you to study this topic. Also include information on the likely contribution to knowledge or practice that the research will make and its place in current debate/theory. Describe the gaps that the proposed research is intended to fill.

<sup>7</sup> State the specific (short-term) objectives of the project and how they relate to the general (long-term) objectives and the questions that the project will attempt to answer

<sup>8</sup> Refers to an account of what has been published on a related topic by accredited scholars and researchers

<sup>9</sup> Describe the location, physiographic, climate, geology and soils, population, production systems, etc. Contents may depend on the discipline of concern

<sup>10</sup> Describe methods that persuade the reader that the author is an expert on the subject matter. It should provide sampling methods, research design, data collection and analysis of data

<sup>11</sup> **Research design:** Provide details on your experimental design or plans for trials and observations, indicating plot layout and sizes (or equivalent information), treatments, replications and statistical

g) Expected output<sup>12</sup>:

h) Time schedule<sup>13</sup>:

i) Duration<sup>14</sup>:

**7. References<sup>15</sup>:**

**8. Collaborating researchers & institutions<sup>16</sup>:**

**9. Facilities and funding<sup>17</sup>**

---

*methods to be used to analyses data*

**Research plan:** Describe here what will be done (observation work, laboratory experiments, participant observation, surveys etc) and how it will be done including the following points:

- a) *Methods and activities to be carried out to solve the problems and answer questions stated above. Which parameters will be studied and which measurements will be taken; which data will be collected and how.*
- b) *Criteria for choosing sites and samples, sampling methods and sample sizes. Describe your field trial design (if appropriate). In some cases, you may find it necessary to include diagram, and if you do, please refer to that diagram in this space.*

**Analysis of data:** Describe the statistical methods that you will use to analyses the data

**Materials:** List materials that will be required for laboratory experiments, field work and computing Facilities

<sup>12</sup> Indicate expected outputs from the project

<sup>13</sup> In the column on the left note the major phases/activities of your research. To the right, indicate during which months you will be engaged in the activity

<sup>14</sup> Number of months or years of project funding

<sup>15</sup> Provide the references which support the information provided in 6a and 6(b) d???

<sup>16</sup> Researchers from other institutions collaborating in the execution of the research project)

<sup>17</sup> This would include:

- **Equipment and facilities:** List here equipment and facilities, etc, necessary for your project which will be provided by the Institution where the work will be carried out. This is important for a proper evaluation of the application

**10. Budget<sup>18</sup>:**

**11. Assurance of Principal Investigator**

The undersigned agrees to accept responsibility for the scientific, ethical and technical conduct of the research project and for the provision of required progress reports as per terms at conditions of the College in effect at the time of grant if grant is awarded as the result of this application

Date \_\_\_\_\_ Signature \_\_\_\_\_

Approval

\_\_\_\_\_ Date \_\_\_\_\_

Name of the Department Head \_\_\_\_\_ Signature \_\_\_\_\_

Name of the Dean \_\_\_\_\_ Signature \_\_\_\_\_

**For the Use the Research and Community Service Office**

Amount of Approved Budget \_\_\_\_\_

Period of Allocation \_\_\_\_\_

- **Any other funds:** List any other funds that you or your department or faculty have obtained or applied for in the area of the proposed research project. State funding organization, amounts, date of approval, and length of funding period

- <sup>18</sup> The budget items must be relevant to the proposed research plan and should be justified. It may include the following:
- a) **Equipment:** Specify and describe each item, and give to the best of your knowledge: manufacturer, model/type, accessories if needed. Give a realistic estimate of the cost for each item
  - b) **Expendable supplies:** List categories and significant items of expendable supplies (glassware, solvents, feed, reagents, etc) and give a cost estimate for each category and significant items
  - c) **Literature:** List categories of literature (e.g. books, reprints, and photocopies) or documentation, and give a cost estimate for each category. Also recommended are subscriptions to journals or membership in a scientific society publishing a journal
  - d) **Local travel costs:** Local travel costs for sample collection, field visits, participant observation, surveys etc are included in this category. Travel costs can also include costs associated with conferences and scientific meetings
  - e) **Manpower costs:** They include manual and skilled labor costs which are necessary for the execution of the project.

Appendix: III



Select College

Research and Community Service Office

Research Fund Application Form

(To be completed by the principal investigator)

|                                       |   |
|---------------------------------------|---|
| 1. Title of the project               |   |
| 1. Name of the principal investigator | 6. Duration of the project:<br><ul style="list-style-type: none"> <li>▪ Commencement</li> <li>▪ Termination</li> </ul>  |
| 3. Present position                   |   |
| 4. Name of college/school             | 6. Total budget approved (in Birr)<br>7. Amount of fund requested (in Birr)   |
| 5. Name of Department                 |   |
|                                       | 8. Purpose of application:<br><ul style="list-style-type: none"> <li>▪ New research</li> <li>▪ Continuation from <ul style="list-style-type: none"> <li>○ Phase I</li> <li>○ Phase II</li> <li>○ Phase III</li> </ul> </li> </ul> |

I, the undersigned, agree to accept responsibility for scientific and technical conduct of this research project; provision of the required progress report and the presentation of the final report as required.

| Name of the investigator (s) | Signature | Date  |
|------------------------------|-----------|-------|
| _____                        | _____     | _____ |
| _____                        | _____     | _____ |
| _____                        | _____     | _____ |

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College dean

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Research Officer

---

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Signature

---

Signature

---

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Date

---

Date

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Appendix: IV



Select College

Research and Community Service Office

Guidelines for screening of Research Proposals competing for university grant fund

*Name of the Investigator* \_\_\_\_\_

*Name of the evaluator* \_\_\_\_\_

*Title of the project* \_\_\_\_\_

***Guidelines for approval of Research proposals***

Approval of proposals at the department, College and the Research Office level will be based on the following criteria. Specific points under each criterion are outlined and a value is given to each one. Finally, with relatively higher points will be considered for funding. Moreover, each proposal should be expected to score at least half of the points allotted to the second and third criteria.

1. More points to Potential applicability of the proposed research (30 points)

a. Degree to which proposed research specifically addresses priority questions (5 points)

b. Degree to which proposed research will be useful to policy makers to solve societal problems in the short term (5 points)

c. Degree to which the technologies studied are likely to be applied in the short term (5 points)

d. Degree to which such research builds capacity (5 points)

e. Degree to which proposed research is in line with the country's research strategy (5 points)

[Empty box]

f. A comparison between Output versus cost (5 Points)

[Empty box]

2. Scientific quality (30 points)

a. Clear presentation of justification and hypothesis (6pts)

[Empty box]

b. Appropriate use of methods for testing hypothesis (6pts)

[Empty box]

c. Appropriate design of experiments (6pts)

[Empty box]

d. Appropriate application of statistical methods for analyzing results (6pts)

[Empty box]

e. Originality of the proposed research/problem (6pts)

[Empty box]

3. Technical feasibility (30 points)

a. Level of prior experience and demonstrated ability of researchers to carry out the proposed research (10pts)

[Empty box]

b. (Available) the needs of resources (cost effectiveness) (10pts)

[Empty box]

c. Appropriate assessment of effort required to complete the research, including realistic timelines and clear budget (10 pts)

[Empty box]

4. Degree of collaboration, multi-disciplinarily and team work (10 points)

Collaboration between international or developed country academic research institutions and the  
Royal College

[Empty box]

Collaboration between other college or research institutions and Royal College

a.

[Empty box]

b. Collaboration among staff, departments and faculties of the College

[Empty box]



## **II. Role of different units of the College during the Preparation and Approval of Research**

### **Proposals**

#### **2.1. Stages for evaluation of research proposal**

##### **A) Department**

- i) Individuals or group of individuals shall take initiatives to identify research problems and develop proposals accordingly. Likewise, the department should identify problem areas and present it to the relevant staff.
- ii) The department has to provide the necessary logistics during the preparation of the proposal
- iii) Individuals or groups of individuals who develop proposal need to evaluate their proposal following evaluation guidelines indicated before submitting it to their department or unit.
- iv) The department creates the bridge between the stakeholders and researchers in the form of seminars, workshops for endorsement of comments on the proposal and fund raising processes
- v) Individuals or group of individuals should submit their proposal to their respective home-base department or unit for evaluation and approval.
- vi) The department will have the highest role on approving the research proposal because the subject matter of the research will be more familiar to the department than the College, The Research and Community Service Office, or other bodies in the College.
- vii) The department council has to form a committee to evaluate the proposal following the evaluation guidelines. The department council shall deliberate and decide on the fate of the proposal based on the comments given by the committee.

##### **B) College**

- i) At the College level, proposals can be initiated by a group of individuals from different departments. In this case approval of the proposal shall start at the College by Research Committee (RC), coordinated by the Officer of the research and quality assurance.
- ii) Projects initiated at the department after have been approved by the department, should be submitted to the research committee for further evaluation and decision
- iii) At College or College level, seminar could be organized by the College for presentation and defense of the proposal by the researcher(s).
- iv) Research Committee (RC) led by research officer will evaluate the proposal, and submit its decision to the research and community service office.

### **C) Inter College/department**

- i) For multidisciplinary collaboration research (if researchers are from different departments of the same College), the proposal has to be submitted to the College and be evaluated by College research committee.
- ii) For multidisciplinary collaboration research proposals, if researchers are from different faculties, the proposal has to be submitted to Research Office, and be evaluated by a board of adjudicators set by research and community service office.

## **2.2. Follow up during the research period**

### **A) The Department**

- i) Individuals or group of individuals have to first evaluate their proposal according to the Research proposal evaluation guidelines
- ii) The department will follow up the progress of the research, which initiated at department level, from the point of view of duration, cost and result.
- iii) The department will facilitate the logistic and financial requirements of the research
- iv) The department will control and monitor the budget of the research but the researcher, based on his/her research needs, would administer the budget.

**B) The College:** will devise a mechanism to evaluate and monitor the progress of all research activities under the College.

**C) Inter College/department:** Multidisciplinary projects from different departments or faculties will be decided by the president to be based in one department of one College (where principal investigator is based) and the follow up will be made by that department.

### **D) Research and Community Service Office will:**

- i) Inform all relevant offices and facilitate the funding procedure
- ii) Release the required budget as per the agreement
- iii) Evaluate and regulate the progress and terminal reports
- iv) Exercise its power as given in the legislation

## ***Appendix A. Review protocol for research project proposal***

### **I) General**

a) Title of the research project

b) Amount of fund

c) Project period:

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (date/month/year) to \_\_\_\_/\_\_\_\_/\_\_\_\_

d) Principal investigator

Name: \_\_\_\_\_

Academic rank \_\_\_\_\_

Department \_\_\_\_\_

e) Collaborators

Name: \_\_\_\_\_

Academic rank \_\_\_\_\_

Department \_\_\_\_\_

**II) II. The review form (to be filled by the reviewers)**

- a) General comments (comments on: the worth of the knowledge/technology package/ generated, sufficiency of information generated, and conclusions drawn).

- b) Comments on the introduction section

- c) Comments on the methods section

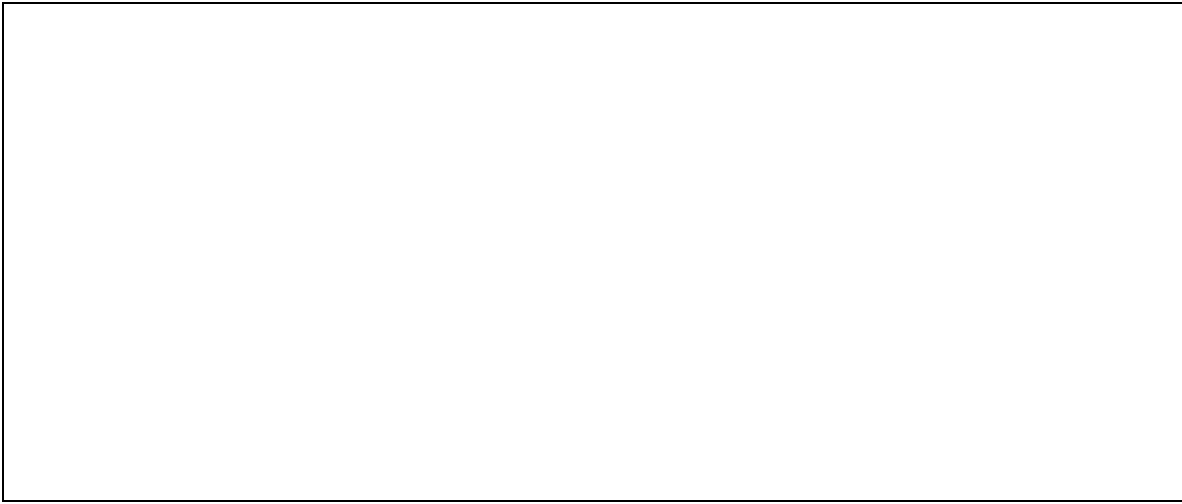
d) Comments on the objective section

e) Comments on the project staffing

f) Comments on the statistics

g) Comments on the project plan vis-a-vis its implementation and budget utilization

h) Any additional comments



Evaluator's name and signature

Name \_\_\_\_\_ Sign \_\_\_\_\_

## Appendix V

(To be completed by the principal investigator)

Select College



Research and Community Service Office

Research Project Progress Report Form

1. Title of the research project
2. Name of the principal investigator
3. Present position
4. Name of College, school, institute
5. Name of Department
6. Period covered by first phase research project
7. Amount of fund utilized
  - From SC
  - From other source (specify the name)
8. Work plan for the first phase research project work
9. Output of the first phase research project work
10. Problem encountered during the research project work
11. Work plan for the next phase of research project work
12. Financial requirement for the next phase of research project work (in detail)

---

I certify that the information and figures given in the report are correct and complete to the best of my knowledge.



Signature of the principal investigator \_\_\_\_\_ Date \_\_\_\_\_

---

Approved by the Department Head

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by the RO Officer

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix VI  
Select College



Research and Community Service Office  
College Research Grant Agreement Form

This research agreement is made between RUC and the researcher/s ( \_\_\_\_\_ ) in \_\_\_\_\_ ) in title of “ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_”

I. The researcher thereby agrees:

1. To undertake the project according with the time schedule started in the project document.
2. To accept responsibility for the scientific and technical conduct of the research project, the provision of progress report and the presentation of research reports at an annual research review workshop organized by the College or the awarding project or office.
3. To pay back the sum of the expense, which are not evidenced by the acceptable documents and unused fund.
4. To take accountability for failing to justify the proper utilization of financial expenses.
5. To disseminate the output of the research to disseminate the output of the research
  - To scientific community by publishing in peer reviewed and reputable national or international journals as well as
  - To relevant development oriented/ extension institutions through manuals, easily understandable local language texts, leaflets....etc

II. Amount of grant

The College agrees to allocate a sum of Birr \_\_\_\_\_ ( \_\_\_\_\_ ) to the researcher for the \_\_\_\_\_ period commencing from \_\_\_\_\_ and ending on \_\_\_\_\_ in three phases (50% at phase one, 35% at phase two and 15% at phase three).

III. Utilization of the grant

1. The fund granted shall be utilized according to plan stated in the project.



---

Co-researcher/s

Name

Section

Signature

Date

1.

2.

3.

4.

5.

Eye witnesses

Name

Section

Signature

Date

1.

2.

3.

Appendix VII

Select College



Research and Community Service Office

Guidelines for Evaluation of an Article to be published in Proceeding/Book

I. Title of the article.....  
.....  
.....

II. Name of reviewer/evaluator.....  
.....  
.....

III. Rank of the reviewer.....  
.....  
.....

IV. Criteria for reviewing the article (each criterion carries five marks)

| No. | Criteria  | Points |   |   |   |   |
|-----|---|--------|---|---|---|---|
|     |   | 1      | 2 | 3 | 4 | 5 |
| 1   | Acceptability of article format to the scientific community |        |   |   |   |   |
| 2   | Addressing the current issue of the country                 |        |   |   |   |   |
| 3   | Richness of content   |        |   |   |   |   |
| 4   | Ease of presentation  |        |   |   |   |   |

|             |   |  |  |  |  |  |
|-------------|---|--|--|--|--|--|
| 5           | Being up-to-date (to the date of publication) |  |  |  |  |  |
| 6           | Coherence                                     |  |  |  |  |  |
| 7           | Completeness                                  |  |  |  |  |  |
| 8           | Appropriateness of data analyses              |  |  |  |  |  |
| 9           | Proper acknowledgement and citation of source |  |  |  |  |  |
| 10          | Language                                      |  |  |  |  |  |
| Total marks |   |  |  |  |  |  |

Key: 1= very poor; 2=poor; 3=fair; 4=good; 5=very good

V. Acceptability of the article to a reputable journal (mark one)

- a) Acceptable as it is
- b) Acceptable with modifications
- c) Not acceptable
- d) Criteria not applicable

VI. Reviewer's comments

.....

.....

.....

.....

.....

VI. Reviewer's overall assessment (mark one)

- a) Poor
- b) Good
- c) Very good
- d) Extraordinary

VII. Fitness of the article to promote the writer (publisher)

- a) Yes
- b) No

VIII. Name and signature of reviewer

Name.....

Institution.....

Signature.....

Date.....

***For Official Use Only***

IX. Overall summary of review/evaluation by research and community office.

.....  
.....  
.....  
.....  
.....

X. Decisions and recommendations given by RO

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.....  
.....  
.....  
.....

Appendix VIII  
Select College



Research and Community Service Office

Guidelines for Evaluation of an Article to be published in Journal

I. Title of the article.....  
.....  
.....

II. Name of reviewer/evaluator.....  
.....  
.....

III. Rank of the reviewer.....  
.....  
.....

IV. Criteria for reviewing the article (each criterion carries five marks)

| No. | Criteria  | Points |   |   |   |   |
|-----|---|--------|---|---|---|---|
|     |   | 1      | 2 | 3 | 4 | 5 |
| 1   | Acceptability of the article format to the layout of the journal it is sent for |        |   |   |   |   |
| 2   | Addressing the current issue of the country or scientific community             |        |   |   |   |   |



|             |   |  |  |  |  |  |
|-------------|---|--|--|--|--|--|
| 3           | Richness of content                           |  |  |  |  |  |
| 4           | Ease of presentation                          |  |  |  |  |  |
| 5           | Being up-to-date (to the date of publication) |  |  |  |  |  |
| 6           | Originality of the material                   |  |  |  |  |  |
| 7           | Coherence                                     |  |  |  |  |  |
| 8           | Completeness                                  |  |  |  |  |  |
| 9           | Appropriateness of data analyses              |  |  |  |  |  |
| 10          | Proper acknowledgement and citation of source |  |  |  |  |  |
| 11          | Language                                      |  |  |  |  |  |
| Total marks |   |  |  |  |  |  |

Key: 1= very poor; 2=poor; 3=fair; 4=good; 5=very good

V. Acceptability of the article for publication in journal (mark one)

- e) Accept without modification
- f) Accept with modifications
- g) reject

VI. Reviewer's comments

.....

.....

.....

.....

.....

VII. Name and signature of reviewer

Name.....

Institution.....

Signature.....

Date.....

***For Official Use Only***

VIII. Overall summary of review/evaluation by RO

.....

.....  
.....  
.....  
.....

IX. Decisions and recommendations given by research and community service office.

.....  
.....  
.....  
.....  
.....

Appendix IX  
Select College



Research and Community Service Office

Agreement Form between SC and Reviewer of an Article for Publication

This is an agreement between SC and .....  
.....Staff of....., for  
evaluation of an article for publication.

**I. The parties are thereby agreeing as follows:**

1. The reviewer is responsible to evaluate the article in the time frame agreed below.
2. The College has agreed to pay Birr **500.00** (five hundred Birr) for the work done by the reviewer, which is considered as honorarium.
3. The title of the material to be reviewed is “.....”
4. The reviewer has agreed to submit his reviewed paper in one-week time from receiving the paper.

**II. Breaching of an agreement**

Should the work is not completed within the agreed date herein above the college has the right to cancel the contract.

**III. Period of agreement**

This agreement shall enter into force on the date of its signature and shall remain valid until one month after agreement.

**For and on behalf of the SC**

Name.....

Position.....

Signature.....

Date.....

**Reviewer**

Name.....

Position.....

Signature.....

Date.....

Appendix X  
Select College



Research and Community Service Office

Agreement Form between SC and Reviewer of Research Project Proposal

This is an agreement between SC and .....  
.....Staff of....., for  
evaluation of research project proposal.

**I. The parties are thereby agreeing as follows:**

1. The reviewer is responsible to evaluate the proposal in the time frame agreed below.
2. The has agreed to pay Birr **200.00** (Two hundred Birr) for the work done by the reviewer, which is considered as honorarium.
3. The title of the material to be reviewed is “.....”
4. The reviewer has agreed to submit his/her reviewed paper in one-week time from receiving the proposal.

**II. Breaching of an agreement**

Should the work is not completed within the agreed date herein above the College has the right to cancel the contract.

**III. Period of agreement**

This agreement shall enter into force on the date of its signature and shall remain valid until one month after agreement.

**For and on behalf of the SC**

Name.....

Position.....

Signature.....

Date.....

**Reviewer**

Name.....

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Select College



Research and Community Service Office

**Research confirmation form**

1. Research title \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Researchers

a. Principal \_\_\_\_\_

b. Co-researcher \_\_\_\_\_

3. Research duration \_\_\_\_\_

Started \_\_\_\_\_ completed \_\_\_\_\_

4. Research finance

**Source**

- Total budget \_\_\_\_\_

- Finance utilized \_\_\_\_\_

5. Data collected

i. \_\_\_\_\_ Amount \_\_\_\_\_ Place \_\_\_\_\_

ii. \_\_\_\_\_ Amount \_\_\_\_\_ Place \_\_\_\_\_

iii. \_\_\_\_\_ Amount \_\_\_\_\_ Place \_\_\_\_\_

iv. \_\_\_\_\_ Amount \_\_\_\_\_ Place \_\_\_\_\_

v. \_\_\_\_\_ Amount \_\_\_\_\_ Place \_\_\_\_\_

6. Performed activity detail<sup>19</sup>

| <u>Activities by item</u> | <u>Duration</u> | <u>Place</u> | <u>Amount</u> | <u>Cost</u> | <u>Remark</u> |
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<sup>19</sup> Please use additional use if the space is not sufficient

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**Declaration**

I the undersigned principal researcher of the aforementioned project declare that all the information filled in this form are correct.

**Principal researcher**

*Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_