Applied Research and Enterprise Activities Policy

Version 3

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Bahrain Polytechnic

Applied Research and Enterprise Activities

Version 3

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Revision History

Revision No	Comments/Summary of Changes
3	The policy has been updated to include all research procedures approved by EMT in 2024 and 2025. The new elements added to the policy include the following: • Handling Allegations of Fraudulent Research Publications • Handling Publication in Predatory/Fraud Publishers • Handling Article Retraction • Guidelines: Self-Editorial Publications These procedures address confirmed or suspected instances of research misconduct, which include fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Policy: Applied Research and Enterprise Activities

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Policy: Applied Research and Enterprise Activities

Policy Reference:	A-AB-013
Version:	3
Person Responsible:	Dean, Applied Research and Enterprise

Policy Statement

Bahrain Polytechnic is committed to nurturing a culture of applied research and enterprise activity that is aligned with the Bahrain National Research Strategy, that contributes to the professions and industries which it serves, and that supports and enhances teaching and learning within the institution.

Definitions

Applied Research and Enterprise Activities include but are not limited to:

- **Applied research**: Original investigation undertaken to acquire new knowledge. It is directed primarily towards a specific practical aim or objective.

  Applied Research at Bahrain Polytechnic refers to the systematic inquiry that seeks to solve practical, real-world problems through the application of existing scientific knowledge, theories, and methodologies. This type of research focuses on translating theoretical concepts into tangible solutions and innovations that can directly benefit industries, communities, and society at large. It is typically driven by specific objectives, such as improving processes, developing new technologies, or enhancing the application of existing tools and systems. Applied Research at Bahrain Polytechnic will be collaborative with Industry, aimed at addressing challenges encountered in sectors contributing to Bahrain's economy and may be interdisciplinary.
- **Authorships:** People or teams who come up with an idea or create a publication that shares that intellectual or creative work. It gives credit and responsibility for published work, which has academic, social, and financial implications. It is essential that all contributors to a paper are given credit as authors. Moreover, all authors understand their responsibility and accountability for the published work. See the section on Authorships and Affiliations for more information.
- **Characteristics of Good Research and/or Research Project:** A set of qualities that define or make up a good research or project. These characteristics include the following:
  - Relevance and Impact:
    - The research must address a clearly defined practical problem or challenge.
    - The project should demonstrate potential for significant impact on industry, society, or community through innovation, technological advancement, or process improvement.
    - The research should align with the university's strategic goals, industry partnerships, and regional development priorities.
  - Feasibility:
    - The project must be realistic and achievable within the given timeframe and resources.
    - There should be clear and feasible objectives, a structured methodology, and a solid work plan.
    - The research should have access to the necessary equipment, facilities, and expertise for successful completion.
  - Innovation and Originality:

    - The project should present new ideas, approaches, or solutions to existing problems or expand the understanding of existing solutions in practical contexts.
    - The research should not duplicate existing efforts but should aim to provide original contributions to the field.
- Interdisciplinary Collaboration:
    - Preference will be given to projects that involve collaboration between multiple departments, faculties, or external partners (industry, government, NGOs, etc.).
    - The research should encourage a multidisciplinary approach to problem-solving, combining knowledge from different areas of expertise.
- Sustainability and Ethical Considerations:
    - The project should address sustainability, environmental, and social concerns, ensuring that solutions are not only effective but also responsible in terms of long-term effects.
    - Ethical issues related to the research, such as data privacy, consent, and environmental impact, should be carefully considered and addressed.
- Methodological Rigor:
    - The project should employ sound scientific methods, including appropriate data collection, analysis, and validation techniques.
    - It should be designed to produce reliable, reproducible results and lead to practical outcomes that can be used by stakeholders.
- Collaboration with Industry or Stakeholders:
    - The project should demonstrate clear links to industry, government, or other stakeholders who can benefit from research or contribute to its development.
    - Industry involvement can range from providing funding or resources to co-developing the solution or assisting with implementation.
- Dissemination and Knowledge Transfer:
    - There must be a clear plan for disseminating the results to relevant audiences, including stakeholders, policymakers, and the wider academic community.
    - The project should consider how the findings will be transferred into practical applications, whether through patents, prototypes, publications, or industry partnerships.
- Scalability and Transferability:
    - The project should consider whether the solution can be scaled or adapted for broader use in other contexts, industries, or communities.
    - Transferability to other regions, sectors, or organizations will enhance the potential for wider impact.
- Budget and Resource Allocation:
    - The research project should have a clear, realistic budget that outlines all required resources (personnel, equipment, materials, etc.).
    - Funding sources, whether internal or external, must be identified, and the budget should include provisions for managing costs and ensuring effective use of resources.
- Outcomes and Metrics:
    - The project must establish clear, measurable outcomes that define the success of the research, including timelines and deliverables.

    - These outcomes should be aligned with both academic and practical objectives, with clear metrics for assessing impact.

- **Consultancy**: Work which involves the deployment of existing knowledge and the application of analytical and investigative skills to the resolution of problems presented by a client, usually in an industrial, commercial or professional context.
- **Creative Work**: The invention and generation of ideas, hypotheses, images, performances or artefacts (including design) in any field of knowledge, leading to the development of new products, knowledge, understanding or expertise.
- **Enterprise Activity:** The process of creating and developing economic activity by blending risk-taking, creativity and/or innovation that is underpinned by sound management.
- **Experimental development**: Systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.
- **Research Activity**: A systematic, goal-oriented process of inquiry that uses structured methodologies to collect and analyse empirical evidence. Its primary purpose is to discover new facts, test theories, or revise existing knowledge across various fields of study.
- **Scholarship**: Work intended to expand the boundaries of knowledge and understanding within and across disciplines through the analysis, synthesis, interpretation and publication of ideas and information, making use of a rigorous methodology
- **Research-Informed Teaching (RIT):** RIT is an educational strategy that deliberately integrates current academic research and research methodologies into the curriculum and pedagogical practices. Its goal is to enhance student learning by moving them from simply consuming knowledge to actively engaging with and producing knowledge, thereby fostering critical thinking and research skills.
- **Research Process Committee Archives:** Research Process Committee Archives is a collection of digitized research-related forms, research support approval-related spreadsheet records, and a database of the research portal ticketing system.
- **Fraudulent Research Publications:** A published article containing fabricated data, falsified results, or plagiarism is considered a research record subject to the full Inquiry and investigation.
    - Fabrication: making up data or results and recording or reporting them.
    - Falsification: manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research method or result is not accurately represented in the research record.
- **Predatory/Fraud Publishers:** Predatory publishers actively mislead authors and the wider academic community. They often have almost non-existent Peer Review, severe lack of transparency and a deviation from best ethical publishing practices. It may include the following categories:
    - Predatory/Fraud Journals – mimic the appearance of legitimate academic journals but engage in dishonest practices, primarily by charging authors publication fees.
    - Predatory conferences – usually aggressive marketing and charging large fees for events that lack genuine academic value.
    - Hijacked Journals – a clone website of a legitimate journal to trick authors into submitting their work and paying fees.
    - Paper Mills – produce and sell "original" papers for a profit, often with guaranteed acceptance in a journal.

- **Article Retraction:** Retraction is a mechanism for correcting research literature and alerting readers to publications that contain such erroneous data or seriously flawed for whatever reason, that their findings and conclusions cannot be relied upon.

Application

People:

This policy applies to all staff members and students of Bahrain Polytechnic and contractors and collaborators from industry and other academic institutions who engage in applied research and enterprise activities within the Polytechnic and that are supported by the Polytechnic.

Procedures:

001. Applied Research and Ethics Approval
002. Reporting Applied Research and Enterprise Output
003. Recognition of Applied Research and Enterprise Activity
004. Selection of Candidates for Incubation Centre
005. Research Publication Support Application Procedure
006. Establishment of Research Groups
007. External Publication/Presentation of Applied Research
008. Research Fund for Early Career Researchers Training
009. Research Consumables Fund Process
0010. Externally Funded Research Process
0011. Technology Transfer and Commercialisation Process
0012. Handling Research Misconduct

Guidelines:

001. Applied Research and Scholarly Activities
002. Authorships, Affiliations and Research Integrity
003. Criteria for Bahrain Polytechnic Research Awards
004. Research Supervisor Selection and Allocation Procedure
005. Research Projects Framework

External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Royal Decree No. 65/2008
- Higher Education Council Regulations
- National Research Strategy 2014-2024

What is Expected

- Bahrain Polytechnic shall support an applied research and enterprise culture across the institution.
- Research and enterprise activity conducted at Bahrain Polytechnic shall meet appropriate standards and be underpinned by sound ethical principles.
- Outcomes of ethical research and enterprise activity conducted at Bahrain Polytechnic shall:
    - support Bahrain industry and professions and make a positive contribution to the national economy.
    - enhance the quality of learning and teaching practice.

- improve academic standards of academic staff members, students, graduates and programmes.
- contribute to the regional and international research community.

Links and Related Documents

- Bahrain National Research Strategy 2014-2024
- Bahrain National Higher Education Strategy 2014-2024
- Bahrain Polytechnic Strategic Plan
- Maintaining Sustainability Policy
- Collaborative Educational Arrangements Policy
- Marketing and Communication Policy
- Academic Integrity and Honesty Policy
- Intellectual Property Policy
- Teaching and Learning Policy
- Guidelines: Applications Related to Surveys (Review, Evaluation and Improvement Policy C-QA-002)

Procedure 001: Applied Research and Ethics Approval

Procedure Reference: P-A-AB-013.001
Version: 3
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to outline the procedures for obtaining approval by staff members employed by Bahrain Polytechnic and external applicants applying to conduct applied research within Bahrain Polytechnic.

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Guidelines:

- Authorships, Affiliations and Research Integrity
- External Publication/Presentation of Applied Research
- Applied Research and Scholarly Activities

Forms:

- Research Ethics Application Form (via Research Portal)

Procedure

4.1 Research and Ethics Approval: Internal Applicant

Step	Responsible	Outcome	Location
Submit completed Research Ethics Approval Application Form to Research Process Committee Administrator via online research portal.	Internal Researcher	Received by Research Process Committee	Research Process Committee Archives (Digital archive on Research Portal via ticketing system)
Review application documentation.	Research Process Committee	Peer Review by Research Process Committee	Research Process Committee Archives
Make decision regarding application.	Chair/Co-chair – Research Process Committee	Application approved/ declined/forwarded with recommendation to Dean – Applied Research and Enterprise	Research Process Committee Minutes
Communicate decision to applicant (via email/ respond to the application on Research Portal)	Administrator – Research Process Committee	Applicant advised	Research Committee Archives
Issue Research Ethics approval certificate, if application is approved.	Administrator – Research Process Committee	Certificate received by the Applicant	Research Committee Archives

4.2 Research and Ethics Approval: External Applicant

Step	Responsible	Outcome	Location
Submit completed Research Ethics Approval Application Form.	External Researcher or enrolled student working independently of credit bearing courses (researcher)	Received by Research Process Committee	Research Process Committee Archives
Review application documentation.	Research Process Committee	Peer Review by Research Process Committee	Research Process Committee Archives
Make decision regarding application.	Chair/Co-chair – Research Process Committee	Application approved/ declined/forwarded with recommendation to Dean – Applied Research and Enterprise	Research Process Committee Minutes
Communicate decision to applicant (via email) and instruct applicant to obtain permission from Bahrain Polytechnic Chief Executive Officer (CEO).	Administrator – Research Process Committee	Applicant advised	Research Committee Archives
Obtain permission from Bahrain Polytechnic CEO to conduct research activity within Polytechnic.	Researcher	Request granted/denied	Chief Executive Officer Archives
Submit the evidence of CEO approval to Research Process Committee Administrator.	Researcher	Received by Research Process Committee Administrator	Research Process Committee Archives
Issue Research Ethics approval certificate, if application is approved.	Administrator – Research Process Committee	Certificate received by the Applicant	Research Committee Archives

4.3 Research and Ethics Approval: Student Applicant

Any student who has undertaken a research project should apply for research ethics approval.

Step	Responsible	Outcome	Location
Submit a filled out Research Ethics Approval Application Form to the supervisor.	Student	Student Research Ethics Approval Application Form completed	Supervisor
Submit completed Research Ethics Approval Application Form to Research Process	Supervisor	Form data reviewed and uploaded to the research portal Received by Research Process Committee	Research Process Committee Archives

Step	Responsible	Outcome	Location
Committee Administrator via online research portal.			
Peer review the Research Ethics Approval Form.	Peer reviewer (colleague from same department)	Application approved/ declined/given recommendation	Research Process Committee Archives
Communicate decision to the supervisor (via email/ respond to the application on Research Portal).	Administrator – Research Process Committee	Applicant advised by the supervisor	Research Committee Archives
Issue Research Ethics Approval Certificate, if application is approved.	Administrator – Research Process Committee	Certificate received by the Applicant	Research Committee Archives

Procedure 002: Reporting Applied Research and Enterprise Output

Procedure Reference: P-A-AB-013.002
Version: 3
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to outline the procedures for collating, verifying, reporting and archiving academic research output conducted by staff members employed at Bahrain Polytechnic.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Guidelines:

- Authorships and Affiliations
- Applied Research and Scholarly Activities

Forms:

- Adding a Publication to Polytechnics Research Database Form (via Research Portal)

Procedure

Step	Responsible	Outcome	Location
Submit completed Research and Scholarly Activity Output to Research Process Committee Administrator via Research Portal ticket form under the category of "Adding a Publication to Polytechnics Research Database".	Researcher (or one of the researchers /authors)	Received by Research Process Committee	Research Process Committee Archives
Review application documentation.	Research Process Committee member	Peer reviewed by research process committee	Research Process Committee Archives
Make decision regarding application.	Chair/Co-chair – Research Process Committee	Application approved/ declined/ forwarded with recommendation to Dean – Applied Research and Enterprise	Research Process Committee Minutes
Communicate decision to applicant (as a response to the application on Research Portal).	Administrator – Research Process Committee	Applicant advised	Research Committee Archives
Make decisions regarding the Research and Scholarly Activity Output report.	Chair – Research Process Committee	Research and Scholarly Activity Output declined or approved for inclusion in the	Research Process Committee Minutes

Step	Responsible	Outcome	Location
		Research Output database	
Update the Research and Scholarly Activity database.	Administrator – Research Process Committee	Verified Research and Scholarly Activity Output recorded in database	Polytechnic Research Database
Report Annual Research and Scholarly Activity Expenditure to Dean – Applied research and Enterprise	Director – Finance Directorate	Received by Dean – Applied Research and Enterprise	Dean – Applied Research and Enterprise archives
Report Research and Scholarly Activity to Senior Management Team	Dean – Applied Research and Enterprise	Received by Senior Management Team	Senior Management Team Minutes
Report Annual Research and Scholarly Activity Output to Board of Trustees	Chief Executive Officer	Received by Board of Trustees	Board of Trustees minutes
Report annual Research and Scholarly Activity Output to external stakeholders as required	Chair – Research Process Committee	Received by external stakeholders	Research Process Committee Archives

Procedure 003: Recognition of Applied Research and Enterprise Activity

Procedure Reference: P-A-AB-013.003
Version: 3
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to outline the procedures for recognizing excellence in applied research conducted by staff members employed at Bahrain Polytechnic.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Guidelines:

- Criteria for Bahrain Polytechnic Research Awards G-A-AB-013.003

Forms:

- Adding a Publication to Polytechnic Research Database Form (via Research Portal)
- Research Awards and Scholarships Form (online)

Procedure

Step	Responsible	Outcome	Location
Submit all Applied Research Activities through Research Portal (under the category of "Adding a Publication to Polytechnic Research Database")	Researcher	Received by Research Process Committee	Research Process Committee Archives
Apply for the specific research award and/or scholarship.	Researcher	Received by Research Process Committee	Research Process Committee Archives
Select research award candidates according to criteria.	Chair – Research Process Committee	List of recommended award winners finalised and forwarded to Dean – Applied Research and Enterprise for approval	Research Process Committee Archives
Approve research awards.	Chair – Applied Research and Enterprise Committee	Recipients advised	Research Process Committee Archives
Arrange for the presentation of research awards to approved candidates/champions and post a media article.	Director – Marketing	Awards ceremony completed (during Research Day event)	Marketing department publicity material

Procedure 004: Selection of Candidates for Incubation Centre

Procedure Reference: P-A-AB-013.004
Version: 3
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the process for application and selection of candidates who are seeking to commercially develop a project/business proposal with the Bahrain Polytechnic Incubation Centre.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Arrangements for Applied Research Awards ceremony
- Arrangements of publication of Applied Research awards ceremony

Procedure

Step	Responsible	Outcome	Location
Invite suitable applicants to present to Applied Research and Enterprise Committee.	Administrator - Applied Research and Enterprise Directorate	Suitable applicants informed of date, place, and expected method of presentation	Applied Research and Enterprise Committee archives
Receive presentation and interview applicant.	Head of Innovation Centre	Applicant presents to Applied Research and Enterprise Committee	Applied Research and Enterprise Committee minutes
Conduct due diligence process of the applicant, the proposal and the current and future competitive elements facing the proposal.	Head of Innovation Centre	Due diligence report completed	Applied Research and Enterprise Committee archives
Make a decision regarding the applicant's entry into the incubation center.	Head of Innovation Centre	Applicants informed of decision regarding admission	Applied Research and Enterprise Committee archives

Procedure 005: Research Publication Support Application Procedure

Procedure Reference: P-A-AB-013.005
Version: 1
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the application process for Bahrain Polytechnic staff members who are seeking research support for their research.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Guidelines for DARE support for academic conferences and journals G-A-AB-013.006

Procedure

- **Conference Papers: Support Application Process**

Step	Responsible	Outcome	Location
Submit the conference application and support documentation.	Applicant (Staff/PI)	Formal submission[#] of conference funding support request.	Research Portal / Deanship of Research & Innovation
Acknowledge receipt of application and assign a unique file number.	Research Coordinator (RC) / Research Portal	Generation of file number and notification of receipt to the applicant.	Applications Database (ADB)
Appoint one (2 preferred) reviewer from the RPC or AREC to evaluate the proposal.	Dean / Head of Research (HoR) / RC	Selection of qualified reviewers from RPC or AREC	Research Portal / ADB
Evaluate the application and provide a formal funding recommendation.	Research Process Committee (RPC)	Recommendation (Approve, Amend, Return, or Decline)[*] issued to DARE.	AREC Archives / ADB
Determine formal approval & funding	HoR / Dean of DARE	Final decision on application and calculation of funding[$] (fees, leave, per diem, and/or flights).	AREC Archives / ADB
Communicate the final decision and funding status to the applicant	Dean / HoR / RC	Applicant receives status update and Faculty Application Letter.	ADB / Official Correspondence

Generate necessary financial documentation (PR and PO) for fees and/or travel.	Research Coordinator (RC)	Generation of Purchase Requisition (PR) and Purchase Order (PO) for approved costs.	Finance System / ADB
Acknowledging support from Bahrain Polytechnic	Applicant / PI	Applicant must Acknowledge support from Bahrain Polytechnic (see support statements)	Research Article / ADB
Submit final evidence of conference attendance and publication of proceedings.	Applicant / PI	Submit evidence of paper acceptance by the conference organizers.	ADB / Research Portal
Execute payments for registration, flights, and per diem in coordination with Finance.	RC / Finance Department	Execution of payments for registration, travel, and associated fees.	Finance Department Records / ADB status update
Submit final evidence of conference attendance and publication of proceedings.	Applicant / PI	Submission of attendance proof and final published proceedings.	ADB / Research Portal
Archive the publication in the Polytechnic's central repository.	Research Coordinator (RC)	Publication added to institutional records; Faculty Publication Letter issued.	Bahrain Polytechnic Research Database (RDB)

Applications submitted less than one month prior to the conference dates will be automatically rejected.

* Applications may be: Approved (registration fees, days leave, per-diem, flights), Approved subject to minor amendments, returned with comments or Declined (due to budget or eligibility criteria).

$ Please see funding limits as set in Research Policy guidelines. Per diem set based on Conference timeframe and location. The HOR or Dean of DARE approves and sets funding.

- **Journal Publication Support application process**

Step	Responsible	Outcome	Location
Submit the application and support documentation.	Applicant (Staff/PI)	Formal submission funding support request through research portal.	Research Portal / Deanship of Research & Innovation
Acknowledge receipt of application and assign a unique file number.	Research Coordinator (RC) / Research Portal	Generation of file number and notification of receipt to the applicant (with link to Research & Ethics Application if applicable).	Applications Database (ADB)

Appoint one (2 preferred) reviewer from the RPC or AREC to evaluate the proposal.	Dean / Head of Research (HoR) / RC	Selection of qualified reviewers from RPC or AREC	Research Portal / ADB
Evaluate the application and provide a formal funding recommendation.	Research Process Committee (RPC)	Recommendation (Approve, Amend, Return, or Decline)* issued to DARE.	AREC Archives / ADB
Determine formal approval & funding	HoR / Dean of DARE	Final decision on application and calculation of funding$.	AREC Archives / ADB
Communicate the final decision and funding status to the applicant	Dean / HoR / RC	Applicant receives status update and Faculty Application Letter.	ADB / Official Correspondence
Generate necessary financial documentation (PR and PO) for journal APC	Research Coordinator (RC)	Generation of Purchase Requisition (PR) and Purchase Order (PO) for approved costs.	Finance System / ADB
Acknowledging support from Bahrain Polytechnic	Applicant / PI	Applicant must Acknowledge support from Bahrain Polytechnic (see support statements)	Research Article / ADB
Submit final evidence of acceptance of paper from Journal editor/publisher.	Applicant / PI	Submit evidence of paper acceptance by the conference organizers.	ADB / Research Portal
Execute payments for Journal APC in coordination with Finance.	RC / Finance Department	Execution of payments for Journal APC.	Finance Department Records / ADB status update
Submit final evidence of article publication.	Applicant / PI	Submission of paper publication evidence with the said journal through research portal by adding publication to RDB	ADB / Research Portal
Archive the publication in the Polytechnic's central repository.	Research Coordinator (RC)	Publication added to institutional records#	Bahrain Polytechnic Research Database (RDB)

* Applications may be: Approved (APC), Approved subject to minor amendments, returned with comments or Declined (due to budget or eligibility criteria).

$ Please see funding limits as set in Research Policy guidelines. The HOR or Dean of DARE approves and sets funding.

Publications submitted after the deadline will be added to the RDB (and may be considered for Promotion) but will not be considered for Workload allocation (for time allocation)

Procedure 006: Establishment of Research Groups

Policy Reference:	P-A-AB-013.006
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

Purpose

To support Applied Research at the school level, the Applied Research and Enterprise Committee (AREC) recognises the need to work in collaboration with other researchers. A research group is a group of researchers, often from the same faculty, specialized on the same subject, working together on the issue or topic (see Approval form to create a new research group). Working on a faculty-initiated research project or as part of a team gives you the opportunity work closely with a mentor–a faculty member or another experienced researcher.

As per Bahrain Polytechnic's strategy to grow applied research, DARE identified the need to establish research groups to:

- better focus our research institutionally
- better support researchers in this field
- better showcase the research outputs of these research groups to industry in a view to attract industry-funded research projects.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Guidelines: Establishment of Research Group G-A-AB-013.007

Procedure

As per the guidelines, the Research Group lead is a representative of the research group. It is not a management role, but a coordination and mentoring role. The following tasks are expected to be performed by the research group lead on an annual basis:

Step	Responsible	Outcome	Location
Develop or review the research group's vision, strategic direction, and core objectives.	Research Group Lead / Initiator	Defined Research Group Vision and Mission statement.	Internal Research Group Documentation
Establish operational guidelines, including meeting intervals, communication protocols, and collaboration standards.	Research Group Lead	Group Terms of Reference (ToR) or Operational Charter.	Internal Research Group Documentation
Collaborate with the Research Centre Manager to define resource requirements and draft the proposed budget.	Research Group Lead / Research Centre Manager	Resource allocation plan and finalized budget proposal.	Research Centre Administrative Files

Complete and submit the formal 'Approval to Create a New Research Group' form.	Research Group Lead	Logged application for institutional review.	Research Portal / Deanship of Research & Innovation
Report on the academic outcomes, research outputs, and performance metrics of the group.	Research Group Lead	Periodic Research Group Progress/Final Report.	Applied Research and Enterprise Committee (AREC) Archives

Procedure 007: External Publication/Presentation of Applied Research

Procedure Reference: G-A-AB-013.007
Version: 3
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this procedure is to establish a formal approval process for Bahrain Polytechnic staff seeking to disseminate research findings externally. This framework ensures that any publications or presentations that may be considered sensitive, controversial, or potentially in conflict with institutional principles are reviewed and authorized in advance to safeguard both the researcher and the Polytechnic's reputation.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Rules:

- The researcher must get the Ethics approval for their research and scholarly activity wherever applicable.
- The researcher shall not engage in any political activity whatsoever.
- The researcher shall not engage or participate in any other employment or business whatsoever without the prior written approval of the Employing Government Body.
- The researcher shall undertake to keep confidentiality of all Employing Government Body documents, systems, procedures, transactions and information which the applicant is acquainted with by virtue of occupying his position.

Guidelines:

- Applied Research and Scholarly Activities G-A-AB-013.001
- Authorships, Affiliations and Research Integrity G-A-AB-013.002

Procedure

Process for obtaining approval

Step	Responsible	Outcome	Location
Submit Application for Publication/Presentation Approval Form via Research Portal (under the category of Ethics Application) to Research Process Committee Administrator.	Author/presenter	Received by Research Process Committee	Research Process Committee Archives
Review application and make recommendation.	Chair – Research Process Committee	Application supported or not supported	Research Process Committee Minutes
Communicate recommendation to Dean – Applied Research and Enterprise.	Administrator – Research Process Committee	Recommendation received by Dean – Applied Research and Enterprise	Research Process Committee Archives

Step	Responsible	Outcome	Location
Make decision regarding application.	Dean – Applied Research and Enterprise	Application approved or declined	Research Process Committee Archives
Communicate decision to applicant, and/or Training and Development Committee and Research Process Committee as applicable.	Administrator - Applied Research and Enterprise	Decision received	Training and Development Committee Archives Research Process Committee Archives

Procedure 008: Research Fund for Early Career Researchers Training

Procedure Reference: P-A-AB-013.008
Version: 1
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the process for funding early career researchers to support their attendance to research training and doctoral symposium.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Rules:

- **Scope** - Research Symposiums target doctoral researchers across all disciplines and generally feature plenary sessions, workshops, methodology clinics, and opportunities to receive expert feedback on research in early development.
- Attendees can participate in Research Conversations and Student Paper Presentation sessions, led by senior academics.
- **Eligibility criteria -** This fund will be available a maximum of two times to any Bahrain Polytechnic staff member:
  - Being enrolled in a PhD programme or having completed their PhD in the last 3 years.
  - Having completed the "Research Skills Toolkit" professional development programme available to all Bahrain Polytechnic staff.

Forms:

- Application form for Research Fund for Early Career Researchers Training (via Research Portal)

Procedure

Step	Responsible	Outcome	Location
Obtain a recommendation letter from the line manager.	Researcher	Recommendation letter	With Researcher
Submit completed application form via Research Portal ticket form under the category of "Research Fund for Early Career Researchers Training" along with recommendation letter.	Researcher	Received by Research Process Committee	Research Process Committee Archives
Review application documentation.	Research Process Committee	Peer reviewed by Research Process committee	Research Process Committee Archives

Step	Responsible	Outcome	Location
Make decision regarding application.	Chair/Co-chair – Research Process Committee	Application approved/ declined/ forwarded with recommendation to Dean – Applied Research and Enterprise	Research Process Committee Minutes
Communicate decision to applicant (as a response to the application on Research Portal).	Administrator – Research Process Committee	Applicant advised	Research Process Committee Archives
Complete the registration payment.	Administrator – Research Process Committee, Finance Director, and Researcher	Registration completed	Research Process Committee Archives

Procedure 009: Research Consumables Fund Process

Procedure Reference: P-A-AB-013.009
Version: 1
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the process for Research Consumables Fund.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Guidelines:

- Guidelines 005: Research Projects Framework G-A-AB-013.005
- Guidelines 008: Research Consumables Fund Criteria G-A-AB-013.008

Forms:

- Application form for Research Consumable Fund (via Research Portal)

Note: Bahrain Polytechnic provides financial support for research consumables for pre-approved Applied Research Projects up to 500BD per approved project to be spent on small tool, consumables and cloud credits for research.

- Expected Output: DARE anticipates that funded research projects will yield tangible outputs, such as articles or other relevant scholarly contributions
- Return of the Assets: All tools or devices purchased through this fund must be returned (except consumables such as cloud credits) to DARE upon the completion of your research project.

Procedure

Step	Responsible	Outcome	Location
Submit Research Funding and Ethics approval forms via Research Portal ticket form under the category of "Apply for Research Consumables Fund" along with recommendation letter.	Researcher/Principal Investigator (PI)	Received by Research Process Committee	Research Process Committee Archives
Review application documentation.	Research Process Committee	Peer reviewed by Research Process Committee	Research Process Committee Archives
Make decision regarding application.	Chair/Co-chair – Research Process Committee	Application approved/ declined/ forwarded with recommendation to Dean – Applied Research and Enterprise	Research Process Committee Minutes
Communicate decision to applicant (as a response to the application on Research Portal).	Administrator – Research Process Committee	Applicant advised	Research Process Committee Archives

Step	Responsible	Outcome	Location
Submit list of equipment, consumable, services required and quotation to RC to process Purchase Request.	Researcher/Principal Investigator (PI) Administrator – Research Process Committee	A purchase request has been opened	Research Process Committee Archives
Procure the consumable items.	Administrator – Research Process Committee, Finance Director, and Researcher/PI	Procurement completed	Research Process Committee Archives
Inform AREC of project updates after 12 months	Researcher/Principal Investigator (PI)	RC updates ADB of status	Research Process Committee Archives

Procedure 010: Externally Funded Research Process

Procedure Reference: P-A-AB-013.010
Version: 1
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the process for Externally Research Funded research projects.

Related Policy

- Applied Research and Enterprise Activities A-AB-013

Related Documents (Rules, Guidelines, Flowcharts, Forms)

- None

Procedure

Step	Responsible	Outcome	Location
Receive external request for R&D OR Request support for external funding application	Head of Research Centre (HORC) Researcher/PI	Potential Principal Investigator (PI) identified	Research Process Committee Archives
Evaluate requirements and setup: • Required equipment/consumables • Possible internal researchers • Proposed external researchers • Deliverables and outcomes • Length of project • Total budget for the project	Head of Research Centre (HORC) & PI	Project Requirements document / application	Research Process Committee Archives
Review application documentation.	Research Process Committee member	Peer reviewed by Research Process Committee	Research Process Committee Archives
Notify Research Process Committee.	Dean of Research and Innovation	List of current research project updated	Research Process Committee Minutes
If funding is received			
Submit list of equipment, consumables, services required and quotation to RC to process Purchase Request	Researcher/Principal Investigator (PI) Administrator – Research Process Committee	Purchase request opened	Research Process Committee Archives
Procure the consumable items.	Administrator – Research Process Committee, Finance Director, and Researcher/PI	Procurement completed	Research Process Committee Archives
Inform AREC of project updates after 12 months	Researcher/Principal Investigator (PI)	RC updates ADB of status	Research Process Committee Archives

Procedure 011: Technology Transfer and Commercialisation Process

Procedure Reference: P-A-AB-013.011
Version: 1
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the process for Technology Transfer.

Related Policy

- Applied Research and Enterprise Activities A-AB-013
- Intellectual Property Policy

Related Documents (Rules, Guidelines, Flowcharts, Forms)

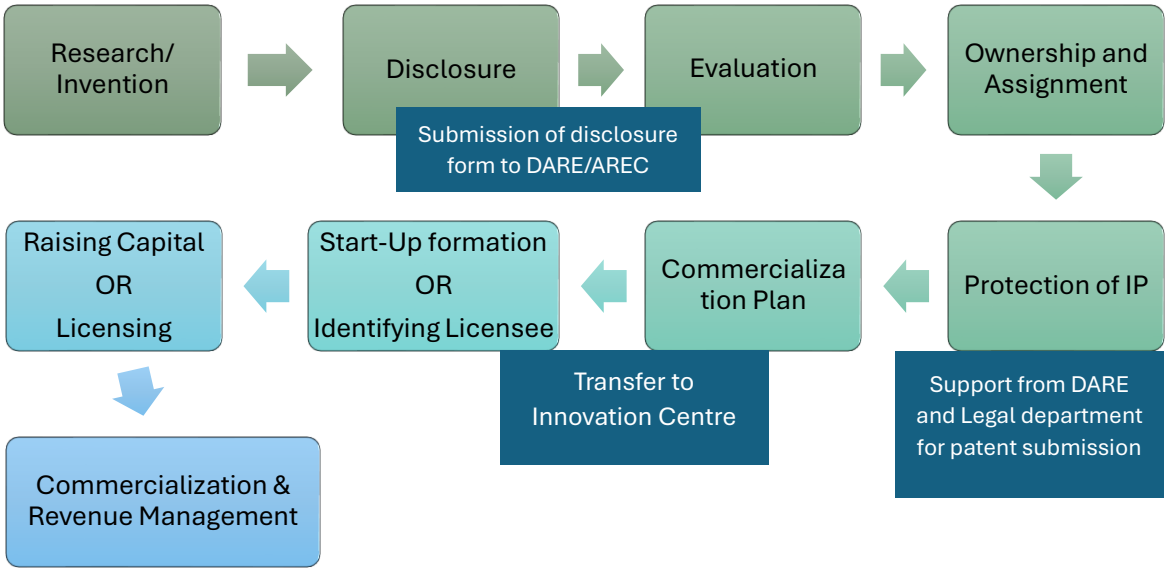
Guidelines:

- Technology Transfer and Commercialisation Guidelines G-A-AB-013.009

Note: For more details related to intellectual property ownerships and related rules, guidelines and procedures, please refer to Intellectual Property Policy.

Procedure

Step	Responsible	Outcome	Location
Submit Disclosure Form.	Researcher(s)	Disclosure Form received by DARE	Research Process Committee Archives
Evaluate concept validation, enterprise and technology transfer potential declaration and identify support type.	Dean of Research and Innovation	Concept validation, enterprise and technology transfer potential evaluated Ownership and IP Assignment declaration Support type agreement identified	Research Process Committee Archives
Support implementation • IP protection • Start-up formation • Licensing • Raising Capital	Dean of Research and innovation, Head of Innovation Centre Legal Team	Support process executed	Research Process Committee Archives


Research/ Invention
Disclosure
Submission of disclosure form to DARE/AREC
Evaluation
Ownership and Assignment
Protection of IP
Support from DARE and Legal department for patent submission
Commercializa tion Plan
Transfer to Innovation Centre
Start-Up formation OR Identifying Licensee
Raising Capital OR Licensing
Commercialization & Revenue Management

Procedure 012: Handling Research Misconduct

Procedure Reference: P-A-AB-013.012
Version: 1
Person Responsible: Dean, Applied Research and Enterprise

Purpose

The purpose of this document is to set out the procedure for handling the allegations of fraudulent research publications.

This procedure addresses confirmed or suspected instances of research misconduct, which includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Related Policy

- Applied Research and Enterprise Activities A-AB-013
- Intellectual Property Policy

Related Documents (Rules, Guidelines, Flowcharts, Forms)

Guidelines:

- Applied Research and Scholarly Activities G-A-AB-013.001
- Authorships, Affiliations and Research Integrity G-A-AB-013.002

Procedure

- **Handling Allegations of Fraudulent Research Publications**

Step	Responsible	Outcome	Location
Submit all allegations with all the evidence in writing (prints, pdfs, URLs and/or emails) to the Deanship of Research and Innovations	Whistleblower	Received by Dean of Research and Innovations	Research Process Committee Archives
Initial assessment and inquiry	Dean of Research and Innovations & Dean of Faculty	1. Allegation rejected 2. Review Committee set up for further investigation	Research Process Committee Archives
Inquiry and formal investigation	Review Committee	Formal finding (proven by a preponderance of evidence) on whether intentional, knowing, or reckless research misconduct occurred	Research Process Committee Archives
Discuss results with the alleged researchers.	Dean of Research and Innovations & Dean of Faculty	Researchers informed of results 1. False allegation – whistleblower advised. 2. Misconduct found – researchers are instructed to coordinate for further actions with the publisher	Research Process Committee Archives

Step	Responsible	Outcome	Location
Disseminate final decision.	Dean of Research and Innovations & Dean of Faculty	Recommendation sent to director of HR and/or CEO	Research Process Committee Archives

- **Handling Publication in Predatory/Fraud Publishers**

Step	Responsible	Outcome	Location
Flag publication during the research database addition or reported by a whistleblower	Reviewer / whistleblower	Received by Dean of Research and Innovations	Research Process Committee Archives
Conduct initial assessment and inquiry.	Dean of Research and Innovation	Reviewer selected	Research Process Committee Archives
Conduct formal inquiry and investigation.	Reviewer	Formal findings (proven by a preponderance of evidence) gathered	Research Process Committee Archives
Formally notify researcher(s) of the review and provide evidence.	Dean of Research and Innovation	Researcher given due process (7 days for rebuttal/appearance)	Research Process Committee Archives
Approve recommendations and remedial actions.	Dean of Faculty	Recommendations approved	Research Process Committee Archives
Issue a confidential recommendation, classifying the publication.	Dean of Research and Innovation	Recommended actions letter	Research Process Committee Archives
Approve and oversee the implementation of remedial action and sanctions.	Researchers & Dean of Research and Innovation	Mandatory retraction/remediation and required sanctions implemented	Research Process Committee Archives

Guidelines 001: Applied Research and Scholarly Activities

Guidelines Reference:	G-A-AB-013.001
Version:	2
Person Responsible:	Dean, Applied Research and Enterprise

Section 1: The Nature of Ethical Research

The purpose of these guidelines is to set out the standards of ethical research and the principles that must be followed during the conduct of applied research activity undertaken at Bahrain Polytechnic.

The Characteristics of Ethical Research Activity

A. Ethical Research Activity is underpinned by the following principles:

Principle 1: Informed Consent

The principle of informed consent requires that, where practicable, people should not be involved in research without understanding and freely agreeing to such involvement.

Principle 2: Non-maleficence

The principle of non-maleficence requires that any risk of harm or discomfort is minimised by the researcher and must be balanced by expectation of benefit.

Principle 3: Respect for Individual and Property Rights

The principle of respect requires regard for the welfare, rights, beliefs, perceptions, customs, possessions and cultural heritage of human beings involved in research.

Principle 4: Justice and Dignity

The principle of Justice and dignity requires fairness in all conduct of research activity.

Principle 5: Dissemination of Information

The principle of dissemination requires that all participants in any research activity must have access to the results of the research.

Section 2: Research Activity Requiring Approval

The purpose of these guidelines is to identify those categories of research activity that require approval from the Bahrain Polytechnic Research Process Committee and/or Chief Executive Officer.

Research Activities that require Bahrain Polytechnic Research Committee Approval

- Research carried out by a Bahrain Polytechnic staff member that involves other Bahrain Polytechnic staff members and/ or students as subjects and/or employs Bahrain Polytechnic resources.

Research Activities that Require Bahrain Polytechnic Chief Executive Officer Approval

- Research carried out by a person/s not employed by Bahrain Polytechnic that requires access to staff members and students as research subjects.
- Research carried out by a person/s not employed by Bahrain Polytechnic that requires access to institutional information.

- Research carried out independently by a Bahrain Polytechnic student that is not part of normal credit bearing course work and involves Bahrain Polytechnic staff and/or students as research subjects.

The external researcher must write a letter to the Chief Executive Officer, Bahrain Polytechnic, requesting permission to access Bahrain Polytechnic staff/students as research subjects.

The following need to be included in the request: A brief description of what will take place at Bahrain Polytechnic; how the research will be conducted; the expected benefits to Bahrain Polytechnic; and the way in which results will be reported back to Bahrain Polytechnic.

The Chief Executive Officer may take advice from the Dean – Applied Research and Enterprise regarding the application.

The researcher will receive a formal letter in response to the request, indicating whether or not the request will be forwarded to the Bahrain Polytechnic Research Process Committee for its approval.

Once approval has been granted by the Bahrain Polytechnic Research Process Committee, the researcher may negotiate appropriate means of accessing staff/students with the relevant managers.

Section 3: Research Activity Not Requiring Approval

The purpose of these guidelines is to identify those activities involving elements of research which do not require approval from the Bahrain Polytechnic Research Process Committee.

Research Activities that do not require approval:

- preparation for teaching
- the provision of advice or opinion, except where it is consistent with the definition of research
- general purpose or routine data collection
- feasibility studies (except into research and experimental development projects)
- the commercial, legal and administrative aspects of patenting, copyrighting or licensing activities
- routine computer programming, systems work or software maintenance (but note that research and experimental development into applications software, new programming languages and new operating systems that require human participation to test is included)
- general, non-specific research evaluations for the purpose of improving internal practices (for example, analysis of course statistics or performance data of specific groups);
- research in which a single investigator is the subject of his or her own research where there are no subjects/participants and no physically or psychologically hazardous procedure is involved.
- Bahrain Polytechnic staff members who have approval from the ethics committee of another institution, for research involving Human Participants who are not staff or students of Bahrain Polytechnic.
- Preliminary interaction or discussion where the exact research aims have not yet been formulated and Human Participants are not involved.
- Seeking professional or expert opinion.

Section 4: Course-Related Student Research Projects

The purpose of these guidelines is to set out the requirements for research activity that is undertaken as part of the teaching and learning process at Bahrain Polytechnic.

The Characteristics of Research Activity Designed for Teaching Purposes

Research activity in the classroom is:

- Credit bearing
- Part of a course requirement and is usually completed in one semester.
- Designed to teach research methodologies.
- Created by tutors to engage students in interactions with individuals, gather data about individuals, groups, organizations or other collectives and/or illustrate concepts covered in the course.
- Not intended to create new knowledge or to lead to scholarly publication.
- Low/non-risk, safe for students and participants and has regard for the reputation of Bahrain Polytechnic.

Approval for Re/search Activity Designed for Teaching Purposes

Course-related research activities that exhibit the characteristics listed above do not require approval from the Bahrain Polytechnic Research Committee.

Undertaking Research Activity Designed for Teaching Purposes:

- Responsibility for approving course related research activity rests with the course coordinator.
- Tutors assigning projects in research methods classes should ensure that students understand what constitutes ethical conduct as well as how to preserve the safety of themselves and their participants.
- Tutors should design an ethical application component into the project and its assessment using an appropriately modified version of the Bahrain Polytechnic Ethics Approval Form as part of the teaching and learning process.
- Tutors are responsible for ensuring that the students are sufficiently skilled and knowledgeable to carry out the intended research.
- Students involved in course-related assignments are expected to follow Bahrain Polytechnic policies and abide by the Characteristics of Ethical Research Activity when designing and conducting projects with human volunteers.
- Students should not deviate from their research design without the written consent of the tutor or course coordinator who has approved the project.
- In the event that data obtained from a classroom project is intended for future publication, application for approval can be made to the Bahrain Polytechnic Research Process Committee where it can be treated as a Research Approval Application for analysis of existing data.

Section 5: Producing Information for Prospective Human Participants

The purpose of these guidelines is to set out the information that must be provided in the Participant Information Sheet to those who will be subjects of proposed research activity.

The Participant Information Sheet (PIS)

Information for prospective Human Participants, whether written or verbal, must be provided in plain language and in a form comprehensible to prospective Human Participants. Technical terms should be explained, and jargon avoided. It may need to be in the preferred language(s) of prospective Human Participants.

Where students in the Faculty of the researcher are prospective Human Participants, the information given must include an explicit statement that neither grades or academic relationships with the department or members of staff will be affected by either refusal or agreement to participate.

Information should normally be provided on a written `Participant Information Sheet' for Human Participants to keep. This sheet must be separate from the Consent Form.

The Participant Information Sheet should include:

Project identification

- Name of study or project;
- Name(s) of researchers and their Institute and faculty affiliations

Request for participation

- Invitation to participate;
- Statement that participation is voluntary and can be declined without penalty of any kind;
- Statement that Human Participants can withdraw from the research at any time without giving reasons and without penalty of any kind;
- Statement that Human Participants may withdraw information they have provided at any time prior to completion of data collection - except where data are held anonymously and cannot be traced to be withdrawn.

Information on which to base the decision to participate

- Description of the project
    - aims and nature of research (e.g. controlled trial, interviews),
    - how Human Participants are being selected;
    - sources of funding external to the Institute should be identified;
    - the eventual recipients of the information being collected in the course of the research e.g. conference participants, readers of specialist journals (where information is being collected about identifiable individuals).
- Description of nature and duration of participation
    - time involved in participating;
    - description of experimental procedures;
    - description of interview procedures (including whether video or audio taping is intended).
- Risks and protection
    - clear statement of identified risks to Human Participants (or to community) associated with participation;
    - measures to be taken to minimize and to deal with identified risks;
    - statement of procedures to be taken to safeguard privacy and confidentiality;
- Benefits
    - identification of potential benefit to Human Participants, (and expected benefits to community/other persons);
    - explanation of any proposed compensation for participation;
    - explanation of availability to Human Participants of results of the study
- Additional information
    - prospective Human Participants should be encouraged to ask further questions;
    - contact address of researcher and their supervisor (if applicable) should be provided for further questions about the project;

- contacts (preferably with telephone numbers) should be provided in case of queries or concerns Human Participants may not wish to address to the researcher personally. These may include the Chair, Bahrain Polytechnic Research Committee, for any ethical concerns, and should normally include the researcher's Dean/Head of Department.

The following statement should appear at the bottom of both the Participant Information Sheet and the Consent Form.

APPROVED BY THE BAHRAIN POLYTECHNIC PROCESS COMMITTEE

on ..... for a period of ..... years, from ...../...../.....

Reference ...../.....

(This is to be completed after advice of approval has been received from the Bahrain Polytechnic research Committee and before the sheet is given to prospective Human Participants).

Section 6: Designing Consent Forms

The purpose of these guidelines is to set out the information that must be provided in the Consent Form to those who will be subjects of proposed research activity.

The Consent Form

A signed form giving consent to participation in a research project is required. This is an important legal protection for the researcher and the Polytechnic as well as for Human Participants. The Bahrain Polytechnic Research Process Committee needs to see a copy of any consent form which will be used. If the use of such a form is considered inappropriate in the particular circumstances of a research project, then the reasons must be presented to the Committee.

Safekeeping, confidentiality and eventual disposal of consent forms are the responsibility of the researchers. Signed consent forms and any information obtained from the participant should be retained, for the protection of the researcher, for a minimum of six years from when research has been completed and a report has been published. The Committee may require a longer period in certain circumstances.

Consent forms should be tailored to the needs of the particular research and its Human Participants, but must contain the following:

- The name of the research or study.
- The name of the researcher.
- A clear statement that the consenting party has been given, and understood, an explanation of the research as provided in the Participant Information Sheet.
- A clear statement that the consenting party is aware that s/he may withdraw from the project at any time (including withdrawing any identifiable information provided at any time prior to completion of data gathering) without giving reasons and without penalty of any kind.

- A clear statement of any conditions requiring special agreement (e.g. agreement to being videotaped, or to personal information being solicited from or passed to some third party, or to having one's identity disclosed in any way in reports of the research).
- A sentence explicitly giving consent to participation in the research, followed by the signature of the consenting person, their clearly written name and the date.

Where the consent is being given for the participation of some other person in a research (e.g. parent/guardian consenting to a child's participation), this should be made clear in the wording of the consent form. The name of the participant and their relation to the person giving consent should be clearly stated.

In certain circumstances, for example where there is any relation of dependence between participant and researcher, the Committee may require that the consent be independently witnessed.

Section 7: Research and Scholarly Activity Database

The purpose of these guidelines is to set out the categories of information that must be collated by the Research Process Committee and Faculty Research Coordinators so that accurate reports can be prepared for Academic Board, Board of Trustees and external agencies.

Table 1: Information to be collected for Research and Scholarly Activities Database

1: Title of staff member	
2: Name of staff member	
3: Gender	
4: Highest Qualification	
5: Faculty/Directorate	
6: Nature of Activity	**Choose from:** **A. Research and Publication** - Book author - Book chapter - Book editor - Book reviewer - Book translator - Conference presentation - Film producer - Journal editor - Magazine article - Newspaper article - Paper published in academic journal - Paper published in conference proceedings - Software design - Thesis publication **B. Presentations, Exhibitions, Events** - Conference attendee - Film/video presentation - Invited presentation/lecture - Keynote or plenary address - Poster presentation - Presentation at conference

	- Project presentation - Session chair - Session panelist - Workshop leader **C. Other Scholarly Activity** - External Consultant - External reviewer - External examiner - Thesis Supervisor
7: Type of Research	Choose from: • Basic Research • Applied Research • Experimental Research
8: Field of Research	Choose from: • Natural Sciences • Engineering and Technology • Agricultural Sciences • Social Sciences • Humanities
9: Title of Paper	
10: Journal of Publication	
11: Issue	
12: Volume	
13: Year of Publication	
14: Publisher	
15: Conference Title	
16: Conference Organizer	
17: Country	
18: URL (if available)	
19: Polytechnic Support	• Supported by Polytechnic Yes/No • Time allocation to activity (hours) • Financial Support received • Other support (resources/materials)
20: Awards	• Polytechnic award • External award

Guidelines 002: Authorships, Affiliations, and Research Integrity

Policy Reference:	G-A-AB-013.002
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

Section 1: Introduction

To establish good research practices and academic publishing guidelines for the researchers of Bahrain Polytechnic, outlining clear standards for authorship, affiliations and research integrity.

Research good practices are guided by the following core ethical principles, which direct the work of researchers and address practical, moral, and intellectual challenges:

- **Integrity and Quality**: Ensure accuracy, quality, honesty, and truthfulness in all stages of research, including design, execution, review, and publication.
- **Ethical Compliance**: Conduct all activities in alignment with ethical frameworks for scientific research.
- **Respect and Compliance**: Demonstrate respect for research participants, society, the environment, heritage, and culture. Ensure full compliance with the general laws of the Kingdom of Bahrain.
- **Accountability**: Accept responsibility for the research's impact, management, organization, supervision, and dissemination.

Section 2: General Practices

1) Research Environment
   Bahrain Polytechnic is committed to fostering a culture of research integrity by increasing awareness, establishing clear policies and procedures for good practice and transparency, and ensuring the proper transaction of breaches against ethical frameworks.

2) Training, Supervision, and Mentoring
   Bahrain Polytechnic ensures that researchers receive appropriate training in research ethics and methodologies aligned with polytechnic rules and regulations. Research instructors, supervisors, and team heads are responsible for guiding, mentoring, and training team members to develop research activities and enhance integrity.

3) Research Procedures
   Researchers undertake to design and develop research and research concepts using available resources appropriately. Research outcomes are published clearly, accurately, honestly, and transparently, while respecting the confidentiality of data and results where applicable.

4) Health and Safety
   Researchers must adhere to all Polytechnic's and national health and safety laws and regulations. All research topics (humanitarian, zoological, cultural, biological, environmental, or physical) must be addressed with diligence as per legal and ethical provisions, prioritizing the health and safety of researchers, collaborators, and the community to avert potential damages and risks.

5) Data Protection

Researchers are required to supervise, preserve, and safeguard all data and research materials for a reasonable period. Access and use must maintain transparency and comply with the Polytechnic's Intellectual Property Policy.

6) Joint Action / Collaboration
   All research partners share full responsibility for the joint action. They must publicly and transparently agree to the research objectives, scope, standards, and expectations at the outset. Partners must fully adhere to research integrity and protect the intellectual property of collaborators and advisers concerning publication.

7) Scientific Publication
   Authors bear full responsibility for the scientific content of a publication. Authors must agree on the sequencing of authorship and provide adequate recognition for the intellectual contributions of all others, including collaborators, assistants, and sponsors, regardless of the publication format.

Section 3: Breaches of Research Integrity

Researcher Conduct

Researchers must adhere to the ethical practices relevant to their research scope. They shall utilize good research practices to prevent the deterioration of professional relations, maintain research confidence and credibility, avoid resource waste, and ensure no unnecessary damages are caused to research subjects, participants, users, the community, or the environment.

Research Misconduct

Research misconduct and other unacceptable practices, such as perjury, misrepresentation, and impersonation in proposing, conducting, or reviewing research, are considered serious breaches that jeopardize the safety of research and researchers. These actions constitute direct breaches of the good practices stipulated in the Bahrain Polytechnic's general rules of conduct.

Misconduct Investigation and Due Process

The Bahrain Polytechnic addresses all breaches or allegations of misconduct transparently through an investigation guided by justice, integrity, and confidentiality to protect all competent persons.

Polytechnic also protects the rights of whistleblowers during an investigation, guaranteeing that their vocational standing is not jeopardized. Investigations must consider the legal and equity essentials of all parties by:

- Providing the accused with full details of the allegations and evidence.
- Allowing the accused to respond to the allegations.
- Availing the opportunity for adequate reconciliatory action upon acquittal.

Any person accused of research misconduct remains innocent until proven otherwise.

Things to avoid:

- **Gift (guest) authorship**: where someone is added to the list of authors who have not been involved in writing the paper.
- **Ghost authorship**: where someone has been involved in writing the paper but is not included in the list of authors.

- **Plagiarism**: When somebody presents the work of others (data, words or theories) as if they were his/her own and without proper acknowledgment
- **Self-plagiarism** is the redundant reuse of your own work, usually without proper citation. It creates repetition in academic literature. Furthermore, it can skew meta-analyses if you publish the same sets of data multiple times as "new" data. Therefore, if you're discussing your own previous work, make sure you cite it.
- **Data fabrication / falsification**: It is essential that all data is accurate, and representative of your research. Data sharing is increasingly prevalent; it increases the transparency of raw data.

Handling Article Retraction

Retraction is a mechanism for correcting research literature and alerting readers to publications that contain such erroneous data or seriously flawed for whatever reason, that their findings and conclusions cannot be relied upon.

If retraction is due to the actions of some, but not all, authors of a publication, the notice of retraction should mention this; however, most editors consider that authorship entails some degree of joint responsibility for the integrity of the reported research so it is not appropriate for authors to dissociate themselves from a retracted publication even if they were not directly culpable of any misconduct.

All matters of voluntary retractions should be discussed with the Dean of Research & Innovation. All retractions concluded as a result of misconduct will be documented and forwarded to the corresponding dean of faculty.

Section 4: Authorships and Affiliations

Authorships

Authorship can refer to people or teams who come up with an idea or create a publication that shares that intellectual or creative work. It gives credit and responsibility for published work, which has academic, social, and financial implications. It is essential that all contributors to a paper are given credit as authors. Moreover, all authors understand their responsibility and accountability for the published work.

There are a couple of types of authorship to be aware of.

- **Corresponding author**

  When multiple authors write an article, one person should be designated as the corresponding author. This person will handle all communication about the article and sign the publishing agreement on behalf of all authors as required by the publisher. They are responsible for ensuring that all authors' contact information is accurate and that the authors agree on the order of their names in the article. Additionally, the authors must ensure that their affiliations are correct (see the affiliation section below).

- **Co-author**
  Any person who has made a substantial contribution to an article is considered a co-author and shares responsibility and accountability for the published research.

If you are a named co-author, this means that you:

1. Made a significant contribution to the work reported in the conception, study design, execution, acquisition of data, analysis and interpretation, or in all these areas.
2. Have drafted or written, substantially revised or critically reviewed the article.
3. Have agreed on the journal/conference/etc. to which the article will be submitted.

4. Reviewed and agreed on all versions of the article before submission, during revision, the final version accepted for publication, and any significant changes introduced at the proofing stage.
5. Agree to take responsibility and accountability for the contents of the article and share responsibility for resolving any questions raised about the accuracy or integrity of the published work.

Affiliations

Your affiliation in the manuscript should be the institution where you conducted the research. Use the following format for affiliation:

> Author Name
> School of Author, Faculty of School,
> Bahrain Polytechnic, Isa Town, Bahrain
> author@polytechnic.bh

Note: It is mandatory for every researcher to link their public research profiles and databases (such as Scopus, Google Scholar, ORCID ID, etc.) with Bahrain Polytechnic's email. Failing to do so will result in no research support for publications.

Funding: You should also include details of any funding received from the institution.

Funding Statement(s):

This research was supported for publication by Bahrain Polytechnic's institutional funding with Ref. number (---Application Ref number---).

OR

The author(s) extend their appreciation to the Deanship of Applied Research and Entrepreneurship at Bahrain Polytechnic for funding this research work through the project application number (---Application Ref number---).

Multiple institutional affiliations

Multiple institutional affiliations (or co-affiliations) occur when academic/research belongs to more than one organization.

- No more than two affiliations may be added per author. Dual affiliations can only be added if the "two institutions contributed substantial support to the study"
- An exceptional arrangement can be made to accommodate faculty members who, for a limited time, wish to also take on only research related duties at a business, enterprise, or entity other than Bahrain Polytechnic.
- A dual affiliation is not a right. Applications for dual affiliations will be considered in light of the potential benefit to the Bahrain Polytechnic and to the faculty member.

Process for dual affiliations:

- Bahrain Polytechnic must be listed as Primary affiliation.
- All public research profiles and databases (such as Scopus, Google Scholar, ORCID ID, etc.) must be linked with Bahrain Polytechnic's email.
- Allowed institution can be faculty member's previous organization for up to within 1 year of joining Bahrain Polytechnic.

- Allowed institution can be a start-up associated with the faculty member.
- Allowed institution can be other research institute, university, business entity or enterprise. Provided that, the researcher should not conduct any research business during the Bahrain polytechnic's office hours, and the duties related to Bahrain Polytechnic are not affected in any way (for example, the faculty will meet all existing time and effort commitments).
- All paid part-time work must be approved by Human Resources prior to commencing the work.
- Faculty members should discuss the potential opportunity with their department head and/or dean at an early stage. The head and/or the dean must agree to explore the dual affiliation to move forward.
- A dual affiliation is permitted for up to one year, with an option to renew for a second year.

Guidelines 003: Criteria for Bahrain Polytechnic Research Awards

Guidelines Reference:	G-A-AB-013.003
Version:	2
Person Responsible:	Dean, Applied Research and Enterprise

Purpose

The purpose of these guidelines is to set out the criteria for awards that recognize excellence in research activity. Not all categories need to be awarded in any one academic year.

Section 1: Awards

1. The Chief Executive Officer Award for Exceptional Research

This award honours the very best research achievement at Bahrain Polytechnic by an individual or a group of researchers.

Eligibility: The research entered may be an individual project or a body of work.

Selection criteria:

- *Originality and significance of the research* — The research contributes to new knowledge or advances the boundaries of the disciplines.
- *Research impact* — The research has positive impacts which gain national and/or international recognition.
- *Research rigour and quality* — The output shows evidence of the sustained quality of the research and academic performance of the individual or team involved.

2. Bahrain Polytechnic Award for Teaching and Research Integration

This award recognises researcher(s) for the successful integration of research and teaching and learning in support of the Bahrain Polytechnic Strategic Plan which recognizes applied research as integral to exemplary practice in teaching and learning.

Selection criteria:

- *Integration into the curricula* — The research methods or outcomes have become embedded in subject/course and learning provision at Bahrain Polytechnic.
- *Excellence in design and innovation in course design* —The research output is applied in the curricula and supports key learning areas in the discipline.
- *Student impact* — There are demonstrable benefits, or potential benefits, for students as a result of the influence of this research in teaching practices i.e. improved graduate attributes for their specific industry or workplace.

3. Bahrain Polytechnic Award for Research Excellence in Partnership

This is awarded to a Bahrain Polytechnic researcher, or team of Bahrain Polytechnic researchers, who have developed a research partnership and delivered outcomes with an external partner that supports the Polytechnic's strategic goal of developing an applied research culture to engage in solving societal and industrial problems.

Eligibility: External partners may include industry, academic or community partners.

The research entered may be a single project or a body of work with the partner organisation.

Selection criteria:

- *Collaboration* — There is evidence of the strength of the partnership and teamwork.
- *Research impact* — There is evidence of the outcomes of the research and the benefits for the partner organisation and any internal benefits i.e. sponsorship of students, or further collaborative research.
- *Research significance* — The research is aligned with at least one of the Bahrain Polytechnic Research themes:
- *Strategic relevance* — The research is aligned with the Bahrain Polytechnic Research Strategy and how it contributes to the Polytechnic's vision to be a world class provider of applied higher education.

4. Bahrain Polytechnic Award for Enterprise and Research Integration

This is awarded to a Bahrain Polytechnic researcher, or team of Bahrain Polytechnic researchers, who have delivered outcomes that support the Polytechnic's strategic goal of developing an applied research culture to enhance opportunities for innovation and enterprise.

Eligibility: The research may be a single project or a body of work.

Selection criteria:

- *Originality of the research* — The research is novel or innovative.
- *Research excellence* — There is evidence that the research has been peer-reviewed and cited.
- *Network building* — There is evidence of building peer and external collaboration networks, as well as evidence of community outreach as it relates to the research discipline.
- *Commercial impacts* — There are demonstrable commercial impacts, or potential commercial impacts, and benefits of the research.
- *Strategic relevance* — The research is aligned with the Bahrain Polytechnic Research Strategy.

Self-Editorial Publications

Publications where the author holds an editorial, governance, or direct managerial position within the publishing venue (e.g., journal, book series, conference, etc.) are subject to a perceived or actual conflict of interest and will not be considered for the following academic purposes:

- Research Awards and recognitions.
- Scholarships and fellowships based on research output.
- Academic Promotions (e.g., to Associate Professor, Full Professor).
- Applications for Research Support or internal funding mechanisms.
- Other research outcome-based recognitions

It aims to ensure the rigorous, objective, and independent peer review of all research outputs submitted for evaluation. Publications involving a conflict of interest related to the editorial process

may compromise the impartiality of the review process, thus undermining the integrity and credibility of the research assessment framework.

Guidelines 004: Research Supervisor Selection and Allocation Procedure

Policy Reference:	G-A-AB-013.004
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

Purpose

To define minimum qualification and experience of undergraduate and postgraduate projects supervisors in order to provide better consistency across all programmes.

To define the roles & responsibilities of the supervisor.

Section 1

The roles & responsibilities of the supervisor

Supervisors of research students will:

1. Be familiar with the regulations and guidelines which operate within their School and within the faculty.
2. Participate in the selection process for entry to the research register in conjunction with the Director of Teaching & Learning.
3. Guide the student in a choice of research topic; agree within a month of registration (or per School/ Programme requirements) a suitable topic of research which can be completed as a research project and written up within the prescribed period of study (normally three-four years full-time or six years part-time).
4. Agree with the student no later than 3 months after registration (or per School/Programme requirements) the basic structure of the research project, an appropriate research method, a realistic plan of work, and any additional required study including Skills Development Training.
5. Ensure that, where applicable, risk assessment of laboratory and/or field-based activities has been carried out in accordance with departmental procedures and that the student receives the required safety training.
6. Ensure that ethical approval has been obtained in accordance with the Research Policy A-AB-013 procedures.
7. Monitor progress according to agreed milestones (and revising same based on issues in the field).
8. Establish a practice of regular meetings with the student at which all matters relating to the research project can be discussed. Provide commentary, constructively and within a reasonable timeframe, on the student's oral and written work. Ensure that written evidence of the meeting is kept within the Department
9. Alert the student to what they may expect from the supervisor by way of a critique of work. (Some supervisors have a policy of only reading their student's work once; others are happy to read it more often)
10. Complete annual progress reports in conjunction with the student in order to monitor the student's progress and highlight any unexpected problems which can then be addressed.
11. Encourage the student to present work in progress from time to time, as appropriate, attend relevant conferences, meetings and workshops.
12. Provide guidance on the preparation of the thesis and the viva voce examination
13. Advise the students to maintain their records of research in a manner which can be accessed and understood by anyone with a legitimate right to enquire.

14. Engage in appropriate professional development for supervising research students.

Supervision of PHD candidates and research fellows

Bahrain Polytechnic is committed to nurturing a culture of applied research and enterprise activity throughout the institution that is aligned with the Bahrain National Research Strategy, that contributes to the professions and industries which it serves and that supports and enhances teaching and learning within the institution.

To support researchers, the Applied Research and Enterprise Committee (AREC) recognizes the need to work in collaboration with young researchers, PhD candidates and research fellows (including researcher under US Fulbright or similar programs).

It is expected that research groups be home to doctoral students connected to the ongoing research. The group must be able to actively contribute to the third-cycle education, through supervision or development of courses for doctoral students.

AREC (in collaboration with HR) supports two types of research supervision:

1. Supervision of students from other universities (not hosted at Bahrain Polytechnic)
   Supervisor must obtain approval from AREC and HR to perform such duties. It is expected that all publications will include the Polytechnic supervisor as co-author.
2. Supervision of students and research fellows hosted in Bahrain Polytechnic for a short period
   Bahrain Polytechnic will facilitate the hosting of students/researchers from other universities or institutions if their field of research is in line with the Polytechnic Research Strategy and can be supervised by one of the full-time academic staff.
   It is expected that the hosting period will be for at least 6 months but no longer than 24 months. Bahrain Polytechnic will provide office space and visa (if necessary) for the researcher as well time release for the Polytechnic supervisor (see Approval form to supervise PhD student or research fellow)

Time allocation

Time allocation for supervising a PhD candidate or research fellow hosted on campus is 40 notional hours per semester for the period of stay.

Maintaining a good student-supervisor relationship

The relationship between supervisor and research student is a defining feature of postgraduate education and training. The role of the research supervisor(s) should be to encourage, challenge and support the student in order that he/she may develop the required skills and attributes outlined in their programme of study. A positive and collaborative interaction between student and supervisor will enhance student experience and increase the prospects for a successful outcome for the project. Both supervisor and student can contribute to this relationship through interactions based on mutual respect and confidentiality, courtesy, accessibility, clarity of communication and application of effort.

1. *Communication*: It is essential that supervisors and students should maintain clear and open lines of communication. Students should bring to the attention of their supervisors any difficulties or issues that potentially may interfere with their work.
2. *Early intervention*: If difficulties do arise then early intervention is always advisable. Supervisors and students should not simply wait and allow a problem to persist or get worse in the hope that the issue will resolve itself eventually.

3. *Clarity*: It is essential that both student and supervisor reach a clear and agreed understanding about the nature of any issue that might affect progress and of the steps necessary to resolve this issue.
4. *Avoid misunderstandings*: It may be beneficial for supervisors and students to exchange written summaries of their respective views of the outcomes of their discussions on any difficulty so that they are clear where they both stand.
5. *Constructive criticism*: Such criticisms are part of the obligations of a supervisor and constitute a key feature of a research degree. They also have the potential to create conflicts between students and supervisors so a discussion about nature and purpose of constructive criticism at the outset of the project may help reduce tensions that may arise later.
6. *Maintain records*: Supervisors and students may find it helpful to keep a record of their meetings for future reference. Where a student or supervisor feels that the other party is unresponsive to requests for a meeting, a record of their attempts to raise this issue with the other party should be kept. They should approach the Head of Research for advice on resolving the situation.
7. *Notification*: If following discussions and meetings the supervisor or student still feels that progress has been consistently unsatisfactory, the other party should be notified in writing the reasons for this view and be given an opportunity to respond. All progress should be reported in annual reports

Additional Resources for Academic Staff:

- Lee, A. (2008) Supervision Teams: making them work, London. SRHE.
- Lee, A. (2012) Successful Research Supervision: Advising students doing research. Routledge.
- Tinkler, P. and Jackson, C. (2009) The Doctoral Examination Process - A handbook for students, examiners and supervisors, Open University Press.
- Wisker, G. (2005) The Good Supervisor: Supervising Postgraduate and Undergraduate Research for Doctoral Theses and Dissertations, Hampshire: Palgrave MacMillan.
- National Academy for Integration of Research, Teaching & Learning (NAIRTL) Supervisor Support Working Group http://www.nairtl.ie/SupervisorSupport

Section 2: Selection and allocation of the postgraduate project supervisor

Selection and allocation of the postgraduate project supervisor

The selection and allocation of the postgraduate project supervisor should follow the following criteria:

Qualification	Supervision of UG Thesis	Supervision of MSc Thesis (taught programme)	Supervision of MSc Thesis (by research)	Supervision of PhD Thesis
Faculty Members with Ph.D. (having more than 3 years' experience post doctorate)	Recommended Maximum supervision: 8 students	Recommended Maximum supervision: 4 students	Recommended Maximum supervision: 3 students	Recommended Maximum supervision: 3 students
Faculty Members with Ph.D. (having less than 3 years of research experience post doctorate)	Recommended Maximum supervision: 8 students	Recommended Maximum supervision: 4 students	Recommended Maximum supervision: 3 students	Recommended Maximum supervision: 1 student (until successful

Qualification	Supervision of UG Thesis	Supervision of MSc Thesis (taught programme)	Supervision of MSc Thesis (by research)	Supervision of PhD Thesis
				completion of at least one candidate)
Faculty Members registered in Ph.D. program	Recommended Maximum supervision: 8 students	Recommended Maximum supervision: 4 students	Co-supervision only Recommended Maximum supervision: 2 students	No PhD supervision
Faculty Members with Masters (PG) (having more than 3 years of experience post MSc)	Recommended Maximum supervision: 8 students	Recommended Maximum supervision: 2 students	Co-supervision only Recommended Maximum supervision: 2 students	No PhD supervision
Sr. Lecturer with no PG	Recommended Maximum supervision: 8 students	No MSc Supervision	No MSc Supervision	No PhD supervision
Lecturer with no PG	Recommended Maximum supervision: 4 students	No MSc Supervision	No MSc Supervision	No PhD supervision
Asst. Lecturer with no PG	No UG supervision of final thesis	No MSc Supervision	No MSc Supervision	No PhD supervision

The supervisor allocated at postgraduate (masters and PhD) level must be in the relevant field of study and an active researcher (especially if the allocation is in the research programs).

In the case of co-supervision, the supervision time allocation will be shared between the lead supervisor and co-supervisor.

HOS may diverge from these guidelines on a case-by-case basis by providing appropriate justifications to be approved by the Dean of Faculty

Guidelines 005: Research Projects Framework

Policy Reference:	G-A-AB-013.005
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

Purpose

The framework below is proposed to ensure that applied research projects are not only academically rigorous but also practically relevant, sustainable, and capable of generating real-world solutions.

Section 1: Research Projects Guidelines

1. Relevance and Impact:
   - The research must address a clearly defined practical problem or challenge.
   - The project should demonstrate potential for significant impact on industry, society, or community through innovation, technological advancement, or process improvement.
   - The research should align with the university's strategic goals, industry partnerships, and regional development priorities.
2. Feasibility:
   - The project must be realistic and achievable within the given timeframe and resources.
   - There should be clear and feasible objectives, a structured methodology, and a solid work plan.
   - The research should have access to the necessary equipment, facilities, and expertise for successful completion.
3. Innovation and Originality:
   - The project should present new ideas, approaches, or solutions to existing problems or expand the understanding of existing solutions in practical contexts.
   - The research should not duplicate existing efforts but should aim to provide original contributions to the field.
4. Interdisciplinary Collaboration:
   - Preference will be given to projects that involve collaboration between multiple departments, faculties, or external partners (industry, government, NGOs, etc.).
   - The research should encourage a multidisciplinary approach to problem-solving, combining knowledge from different areas of expertise.
5. Sustainability and Ethical Considerations:
   - The project should address sustainability, environmental, and social concerns, ensuring that solutions are not only effective but also responsible in terms of long-term effects.
   - Ethical issues related to the research, such as data privacy, consent, and environmental impact, should be carefully considered and addressed.
6. Methodological Rigor:
   - The project should employ sound scientific methods, including appropriate data collection, analysis, and validation techniques.
   - It should be designed to produce reliable, reproducible results and lead to practical outcomes that can be used by stakeholders.
7. Collaboration with Industry or Stakeholders:
   - The project should demonstrate clear links to industry, government, or other stakeholders who can benefit from research or contribute to its development.

- Industry involvement can range from providing funding or resources to co-developing the solution or assisting with implementation.

8. Dissemination and Knowledge Transfer:
   - There must be a clear plan for disseminating the results to relevant audiences, including stakeholders, policymakers, and the wider academic community.
   - The project should consider how the findings will be transferred into practical applications, whether through patents, prototypes, publications, or industry partnerships.
9. Scalability and Transferability:
   - The project should consider whether the solution can be scaled or adapted for broader use in other contexts, industries, or communities.
   - Transferability to other regions, sectors, or organizations will enhance the potential for wider impact.
10. Budget and Resource Allocation:
    - The research project should have a clear, realistic budget that outlines all required resources (personnel, equipment, materials, etc.).
    - Funding sources, whether internal or external, must be identified, and the budget should include provisions for managing costs and ensuring effective use of resources.
11. Outcomes and Metrics:
    - The project must establish clear, measurable outcomes that define the success of the research, including timelines and deliverables.
    - These outcomes should be aligned with both academic and practical objectives, with clear metrics for assessing impact.

Guidelines 006: DARE Support for Academic Conferences and Journals

Policy Reference:	G-A-AB-013.006
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

All staff applying for financial support to attend academic research conferences should follow the following guidelines:

Eligibility

- All full-time faculty members and staff of Bahrain Polytechnic who joined more than 3 months before the date of application will be eligible.
- All other time allocations to be co-approved by AREC and HOS.
- The research paper must be accepted for publication in journals before applying for the support.
- DARE supports only peer reviewed indexed journals and conferences with articles published in proceedings. The conference must have proceedings in an indexed database (such as Scopus or SCI/SCIE/SSCI or IEEE). Non-indexed conferences/journals will not be supported.
- If ethics approval is required, it must have been obtained, as per the policy.
- The author who is applying for support must be the first author for the research paper.
- First author's affiliation must be with Bahrain Polytechnic. Please see the guidelines on authorships and affiliation section on how to write affiliation.
    - The author who is applying for support must be the first author for the research paper or must get NOC from all authors affiliated to BP (applicable for students' papers).
    - In students' papers, a non-BP author's NOC may be considered, if approved in advance (such as co-supervisor in students' papers).

Frequency of Support

- Only one research paper per faculty/ staff member will be sponsored per calendar year.
- Each person can avail at most a budget per calendar year up to a maximum of 1000BD. It could be in any of the following forms:
    - National or international academic conferences
    - Academic journal articles processing charges or publication fee.
- Support will not be accumulated. However, in a calendar year, a second research paper may be sponsored in case of funding being available and given that the researcher has not exceeded a total of BD1000 in expenses for the research support in the same year.
- Second research paper may be sponsored in case of funding being available and given that the researcher has not exceeded a total of BD1000 in expenses for the research support in the same year.

DARE Support Rationale

- Academic conferences allow the participants to network with other professionals and vendors in the industry. The participants will be able to take the pulse of what is happening for tools, technologies, and processes, and hear ideas they weren't even aware of.

- Attending and publishing in international conferences helps to disseminate the results of the research and to provide opportunities for networking, discussion around the published research, discuss applications of the research, research validation and career development.
- Publishing in academic conferences and journals increases research output and impact of Bahrain Polytechnic which attracts top academicians, students, and funding opportunities for Bahrain Polytechnic
- Research publication is a key component of several international metrics such as University Rankings (Times, QS, etc.), University performance and reputations, faculty development and advancement, top scientists, etc.
- In academia, research significantly contributes to knowledge production, fostering advancements in academic fields and shaping our understanding of the surrounding world.
- Research helps in connecting the coursework to the world outside, increasing the understanding of concepts and theories, developing critical skills and tools to prepare the graduates for postgrad life.
- Research serves as a powerful tool for solving social problems to improve society's operations, functions and concerns that impact the lives of individuals locally and globally.
- Research improves learning, retention and graduation rates by engaging students in hands on investigation.

Level of Conference or Journals

- Support will be provided only when the journal or conference is well-recognized and of high standards. If such indicators are not conclusively clear, support might not be provided.
- DARE supports only peer reviewed conferences with articles published in proceedings. The conference must have proceedings in an indexed database (such as Scopus or IEEE, etc.).
- Non-index conferences or journals will not be supported. Polytechnic reserves the right to withhold support for conferences or journals with discriminatory practices or questionable research integrity, or with low academic rigor, questionable peer review, or high fees for publication.
- For non-indexed conferences and conferences without proceedings, the Dean of Faculty may allow the applicant to release them from their duties to attend (but no financial support will be provided by DARE).
- Only peer-reviewed recognized and indexed international journals will be supported by DARE. The journals should be indexed in Scopus or SCI/SCIE/SSCI, etc. databases.

Exclusion

DARE conference support may not be provided in the following cases:

- Applications submitted less than one month prior to the conference dates will be automatically rejected.
- If funding is secured from other sources (grants, sponsorships), Polytechnic support might be reduced or denied.
- Attending conferences outside your research area, purely for personal interest, wouldn't qualify for support.
- Polytechnic support only extends to the registered participant, not to listeners, or family or friends.
- Participants who do not contribute (such as if participant is not presenting a paper, or poster) significantly.

Self-Editorial Publications

Publications where the author holds an editorial, governance, or direct managerial position within the publishing venue (e.g., journal, book series, conference, etc.) are subject to a perceived or actual conflict of interest and will not be considered for the following academic purposes:

- Research Awards and recognitions.
- Scholarships and fellowships based on research output.
- Academic Promotions (e.g., to Associate Professor, Full Professor).
- Applications for Research Support or internal funding mechanisms.
- Other research outcome-based recognitions

It aims to ensure the rigorous, objective, and independent peer review of all research outputs submitted for evaluation. Publications involving a conflict of interest related to the editorial process may compromise the impartiality of the review process, thus undermining the integrity and credibility of the research assessment framework.

Types of Support

DARE publication support is provided in the following forms:

- For any financial/time allocation support, the applicant must fulfill all eligibility requirements.
- The conference or journal publication support amount should be within the specified limits. Please refer to the funding limits as follows.
- If financial support has not been availed, then time will be allocated to the researchers as per the research policy which can be compensated in the next semester by Head of School.
- For the conference, support includes:
    - conference fees (up to 200 BD),
    - travel (flight tickets only) - within GCC: up to BD 150, rest of the world: up to BD 500,
    - per diem as per CSB regulations.
    - duty leave (number of days of conference (up to maximum of 3 days) (as per CSB regulation) + 1 day before and 1 day after (except weekend/holidays))
    - If conference fees are greater than the limit, the difference will be taken from Per Diem allocation.
- Journal support will be as per the following criteria:

Journal Category	Open Access	Closed Access
Publication in Q1 ranked Journals	Up to BD1000/ Year	Up to 80hrs/ semester per publication for two semesters
Publication in Q2 ranked Journals	Up to BD800/ Year	Up to 60hrs/ semester per publication for two semesters
Publication in Q3 ranked Journals	Up to BD400/ Year	Up to 40hrs/ semester per publication for two semesters
Publication in Q4 ranked Journals	Up to BD200/ Year	Up to 20hrs/ semester per publication for two semesters

Time allocation

- Time allocation reports will be sent to Deans at the end of each research (calendar) year.
- Max time allocation given to any one staff to be capped at 160Hrs/semester and is limited to one Academic Year (AY) and is non-renewable.
- Time allocation to be applied for next semester (usually from the start of the AY) workload (unless special agreement made with Dean of faculty).
- In case of single author publication, 100% of the time allocation is provided to the single author.
- In case of joint research, the time allocation awarded will be divided by the number of researchers:
    - 50% for first author
    - remaining 50% divided equally by remaining authors

Conference Publication Support process

- Applicable only for peer reviewed conferences with articles published in proceedings. Only Peer reviewed conferences with proceedings (of full papers) and indexed in Scopus, IEEE or SCI/SCIE/SSCI will be supported by DARE.
- For non-indexed conferences and conferences without proceedings, Dean of Faculty may allow to release staff from their duties to attend (but no financial support).
- Presentation only, conducting workshops: This category is not relevant to DARE and is covered under Professional Development
- Research Domain: Field of research relevant to main programme as approved by Dean of Faculty or as per the field of research in PhD/research degree.
- If no funding is available, then up to 10hrs/ semester can be compensated in the next semester by Head of School

Guidelines 007: Establishment of Research Group

Policy Reference:	G-A-AB-013.007
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

All staff applying for the establishment of a research group or being the member of the existing research group should follow the following guidelines:

Successful research groups

A research group is defined as a group of researchers working on joint research question or in a joint area of research. Organisationally, research groups often operate within a school with support of the relevant Head of School. Various projects are run within the research group, and the members collaborate within the group, with other research groups and with trade and industry stakeholders, the public sector, and other organisations. The development of mutual trust, a shared vision, and open communication are crucial elements of a successful research team and research project.

Research group lead

A representative is appointed for each research group – a Research Group Leader. It is expected that a Research Group Leader will also receive the support of the relevant Head of School to perform this role.

The role of Research Group Leader is not a management role, but a coordination and mentoring role. The following tasks are expected to be performed by the research group lead on an annual basis:

- Develop/Review the research group vision and direction
- Set guidelines for how the group will work together (meeting intervals, communication channels, …)
- Work in collaboration with appropriate Research Centre Manager to define requirements and budget
- Report on the outcomes of the research group

Research group members

The role of Research Group members is to participate in Research linked to the Research Group objectives. Members may also have a mentoring role to students and junior researchers. The following are examples of tasks that may be performed by research group members on top of carrying out research in the field and publishing:

- Write grant applications and support other group member with their research applications for external funding
- Provide support and mentoring to junior researchers in developing their career
- Collaborate with other research groups nationally, regionally and internationally
- Evaluate project proposals for funded research by Industry
- Participate as judge in student research competitions

Time allocation

Initial time allocation for leading an approved Research Group is 60 notional hours per semester for one year.

Initial time allocation for participating in an approved Research Group is 30 notional hours per semester for one year.

This may be reviewed on an annual basis on the basis of the number of researchers in the group, external collaborations and the outcomes of the research group.

Guidelines 008: Research Consumables Fund Criteria

Policy Reference:	G-A-AB-013.008
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

Definition:

A fund of BD500 per staff per year shall be made available for any project approved by the Applied research and entrepreneurship committee.

Criteria:

The allocated budget shall be spent exclusively on the determined purposes as per HEC guidelines on scientific research spending:

- Purchase of research apparatus, equipment and tools including specialized software, and cloud computing credits required for research projects.
- Purchase of biological, chemical, and physical materials, glass tools and other items which are required for scientific research projects.
- Purchase of specialized books or scientific magazines required for supporting a specific project provided that these books or magazines shall be handed over to the institution's library after completion of the project.
- Purchase of databases required for implementing research projects or payment of subscription fees.
- Purchase of specialized scientific experiments and measurements, or rental of equipment required for implementing a whole or part of a determined research project.
- Make agreements with suppliers to maintain and repair the equipment and apparatus purchased for the purpose of research projects.
- Amend existing facilities for accommodating a determined research project or a group of research projects such as a biosafety laboratory, low vibration room or a research plant for animal care.
- Expenditures of scientific advice, and external services if required for a research project.
- Any other expenditures aiming at the accomplishment of a research project and expenditures similar to the items mentioned hereinabove.

Exclusion:

The allocated budget may not be used for:

- Scientific publication expenditures resulting from publishing research projects provided by a teaching staff member in arbitrated scientific magazine conference volumes.
- Expenditures for preparing arbitrated scientific conferences, scientific seminars, and related academic arrangements.
- Expenses of teaching staff member's travel if it is necessary to visit a body overseas for the purpose of undertaking a particular research project such as collecting data or using specialized equipment available only at this body overseas.

Guidelines 009: Technology Transfer and Commercialisation Guidelines

Policy Reference:	G-A-AB-013.009
Version:	1
Person Responsible:	Dean, Applied Research and Enterprise

The following information is taken from the IP policy, please refer to the IP policy for more details.

IP for sponsored research activities

The following table provides an indicative outline of IP ownership and exploitation in sponsored/funded research programmes:

Funding Model	100% Company/Private Funding			Joint public/private funding	100% public funding
Program Type	Company Managed and Directed.	Jointly Directed and Managed. Bahrain Polytechnic introduced Know how and Background IP.	Consultancy	Jointly Directed and Managed. Bahrain Polytechnic and Company introduce Knowhow and Background IP.	Bahrain Polytechnic Managed and Directed
IP Ownership	Company owns all IP.	Employer of Inventor/Creator owns IP. Jointly created Foreground IP is jointly owned.	Generally, all foreground IP is assigned to the Company.	Bahrain Polytechnic owns all Foreground IP.	Bahrain Polytechnic owns all IP.
IP Access	Bahrain Polytechnic will have IP access rights for research purposes.	Company gets non- exclusive, royalty free access to Bahrain Polytechnic jointly created Foreground IP		Company gets first option to negotiate license to Bahrain Polytechnic Foreground IP. Creation of Spin-Out Company may be considered.	IP commercialized via licensing or creation of Spin-Out Company

Ownership within the scope of inventor's employment or study programme:

- Owned by Bahrain Polytechnic if Intellectual property is created by the faculty or staff, or by the students working on research or other projects:
    - within the scope of Bahrain Polytechnic's employment, including work under polytechnic's grants and contracts with third parties; or
    - within the scope of their education as a part of course work; or
    - with the use of resources, or facilities owned, operated or administrated by Bahrain Polytechnic.
    - with the use of the funds from, or administered by, Bahrain Polytechnic

Outside the scope of inventor's employment or study programme:

- If the intellectual property is created:
    - outside the scope of Bahrain Polytechnic employment and/or education and
    - without any significant use of Bahrain Polytechnic's resources,
- Then, individual will own the intellectual property.
    - Ownership of an outside the scope of an invention shall remain with its inventor(s), subject to any rights that may be granted to Bahrain Polytechnic as required by this policy.

Transfer of the IP rights to the inventors (Inventor's Choice):

- For within scope IP, when inventor(s) take full responsibility for the legal protection or commercialization of an invention
- assign sole ownership of the invention to the inventor(s),
    - subject to certain obligations such as assigning joint ownership if the rights to an invention were granted to a third party under a separate prior agreement,
    - such as a sponsored research agreement or a material transfer agreement or
    - if at the time of creation, inventions are co-owned by the inventor(s) and the Bahrain Polytechnic (joint-ownership).

Student IP:

- IP solely devolved by the students is typically released to the student inventor(s), unless the invention was created:
    - by a student in a capacity as a Bahrain Polytechnic employee,
    - using significant Bahrain Polytechnic resources (for example, taking a regular class or using a library is not a significant use of resources.), or
    - under a contract or grant to Bahrain Polytechnic.
    - New IP, that is developed as a result of funding or Bahrain Polytechnic resources (e.g., software, equipment, etc.), is owned by Bahrain Polytechnic and will require a license from the Polytechnic to commercialize.
- In the above cases, student IP will be considered as Bahrain Polytechnic-owned IP.