

## AA 7. UNDERGRADUATE RESEARCH POLICY

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<b>Title:</b>	<b>Undergraduate Research Policy</b>
<b>Policy Number:</b>	AA 07/ 2015
<b>Effective Date:</b>	2015
<b>Issuing Authority:</b>	University Academic Board

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### 1. RATIONALE

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A very important trait of a University graduate is the ability to conduct research. In the age of limitless information sources, student's ability to be creative, think critically and solve ever more complicated problems, research is becoming more and more an essential experiential learning opportunity and a high impact practice.

Student's research skills can be improved by giving them the opportunity to conduct research. There are many possible ways to do that: Assigning a research project in a course, completing the summative learning experience, and supporting faculty members in their research activities.

This policy intends to improve students' research skills. It requires that one class session in each course be held at the Library. The faculty member defines a research topic that pertains to the course material, take students to the Library and guide them to collect information and finally require them to submit a report.

### 2. POLICY

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- 2.1 Each student shall acquire adequate skills to conduct research using RLU library print and electronic assets and resources available on the web
- 2.2 Each course shall dedicate one class session during which students are required to conduct meaningful research about a specific topic relevant to the course
- 2.3 The research activity shall be clearly noted in the course syllabus
- 2.4 The research activity may be conducted at the Library or remotely using mobile devices or other connected tools
- 2.5 The instructor shall post announce the research topic, expected outcomes and the assessment rubric on the Course Moodle page at least one week before the designated date.
- 2.6 The library staff shall coordinate with the instructors who plan to hold the research session at the library by the end of first week of the semester.
- 2.7 Students are required to submit a report checked for plagiarism using Turnitin.
- 2.8 The research plan announced to students and samples of students' work shall be placed in the course file.

### 3. STAKEHOLDER IMPACT AND SCOPE

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This policy will ensure that undergraduate students are systematically and continuously involved in research activities over the course of their studies that by the time they graduate they would have acquired valuable research skills.

### 4. RELATED DOCUMENTS

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- Course Syllabus
- Course file

### 5. APPROVAL AND REVIEW

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The stakeholders who reviewed and approved the policy are:

1. Policy proposed by: Office of the VP for Academic Affairs
2. Reviewed and forwarded by: Academic and Curriculum Committee
3. Board of Deans
4. Registrar's Office
5. Library

## **6. FINAL APPROVAL**

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Approved as policy by the University Academic Board on: October 6, 2015

Dates of Official Enactment: October 7, 2015

Dates of Amendments:

History:

Cross Reference:

Next Revision Date:

President's signature and date: